

**Dorchester County Library Board of Trustees
George H. Seago Library, St, Summerville, SC
March 26, 2018, 7 PM**

Present: Warren McCarl, Robert Antill, Bill Collins, Keturah Inabinett and Beth Sabine.

Absent: Katherine Pemberton, Andrew Gentry and Eddie Crosby.

Guests Present were: Cassandra Manigault, Jenn Gleber, Michaela Weisner, Leslie Keller and Sherryl James.

The meeting was called to order by Mr. Collins at 7:07 pm and guests were welcomed and Cassandra Manigault, recently hired Staff Accountant was introduced.

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

Minutes from the January 22, 2018 were reviewed. Dr. McCarl moved that minutes be accepted as written. Ms. Inabinett seconded and the motion passed.

Highlights from the Business Department Report were:

- As of 02/28/2018 income was \$3,179,590.22 with expenses to that date of \$1,517,517.16.
- Review of YTD Budget and report on transfers between accounts.
- Review of Proposed 2018-2019 Budget.
- Report on various community involvements.

Highlights from the Director Report included:

- Review of buildings and grounds status included possible need for replacement of another HVAC at the Summerville branch. Cleanup and fence install at rear of Summerville branch will begin since vagrant problem has been resolved.
- Staff Accountant began March 5th; Library Aide Roberta Duck has resigned effective March 31st.
- Statistics were presented by the Collections/Library Team. Their study will continue as they look at updating and adding some predictive software (ESP) to help manage hard copy use.
- Various community and professional meetings were attended.
- Mr. Antill was appointed chair of the Leadership and Management Roundtable for 2018-19 at the SCLA Leadership Retreat. Additionally he was elected Vice President/President Elect of SCLENDS for 2018-2019 & 2019-2020.

Committee Reports:

- The Personnel Committee – no report.

Action Items:

1. At the request of Mr. Antill, Mrs. Sabine moved that the Library Aide position at the Summerville Branch be redefined as “Library Aide -1”. Mrs. Inabinet seconded the motion and it passed.
2. Mrs. Sabine moved to approve the following current budget transfers:
 - Transfer \$50,000 from Salaries (1052000) to Bldg. and Equipment Repairs (1055205) to cover line item shortage due to unexpected HVAC cost and excess due to restructuring of staff.
 - Transfer \$3,706.97 from Stet Lottery (2020100) to Vehicle Maintenance (1055600) to cover line item short fall due to Bookmobile repairs.
 - Transfer \$17,000 from the State Lottery (2020100) to Capital Outlay-Large Purchases (1055900) to cover purchase of new van for Summerville branch.The motion was seconded by Dr. McCarl and passed.
3. Mrs. Sabine moved that the Board go into Executive session to discuss contractual matters. Mrs. Inabinet seconded the motion and it passed.
4. At 8:43 the executive session ended.

Having no further business the meeting was adjourned at 8:44 pm.

Next meeting is scheduled for June 18, 2018, 7:00 pm at the St. George Library.