

**Dorchester County Library Board of Trustees**  
**Jennie Johnston McMahan Library, St. George, SC 29477**  
**June 19, 2017**

**Present:** Katherine Pemberton, Bill Collins, Warren McCarl, Robert Antill, Pinky Harriott, Beth Sabine, Keturah Inabinett and Andrew Gentry.

**Absent:** Eddie Crosby.

**Guests:** Sue Card, Eva Garriott, Elizabeth Brown, Deidre Hartzog, and Kathy Walters.

**The meeting was called to order** by Chairman Bill Collins at 7:00 pm. Guests were welcomed.

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

**Minutes** from the March 20, 2017, May 8, 2017 and June 13, 2017 were reviewed. Dr. McCarl moved that the minutes be accepted as written. Ms. Pemberton seconded and the motion passed.

**Highlights from the Business Department Report** were:

- Year to date income of \$3,562,130.28 and expenses of \$2,168,726.89 as of May 31, 2017.
- Hired Summerville Branch Manager – Jennifer Gleber. Still have openings to fill for St. George Branch Manager and Circulation Supervisor.
- DCL Foundation Board Members should be selected soon in preparation for library expansion project. Draft Bylaws have been reviewed by Rudd Smith and Wilbur Johnson. Their suggestions should be reviewed by the actual Foundation Board itself for ratification. Library Board members were asked to submit potential Foundation Board member candidates by July 1<sup>st</sup>.
- The African Art auction produced \$12,000.75 profit. This money will be set aside as “seed money” for the DCL Foundation. Ms. Harriott will check on any decrease that can be made to our insurance cost resulting from this sale.

**Highlights from the Director Report** included:

- A persistent homeless presence has developed at the Summerville branch. Fencing is being considered.
- Mr. Antill presented circulation statistics. Mr. Gentry requested 3-5 years of data.
- A Collection Development Team has been formulated to develop a 2 year plan for evaluation and improvement of the collections.

- Various community meetings were attended as described in detail by his report. Of note is that the St. George Friends group has diminished to 2 members.
- Individual meetings with each staff member have begun. Approximately 50% of the staff has participated so far.
- The Summerville Branch Manager was hired.
- Mr. Antill requested the Board meet in Executive Session to review the staff organizational chart.

**Budget transfers** were requested as follows:

1. Miscellaneous Expenses to Building Repairs	\$4500.00
2. Maintenance Contracts to Building Repairs	5000.00
3. Office Supplies to Other Payroll Expenses	1500.00
4. Adult Periodicals to Juvenile Books	884.06
5. Adult Periodicals to Young Adult-AV	166.81
6. Databases to Adult-AV	1500.00

Ms. Pemberton moved to approve these transfers. The motion was seconded by Ms. Sabine and passed.

**Committee Reports:**

- A) As reported previously the African Art collection netted \$12000.75 to provide seed money for the DCL Foundation.
- B) A Personnel Policy Committee consisting of Beth Sabine, Katherine Pemberton, Robert Antill, and Pinky Harriott will meet at 5:00 pm July 17, 2016. Ms. Harriott will email the existing policies as well as the Dorchester County personnel policies to these committee members before that meeting.

Dr. McCarl moved that the Board go into **Executive Session** to discuss staffing issues. Ms. Inabinett seconded the motion and it passed. Guests were excused.

At 8:43 pm Dr. McCarl moved to **end the Executive Session**. Ms. Inabinett seconded and the motion passed.

Having no further business Ms. Sabine moved that the meeting be **adjourned**. Ms. Pemberton seconded and the meeting was adjourned at 8:45 pm.