

November 16, 2015
Dorchester County Library
Board of Trustees Meeting
Summerville Library

Minutes

Acting Chair Dr. Warren McCarl called the meeting to order at 7:07 Pm. Attending the meeting were board members Keturah Inabinett, Beth Sabine, Warren McCarl, and Andrew Gentry. Mr. Gentry was welcomed as new Board member replacing Carolyn Baker. Jim Neal, Tommy Socha and Katherine Pemberton were absent. Staff members in attendance were Jennie Redmond, Pinky Harriott and Becky Westfall.

Public Comment

No public comments were offered.

Minutes

In review of the minutes one correction was made.

[The Technology Plan referred to under the "Action Items" was approved and signed by Jim Neal at a previous meeting.]

Dr. McCarl moved that the minutes be accepted as corrected. The motion was seconded and passed.

Business Report

The Financial Report was presented by Ms. Harriott and accepted by the Board. The transition to new accounting software has been completed. Efforts are ongoing to "clean-up" the chart of accounts to streamline and simplify the bookkeeping records.

Salary increases of 2.5% as mandated by Dorchester County Council will be granted January, 2016.

Dr. McCarl moved that a 2016 Finance Committee consisting of Beth Sabine, chair, Keturah Inabinett and Warren McCarl be appointed. The motion was seconded by Keturah Inabinett and passed. The 2016 Budget should presented to the Board at the March, 2016 meeting.

Facilities Assessment Update

Liollio & Associates was selected for a facilities assessment and strategic planning. Ms. Redmond signed a contract with them and, with Ms. Harriott, negotiated various cost cutting strategies to keep the final cost within the anticipated range. Exact cost will be contingent on our ability to perform some of the needed data gathering and compilation. Ms. Redmond is working with them to develop a schedule but the general goal is to begin work this week and finish the assessment phase by the end of March, 2016.

Policies & Procedures Manual/Computer and Internet Use Policy Update

Beth Sabine moved to accept the changes and updates to the DCL Policy Manual as presented. The motion was seconded by Ms. Inabinett and passed.

Director/Outreach Report

The Director's Report was accepted as written.

In addition to her report Ms. Redmond received a letter of resignation from Chairman Jim Neal effective September 30, 2015. In his absence Vice Chair Tommy Socha will fill the position until the 2016 officers have been elected.

Action Items

Dr. McCarl moved to accept the 2016 Meeting Schedule and 2016 Holiday Schedule as presented. The motion was seconded by Ms. Sabine and passed.

Dr. McCarl moved that Tommy Socha, Chair, Katherine Pemberton, and Andrew Gentry be appointed to the 2016 Nominating Committee. Ms. Inabinett seconded the motion and it passed. The Nominating Committee should be ready to present a 2016 slate of officers by the January, 2016 meeting for election.

Some questions arose concerning the formation of the Dorchester County Library Foundation. Dr. McCarl suggested that, before selecting and approaching potential Foundation Board members we formulate a very general purpose statement to clarify the responsibility and duties these members will be accepting. Ms. Harriott will email Board members several examples of neighboring library foundations' statements as examples.

Committee Reports

No reports were presented.

At 8:17 pm the Board went into executive session.

At 9:19pm the Board concluded its executive session

The meeting was adjourned at 9:20 pm.