

June 22, 2015  
Dorchester County Library  
Board of Trustees Meeting  
St. George Library

## **Minutes**

### Call to Order:

Board Chair Jim Neal called the meeting to order at 7:05 p.m. Attending the meeting were Carolyn Baker, Keturah Inabinett, Jim Neal, Katherine Pemberton, Beth Sabine and Tommy Socha. Staff members present were Library Director, Jennie Redmond, and Business Manager, Lynn Crook.

There was no public comment.

### Minutes:

A motion was made by Ms. Sabine and seconded by Ms. Baker to approve the minutes from the March 26<sup>th</sup> meeting with one minor correction. The motion passed.

### Financial Report:

Ms. Crook presented the Financial Report. The Budget was submitted to the County and all passed except the \$25,000 special request. The 3<sup>rd</sup> reading took place on June 15<sup>th</sup>.

Amendments to the current 2014-2015 budget were discussed. This included changes to various cost categories including: Consulting/ Contractual, Operational Advertisements, Building and Equipment repairs, Miscellaneous, and Capital Outlay. A motion to approve the amendments was made by Ms. Pemberton and seconded by Ms. Inabinett. The motion passed.

A motion to accept the 2015-2016 budget as presented was made by Ms. Sabine and seconded by Ms. Pemberton. The motion passed.

### Longevity Program Proposal

Ms. Redmond reported that the County changed its Longevity Program (employee recognition) in June. The Library's own Employee Longevity program was adopted in 2003. It now substantially differs from the County's program in that it starts recognition earlier and offers higher monetary awards for milestone work anniversaries. Both plans have the same leave accrual rate.

Board discussion focused on whether or not to follow the County's new longevity program. In general, the board felt that the library's existing program created a relatively small impact on the budget and that it was not necessary to follow the county program. A motion was made by Ms. Pemberton to keep the Library's existing longevity program with any proposed changes to dates and bonus amount to be provided by the Director for approval at the next Board meeting. Additionally, any excess funds would be used at the discretion of the Director through merit-based bonuses. The motion was seconded by Ms. Sabine and the motion passed.

#### Outreach Services/ Director's Report

Ms. Redmond noted that the staff traveled in June to inspect the new bookmobile. The manufacturer needs to make about a dozen adjustments. They now expect delivery in August. Ms. Redmond also filled the board in on needed software upgrades and on the need for flexibility in summer staffing/scheduling.

The board briefly discussed the option of cutting or changing library hours in the summer. Generally, the board felt that this would be confusing for patrons. Ms. Redmond will look into alternate plans.

A Request for Proposals (RFP) has been posted for a facilities assessment for the library system. Eleven applicants have responded in some fashion. The RFP's are due July 10<sup>th</sup> so we will have more information at the next board meeting. Ms. Redmond met with the County's attorney who deals with bond referendum issues. There are issues that need further study. With regard to raising money through a capital campaign, Ms. Redmond met with the Coastal Community Foundation for advice on setting up a Foundation as a 501c(3) that could receive donations through such a campaign.

#### Committee Reports:

Mr. Socha and Ms. Sabine talked about progress on the art committee. Ms. Sabine has had discussions with an art appraisal service. The library will send photos and descriptions of each piece. For a fee, the appraiser will determine if a more in-depth appraisal is warranted. This essentially, will help us to determine what pieces are most important and which ones are not.

The meeting was adjourned at 8:30pm .