

July 20, 2015
Dorchester County Library
Board of Trustees Meeting
Summerville Library

Minutes

1. Call to Order:

Board Vice-Chair Tommy Socha called the meeting to order at 7:00 p.m. Attending the meeting were Carolyn Baker, Warren McCarl, Katherine Pemberton, Beth Sabine and Tommy Socha. Keturah Inabinett and Jim Neal were absent. Staff members present were Library Director, Jennie Redmond, and Business Manager, Lynn Crook.

2. Public Comment Period

There was no public comment.

3. Approval of Minutes:

A motion was made by Dr. McCarl and seconded by Ms. Baker to approve the minutes from the June Board meeting. The motion passed.

4. Financial Report:

Ms. Redmond and Ms. Crook presented the Financial Report. They related that the June 2015 report for the St George expansion/ renovation is the last. The Library has also switched its accounting software from CSI to QuickBooks. This necessitated a restructuring and consolidation of the accounts used for reports. The finance staff feels that QuickBooks is much better suited to the smaller scale of the Library, as it is more nimble, easy to use and more cost efficient to run. It has already eliminated some unnecessary work.

5. Amendment to the FY 2014-15 Budget, #2

Ms. Crook noted that there was more building repair needed at the Summerville Library than was anticipated. The Board discussed the amendments laid out by Ms Crook. (See attached for detailed info). A motion was made to accept the amendments as presented by Ms. Sabine. The motion was seconded by Dr. McCarl and passed unanimously.

6. Facilities Assessment RFP Bids

Ms. Redmond noted that the Library had received 11 requests for submittal information. Out of that group, we received four completed proposals for the Facilities Assessment Bid. The Library will be awarding the successful bid within the next few weeks. Ms. Redmond asked that the Board members complete an evaluation sheet for each proposal and send that back as soon as possible. The evaluation should focus on the firm's overall experience and qualifications, their reputation and their budget/ costs. We also will need to note how the firms can take the project through the entire process of expansion; including how and where to build, how they might work with a bond referendum and how they would work with the library on a PR campaign.

In related news, Ms. Redmond also noted that she met with the County Administrator about the bond referendum and the county's operating millage. The bond referendum would likely only cover costs associated with acquisition and new construction costs for new facilities, and would not cover operating

costs. There is a slim possibility that we could receive some additional millage (@ \$1 Million) for operating costs. (See Director's Notes for more detail).

7. Longevity Program Recommendation

After Board discussion at the last board meeting, the finance staff looked at the actual costs associated with the current Longevity Program. In 2015, the Library would pay out \$850 and in 2016 it would pay out \$1850 in bonuses for those employees reaching milestone employment anniversaries. Ms. Redmond noted that it makes sense to leave our current Library Longevity Program in place. She believes that the negative impacts to morale would far outweigh the minimal cost savings that would occur by aligning with the new County plan. A motion was made by Ms. Sabine and seconded by Ms. Pemberton to accept the Director's recommendation to keep the current plan for the library.

8. Creation of a Library Foundation

Ms. Redmond opened the discussion. A capital campaign is needed in conjunction with a bond referendum and a non-profit foundation is needed to enable any serious capital campaign effort. This foundation differs in important ways from the friends group for the library in that its main purpose is to ensure a robust financial future for the library. Its operating funds would be unrestricted as opposed to the friends. It would be more flexible and would open up the option of corporate sponsors and grants. Board discussion followed about setting up a foundation, its likely board composition, etc. Dr. McCarl will conduct some research on the matter and Mr. Socha recommended that all the board members make a list of names of possible Foundation board members.

Ms. Redmond noted that she had met with the Coastal Community Foundation staff, the pros and cons of using established endowments, and had been researching the logistics of setting up a foundation.

9. Strategic Plan

This item was skipped. We will discuss at the next board meeting.

10. Director's Report And Outreach

Ms. Redmond previously covered some of her efforts with regards to the bond referendum, the facilities assessment RFB and the need for a Foundation. She also discussed the need for a new technology plan. She also briefly reviewed some of the outreach efforts made by both branches such as summer reading initiatives, teen and children's programming, and adult programs such as SCORE counseling, eReader assistance, job search assistance, etc.

Ms. Redmond also updated the board on the bookmobile. Delivery is expected by July 21st. Ideas for rolling it out to the community include having it at "Third Thursdays" and having it in the Christmas Parade. Ms Redmond is working on getting quotes on the value of the old bookmobile.

11. Committee Reports:

Mr. Socha and Ms. Sabine discussed the African artwork. Ms. Sabine has been in touch with a group that will do some preliminary appraisals. Dr. McCarl has been in touch with the curator of the Edmonston-Alston House who might be available to take a look at the collection.

12. The meeting was adjourned at 8:20pm.

