

**Dorchester County Library
Board of Trustees Meeting
Jennie Johnston McMahan Library
St. George, SC 29477
Monday, September 19, 2016**

1. The Meeting was called to order by Chairman Warren McCarl at 7:00pm. Attending were Andrew Gentry, Bill Collins, Beth Sabine, Warren McCarl, Keturah Inabinett, Tommy Socha, Katherine Pemberton, Pinky Harriott, Business Manager and Jennie Redmond, Director of Libraries.
2. No public comments were received
3. At the Director's request, Beth Sabine moved that the Board go into Executive Session and was seconded by Katherine Pemberton. The motion passed unanimously and the board went into Executive Session at 7:03pm. The Board came out of executive session.
4. Details of the minutes of the previous meeting were discussed. Dr. McCarl moved that the minutes of the meeting on July 25, 2016 be amended to include a question posed by Andrew Gentry during the public comments received. Mr. Gentry asked of Becky Westfall if she had discussed her grievances presented with any of the Board members previously. She replied that she had not. Bill Collins moved that the minutes be accepted as amended. Katherine Pemberton seconded and the motion passed unanimously.
5. The Business Manager's report included the Financial Report that as of 8/31/2016 income received was \$150,512.30 and expenses were \$391,139.43.
The "Cash on Hand" procedure has been revised so that branches use the same formula allowing \$275 for cash transactions.
Ms. Harriott recommended a review of the reciprocal agreement with Berkeley County Libraries. Currently approximately Berkeley County residents use the Dorchester County libraries and 1600 Dorchester County residents are using Berkeley County libraries.
Several of the staff vacancies were reported as filled or outsourced. The Summerville Branch Librarian is still open. The position is posted and interviews continue.
Two members of the Grievance Committee's terms have expired or will expire soon. The alternates, Kathy Walters and Susan Kascak will fill those vacancies. Bill Collins moved that the Board appoint two more alternates, Darlene McAlhany and Sylvia Vandertulip. The motion was seconded by Beth Sabine. Tommy Socha suggested that staff members be offered the opportunity to volunteer or be given the choice of serving in this capacity. The motion passed with six in favor and Mr. Socha opposed.
The bond referendum will come to the public vote in November. Ms. Harriott has been attending and presenting for many community organizations. Printed material is being distributed and a community website is available online with information for the County residents.

A letter was received from attorney Rudd Smith regarding his rates to prepare the bylaws for the Dorchester County Library Foundation. Dr. McCarl asked to be allowed to contact attorneys he knows to obtaining competitive rates. Discussion followed about the timeframe for the Foundation formation. Because there is not a true urgency to have these bylaws finalized we can delay this decision for future meetings.

6. The Director reported that both branches are operating well at this time.
SC Association of Public Library Administrators is requesting increased state funding. Ms. Redmond will ask the Association to encourage a legislative resolution allowing counties to have local referendums for operational funding.
The SCLENDS consortium is advertising for a Systems Cataloguer who will organize and support inventory and procedures.
New resources have been activated or are in the process of becoming activated including Ready Rosie, Tutor.com, Hoopla ad EBSCO Discovery Service.
Trustee Education and Training was postponed due to this month's lengthy agenda.
The Annual Statistical Report is being prepared.
7. The Outreach Report included the announcement that Pinky Harriott has been invited to become part of the Volvo Community Advisory Group. Andrew Gentry recommended that we prepare a press release announcing this. This is an honor for Ms. Harriott as well as a beneficial relationship for the library.
Other outreach activities included participation in the Prosperity Center's Back to School Bash in August, an upcoming meeting with Dorchester County First Steps, Westvaco Retirees Meeting, a DD2 teacher in-service and planned in-service for DD4.
Ms. Redmond recommended that Dorchester County Libraries grant a 30 day temporary library card for Orangeburg residents due to the flooding and resulting temporary closure of their library. Dr. McCarl moved that these cards be offered. Keturah Inabinett seconded and the motion carried unanimously.
Considering the upcoming business facing the Board, Ms. Redmond suggested that the Boards meeting schedule be changed to monthly.
8. Action Items
 - a. The DCL Foundation was discussed earlier but the request was made that Ms. Harriott contact Rudd Smith and see if he could estimate his expectation of needed hours. Dr. McCarl will include the same question with any other attorneys he contacts.
 - b. The "Cash on Hand" changes discussed earlier included setting the maximum fund at \$275.00 for each branch. Katherine Pemberton moved we approve the recommendation. Tommy Socha seconded and the motion carried unanimously.
 - c. Dr. McCarl appointed the 2017 Nominating Committee to include Andrew Gentry, Katherine Pemberton and Keturah Inabinett.
 - d. The Grievance Committee vacancies were mentioned under the Business Director's Report, appointments were made and approved.

9. The County lawyer reviewed the Quinn and Sons Master Consignment Agreement. Suggested revisions were agreed upon by the lawyer and Matthew Quinn. The contract will be signed by Dr. McCarl and Ms. Redmond and returned to Quinn. Ms. Sabine asked for clarification of the items to be sold. Ms. Redmond said the Board decided to keep all “authentic” African Art pieces and sell those “decorative” pieces that will be selected by Ms. Redmond.
10. At 9:05pm Beth Sabine moved that the Board go into executive session. Dr. McCarl seconded and the motion passed.
11. At 9:12pm Bill Collins moved that the meeting be adjourned. The motion was seconded and passed.