**Dorchester County Library**

**Board of Trustees Meeting**

**Jennie J. McMahan Library**

**St. George, SC**

**Monday May 15, 2023**

**7:00PM**

**AGENDA**

1. **Call to Order –** 7:02pm (Bill Collins)

* Present: Collins, Rutland, Inabinett, Manigault, Antill, Sabine, Sweatmann,
* Absent: Scipio

1. **Public Comments / Announcements / Correspondence**

* None

1. **Approval of March 20th, 2023, Meeting Minutes** **– (Attached)**

* Motioned by: Inabinett.
* Seconded by: Leviner.
* None opposed.

1. **Business Department Report – (Attached)**

* Monthly YTD Financial Report
  + 1. Income received through 4/30/2023 - $3590885.64.
    2. Expenditures through 4/30/2023 - $6505790.68
    3. There was carryover spent for furniture purchases that are counted through expenditures.
* Discussion of Final 2023-2024 Budget as presented to County Council Presentation – (Distributed)
  + 1. The current budget was adjusted by the county council to mirror their budget line items.
    2. Amounts were not changed/adjusted.

1. **Director’s Report (Attached)**

* **Building & Grounds**
  + No new issues for either (slight plumbing issue in Sville that has been addressed)
* **New Facilities**
  + Attached Oakbrook and N. Chas updates on construction (dollar amounts and photo)
  + May be an issue with the current downtown location for Sville branch. Possible new location next to Laura’s restaurant
* **Personnel**
  + All Library staff read and signed acknowledgement of County Policy Manual
  + St. George – Fully Staffed
    - Made offer for the Head of Outreach – candidate accepted today.
* Summerville – 1 part time opening, 1 full time opening.
* North Charleston – Posted job openings for:
  + Branch Manager
  + Children’s Librarian
  + Head of Circulation
  + LA1 positions
* **Collection / Library Performance**
  + 2022-2023 YTD Statistics and Highlights
    - April circulations fell lower by approximately 1500-2000 (similar to last year)
    - E-books are continuing to rise.
      * County council asked how close we are to moving to 50%-50%
      * Currently we are about 65% books to 35% eBooks.
      * Sabine asked the difference between e-books, overdrive, and hoopla. Antill explained it was exclusive rights to different materials.
  + Strategic Plan
    - Possible Dates for Board Retreat (dates highlighted in yellow were conflicts for attending board members):
      * Any day of week of May 22
      * Thursday, June 1st (not preferred)
      * June 5th, 6th, 8th, or 9th
      * And day of week of June 12th
      * June 19th, 20, 21, 22
      * June 28, 29, 30
      * Group decided on June 13th 9am – 1pm for Board Retreat
        + Back room of Perkins
* Planned completion: June 2023
* **Meetings & Attendance**
  + Multiple weekly SCLENDS – including Migration.
    - Every Tues/Thurs for approx. 3 hours
  + SCAPLA
  + Rotary – Every Wednesday Morning
  + Multiple weekly architect meetings discussing all the branches and their progress.
  + Multiple meetings w/Claire Louder for Community Focus Groups
    - Sabine inquired about updated reports from the surveys.
    - Mr. Antill stated he can provide the results of surveys from the focus groups.
    - Approximately 300 people responded.

1. **Committee Reports**

* **None**

1. **Old Business**

* **None**

1. **New Business**

* **None**

1. **Executive Session –** If Needed
   1. Motioned – Sabine
   2. Seconded – Sweatmann
   3. None Opposed
   4. Entered Executive Session at 7:50pm
   5. Exited Executive Session @ 8:09pm
   6. Motion by Sabine that Mr. Collins write letter on behalf of board to County Council requesting grandfathering in current part time employees to maintain current leave balances for use but will not accrue additional leave after June 30th, 2023, once library transitions to county council’s personnel policies.
      1. Seconded by: Inabinett.
      2. None opposed.
2. **Adjourn**
   1. Motion to adjourn – Leviner.
   2. Seconded by: Rutland.
   3. None opposed.
   4. Adjourned at 8:12pm