

September 28, 2015
Dorchester County Library
Board of Trustees Meeting
St. George Library

Minutes

Call to Order:

Vice Chair Tommy Socha called the meeting to order at 7:00 p.m. Attending the meeting were board members, Keturah Inabinett, Katherine Pemberton, Beth Sabine and Tommy Socha. Warren McCarl and James Neal were absent. Board member Carolyn Baker's resignation from the board became effective on September 30th.

Staff members present were Library Director, Jennie Redmond and Business Manager, Pinky Harriott.

Public Comment Period:

There was no public comment.

Minutes:

In reviewing the previous meeting minutes, there were two small corrections noted. A motion was made by Ms. Sabine and seconded by Ms. Inabinett to approve the corrected minutes from the July 20, 2015 meeting. The motion passed.

Business Report:

Ms. Redmond and Ms. Harriott reported on some of the changes to the financial reporting to the board. The new report has been greatly simplified and will run reports showing the accounting from the beginning of our fiscal year (July 1st) to the present.

Ms. Harriott also stated that our account labeled as "Contingency Fund" for many years past is really more of an operating account. Discussion focused on the fact that "contingency" generally denotes an emergency fund of extra money. The library has been routinely using its contingency fund to cover expenses and the balance fluctuates. Ms. Harriott recommended we change the name of this fund to be more reflective of its use. She also stated that the library has a money market account that would be more appropriately named a "Contingency Fund." Furthermore, it would make better financial sense to put the overage that we routinely carry over from year to year into that account so that it can earn more interest. Ms. Sabine made a motion to split what is now called General Contingency Fund into an Operating Fund and a Contingency Fund that is to be made up of the library's money market account and any carry-over money from last fiscal year. That money-market account should be fully insured. Ms. Pemberton seconded the motion. It passed unanimously. Mr. Socha asked that this change be clearly shown with explanatory notes on the financial reports.

Ms. Harriott also reported on necessary changes to human resources at the library. She is making sure that every employee has a current evaluation. One glaring exception to this is that Ms. Redmond's last evaluation dates from 2009. The library board needs to collectively undertake this evaluation and it needs to be done before the end of the calendar year (preferably at the next board meeting). Ms. Harriott will email the board the evaluation form prior to the next board meeting so that everyone can review it. There was some discussion about upcoming changes to the Fair Labor Standards Act and how

it might affect the library's operation and budget. Ms. Redmond and Ms. Harriot have been keeping up with the process and have been looking at personnel accounting systems (electronic time cards) in case they are needed.

Beyond personnel and business office matters, Ms. Harriott has also been working on public relations matters such as developing a staff e-newsletter, marketing the bookmobile and events and promoting library services.

Facilities Assessments:

Ms. Redmond related that the process of evaluating the four proposals the library received had ultimately narrowed the field down to two firms: McMillan, Pazden, Smith, Architects and Liollo and Associates. Of the two, the consensus was that the proposal by Liollo was the most thoughtful in that it included public focus groups and charettes and pointed towards the potential for expanding into some strategic planning. The board and staff discussed the merits of the proposal. Ms. Sabine made a motion to support the director's recommendation and empowered her to negotiate a contract with Liollo and Associates for facilities assessment and strategic planning. The motion was seconded by Ms. Inabinett and was unanimously approved.

Library Foundation:

The staff and board discussed the need to establish a Dorchester County Library Foundation as a separate non-profit foundation. The board agreed that each library board member should come to the next meeting with at least three names of potential foundation board members. These should represent Dorchester county residents from all around the county, business leaders, finance experts, attorneys, those with ties to corporations in our area, etc. Dr. McCarl has been doing some research into the process. Official 501(c)3 status takes approximately 5-8 months for approval. Ms. Inabinett made a motion to empower the library staff to begin necessary preparations to establish the foundation and task an attorney to draft bylaws. Ms. Pemberton seconded the motion and it passed unanimously.

Outreach Services/ Director's Report:

Ms. Redmond went over the many activities at the library including the roll-out of the new bookmobile. In addition to events at the branches, the bookmobile will also be introduced to the community at DREAM's Third Thursday in Summerville. She also related that there was a third round of lottery funds awarded and that there were several options for spending those monies. Ms. Redmond's full report is attached to the agenda.

Action Items:

The board was given a meeting schedule for 2016. Board members should review it and let the staff know of major conflicts. The board will also need to create a budget committee in January 2016.

A Technology Plan has also been developed for 2015-2018. The plan (attached) seeks to provide a road map for needed software and equipment upgrades and changes, to plan financially for the library's upcoming technology needs, to enhance the library's web based services, and to address the training and needs of the library staff with regard to new technologies. This Technology Plan was approved and signed at the July 2015 meeting.

After experiencing numerous and costly issues with the alarm system at the St. George Branch, the staff is recommending going with a new vendor. Unfortunately, other companies will not certify the work done by Tyco and so the entire alarm system must be ripped out and replaced. The library received the

attached bid from Technology Services of Charleston. A motion to approve the hiring of this new vendor to replace the alarm system and provide services was made by Ms. Sabine and seconded by Ms. Inabinett. The motion passed unanimously.

Committee Reports:

Ms. Sabine reported that Charles Jones African Art charged \$25 to review 20 photos of the library's collection pieces. They were familiar with the previous appraiser who represented most of the art donors. The chances are high that this was a donation with inflated values, much as we suspected. A re-appraisal of the art work will likely cost @ \$2,700. At this point, we don't know what the collection itself is worth so it's difficult to determine whether or not to proceed. Ms. Inabinett recommended we contact George Read in downtown Charleston for another preliminary appraisal.

The meeting was adjourned at 9:00pm.