

**Dorchester County Library
Board of Trustees Meeting
Jennie McMahan Branch Library
St. George, SC
January 28, 2019, 7:00 PM**

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

No absences.

Guests: Kathy Walters, Jenn Gleber and Sherryl James.

The meeting was **called to order** by Chairman Bill Collins at 7:00 PM.

No public comments were offered. Mr. Antill read **a letter received** from Dr. Susan Moore Prinz who is the daughter of past Board member Jim Moore. Dr. Prinz enclosed a **donation in memory of her dad**. Mr. Antill sent an acknowledgement and thank you representing the DCL and Board.

On behalf of **the Nominating Committee**, Dr. McCarl moved to nominate the following slate of officers for the 2019 year: Bill Collins, Chairman, Warren McCarl, Vice Chair, Keturah Inabinett, Treasurer and Beth Sabine, Secretary. The motion was seconded by Ms. Pemberton and passed unanimously.

November, 2018 minutes were amended to include last names of individuals mentioned. Ms. Pemberton moved that the minutes be accepted as amended. Ms. Inabinett seconded the motion and it passed.

Cassandra Manigault presented the **Business Report**. As of 01/15/2019 income for the fiscal year was \$591,241.57 and expenses were \$1,386,106.27. A request was made to move \$20,000.00 from budget item 2053101 (Adult Books-Print) to 2053700 (Adult E Books). Ms. Sabine so moved, Dr. McCarl seconded and the motion passed.

Mr. Antill, **Executive Director reported:**

- A contractor is chosen and trees will be trimmed by 2/18/2019.
- Two employee retirements are expected on 2/27/2019. A plan for filling the resulting vacancies has been made and will prevent any disruption of services or management.
- Year to date statistical report was received. Circulation has increased over previous year by approximately 6.7%.
- Jenn Gleber presented a demonstration of the new website in progress. The new format will provide a simpler, more direct route to topics of interest.
- Sherryl James reported on a Memorandum of Understanding between Dorchester District 4 Schools and the DCL. Events and services for the schools are scheduled and will begin as soon as the MOU is executed.

- Various meetings were attended. Leadership Dorchester, county finance audit and the SLENDs are scheduled in the upcoming weeks.

Committee Reports

The **Personnel Policy Manual review** was completed. Action on this report was tabled to be handled after discussion in executive session.

No New Business was discussed.

At 7:53PM Ms. Pemberton moved that the Board go into **executive session** to discuss personnel policy and contractual matters. Ms. Inabinet seconded the motion and it passed.

At 8:30PM Ms. Sabine moved to **adjourn the executive session**. The motion was seconded by Ms. Inabinet and passed.

Ms. Sabine moved that the **Personnel Policy Manual be accepted** as reviewed and revised be adopted. The motion was seconded by Ms. Pemberton and passed. It will be posted on the employee intranet for access by employees and Board members.

A review of the bids for **HVAC work** at the Summerville branch was confusing and wildly disparate. The Board requested that Mr. Antill talk with the County resources to discuss why such wide variance in bids would have been offered and how to respond. Mr. Antill may approach the bidding companies to ask for clarification.

At 8:31PM Dr. McCarl moved to **adjourn the meeting**. Ms. Inabinet seconded the motion and it passed.

Next meeting is scheduled for March 18, 2019, 7:00PM at the George H. Seago Library in Summerville.