

Dorchester County Library Board of Trustees
George H. Seago Library, St, Summerville, SC
July 16, 2018, 7 PM

Present: Warren McCarl, Katherine Pemberton, Robert Antill, Eddie Crosby, Bill Collins, and Beth Sabine.

Absent: Andrew Gentry and Keturah Inabinett.

Guests Present were: Cassandra Manigault, Michaela Weisner, Leslie Keller and Sherryl James, Jennifer Smith and Bryan Smith.

The meeting was called to order by Mr. Collins at 7:00 pm and guests were welcomed.

The floor was opened for public comment. No comments were offered.

Minutes from the June 18, 2018 were reviewed. Ms. Pemberton moved that minutes be accepted as written. Mr. Crosby seconded and the motion passed.

Highlights from the Business Department Report were:

- As of 06/30/2018 income was \$3,815,957.92 with expenses to that date of \$2,546,263.83.
- Review of YTD Budget and report on transfers between accounts.
- A check for approximately \$44,000.00 arrived from Dorchester County funds. This was an amount from previous periods that does not sync with our current year. It was suggested that our fiscal year be changed to the calendar year to sync with the Dorchester County calendar year. This issue will be discussed further at a later meeting. Ms. Sabine moved and Mr. Crosby seconded to accept the funds in our current fiscal year. The motion passed.
- The Y/E 2018 P/L Budget vs Actual Report was presented. Ms. Sabine moved to accept the report. Mr. Crosby seconded and the motion passed.

Highlights from the Director Report included:

- Review of buildings and grounds status included review of bids for replacement of HVAC at the Summerville branch. We are still waiting on a final bid. This may require Board approval. A suggestion that some Board decisions such as this one could be handled by a virtual meeting.
- The redesign of the circulation desk at the St. George Library is complete.
- Both branches are fully staffed.
- The Director proposed that all staff evaluations be moved to Nov/ Dec and salary adjustments take effect in the following January.

- Statistics were presented.
- Various community and professional meetings were attended.

Committee Reports:

- The Personnel Committee – no report was available. Mr. Crosby moved and Ms. Sabine seconded that review of the Personnel Manual was tabled to a later date.

Action Items:

1. At 7:30 Ms. Sabine moved that the Board go into Executive session to discuss a personnel matter. Mr. Crosby seconded the motion and it passed.
At 7:39 the executive session ended.
2. Mr. Antill proposed that he review the DCL By-Laws to determine meeting format requirements as we consider the possibility of virtual meetings.

Having no further business the meeting was adjourned at 7:47 pm.

Next meeting is scheduled for September 17, 2018, 7:00 pm at the St. George Library.