

Dorchester County Library Board of Trustees
Jennie McMahan Library, St. George, SC
September 17, 2018, 7 PM

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

Absent: None.

Guests Present were: Sherryl James and Kathy Walters.

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 July 16, 2018 were reviewed. Chairman Collins acknowledged that Andrew Gentry has submitted a resignation effect several weeks ago. Councilman George Bailey will need to appoint a replacement. Ms. Pemberton moved that minutes be accepted as written. Ms. Inabinet seconded and the motion passed.

Highlights from the Business Department Report were:

- As of 08/31/2018 income YTD was \$130,730.68 with expenses to that date of \$398,091.97.
- Review and comments on YTD Budget were offered.
- The audit of 2017/18 is coming up and the financial information will be provided to the auditors. Discussion followed suggesting the contract with the auditing company (Murdaugh) be reviewed and consideration of offering it to other firms should be discussed.
- The YTD P/L Budget vs Actual Report was presented.

Highlights from the Director Report included:

- Buildings sustained no damage due to Hurricane Florence. The Library followed the Dorchester County emergency response plan for the duration of the threat.
- HVAC replacement bids for the Summerville branch have been received. Due to the wide range of pricing and suggestions it was decided that more information should be requested. In particular, the difference in performance, maintenance and life expectancy of 10 ton electric heat pump system vs. 20 ton traditional unit. Prices vary significantly.
- The new self-checkout stations, software, printers and copiers have been installed in both locations. Evergreen upgrade should be completed by September 27th

- The new website design is progressing. Mr. Antill anticipates providing a mock-up to Board members soon. The suggestion was offered that the “url” could be changed. The Board favored “dorchesterlibrarysc.org”.
- Year end statistics were presented.
- Various community and professional meetings were attended.

Committee Reports:

- The Personnel Committee – no report was available. The Personnel Committee will notify the Board when their review is complete.

Action Items:

Mr. Antill was asked to check the By-Laws concerning electronic meetings, voting and duty to invite the public to our meetings. He will report at the November meeting.

Having no further business the meeting was adjourned at 8:07 pm.

Next meeting is scheduled for November 19, 2018, 7:00 pm at the Summerville Library.