

BEAUFORT COUNTY LIBRARY
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A Department of Beaufort County Government

**MINUTES OF MEETING
HELD JANUARY 9, 2002**

The first scheduled meeting of the Beaufort County Library Board of Trustees for 2002 was held at the Beaufort-Jasper Water and Sewer Authority on January 9, 2002. The following members were present: Mrs. Dunn (presiding), Mrs. Banus, Mrs. Doctor, Mrs. Everett, Mrs. Gray, Mr. Nevill, Morris Campbell, and Miss Zachowski. Also present were: Beaufort Branch Manager Hillary Barnwell, Bluffton Branch Manager Ann Rosen, Dale Branch Manager Scott Strawn, Collections Development Coordinator Kathy Mitchell, Beaufort Friends of the Library President Shirley Dillon, and Library Administrative Assistant Pege Gay. One visitor was present, Marsha Weiss.

Mrs. Dunn called the meeting to order at 3:34 p.m. at the Beaufort Jasper Water Authority Community Room, with a quorum of six Board members present.

There was no public comment.

Mrs. Everett moved approval of the Minutes for the November 14 and December 3, 2001, meetings with corrections to the item regarding paintings given to the Hilton Head Library, as noted by Mrs. Dunn. Mrs. Banus seconded and the motion passed with no objection.

There were no written or oral communications to report.

Miss Zachowski presented the Librarian's Report, which is filed as an attachment to these minutes, with the following additions:

Copies of the pages concerning the Library from a preliminary report from DMG Maximus, the consulting firm hired by the county to conduct a performance audit of all County government departments, were distributed. The report gave the Library a positive review in terms of accomplishments and planning. However, some figures appeared to be questionable, particularly in terms of per capita numbers, indicating that Beaufort County has among the highest rates of staff and total operating income. Department Heads had been advised that eleven "forward thinking" counties across the country were used for some comparisons. Clarification would be sought as to what data and comparisons were actually used. Per capita numbers may have been based on earlier census figures.

The consulting firm had proposed the reorganization of County departments into six departments/divisions. According to this plan, the Library would be moved from the Community Services Division to a new Information Services Division, along with Management Information Services (computer technology), Geographical Information Systems (mapping and statistical data collection), and Records Management (warehousing of county documents and records). This was recommended on the basis that the majority of a present-day library's business is informational. This could be seen as a good alignment for the Library as it would provide more direct contact with the MIS department. A new position of Chief Information Officer would have to be defined and added. This reorganization proposal would have to be considered and adopted formally or rejected by County Council.

State Library Legislative Day would be Wednesday, February 27, 2002, with emphasis to be placed on three items:

- 1) Public Libraries were slated to receive 1% of the lottery profits, according to the Lottery Act. But, the Legislature must pass a separate appropriation measure to do this.
- 2) The one-time Internet filtering proviso would be up for discussion again with the FY 2003 State Appropriations Bill. The State Library had requested that it be deleted or, at least adjusted to allow 10% (or one) unfiltered terminal *per branch*.
- 3) State public library funds had been reduced drastically in FY 2002 and significant additional reductions were anticipated for FY 2003, while educational institutions had been exempt from the cuts. Legislators should be convinced to consider that public libraries are educational institutions as well and should qualify for similar exemption.

The Financial Report was presented by Miss Zachowski and is filed as an attachment to these minutes.

Not all expenses through December were reflected on the spreadsheet distributed at the meeting, especially those utilities paid directly by the County Finance Office. The mid-year 4% State Aid reduction was reflected, shifting some Materials allocations to county funding.

A staff request to expend approximately \$3,300 from the Diebold Grant Fund to purchase a poster-making machine was presented. This gift of \$5,000 was "to assist with the continuation of ... programs," without more specificity. Marketing was one of the major strategies that had been identified in the Long Range Plan. This equipment would enhance effectiveness in that area. Mrs. Banus suggested that the Friends of the Library might be interested in underwriting this purchase. Miss Zachowski noted that, once the advantages of the equipment had been demonstrated, the Friends groups could be approached to reimburse some of the funds in return for having use of it. All branches would have access to the equipment by means of the daily courier service, so that the machine would serve the entire library system. **Mr. Nevill moved that funds be made available from the Diebold Fund to purchase a poster-making machine; Mrs. Gray seconded; all members present agreed.**

Mrs. Gray inquired as to progress in identifying an appropriate memorial for former Board Chairman Daniel McAvoy. Based on Mrs. Mitchell's suggestion, it was decided that a book display unit would be purchased for the Hilton Head Island Library using the McAvoy Memorial Fund.

The County Council Oversight Committee had signed off on the Anonymous Grant report for 2001 without questions or comments. Based on that approval, staff would proceed with the slightly changed use of some of the funds for business resources to be located in the South Carolina Room at the Hilton Head Library.

Deposits into the Bluffton Book Fund had reached \$20,415.93, meeting Rowkris Development's challenge for a match of an additional \$20,000.

Under Old Business:

Concerning the new Bluffton Library, Miss Zachowski reported that Construction Project Manager John Dixon had stated that they were still approximately on the same time track as in November. Pouring of the slab had been delayed by weather conditions, but was to have started on Monday. The framing would begin after that. Construction was one month behind the original schedule.

In addition to the Bluffton Book Fund having reached its matching amount, Mr. Nevill reported that he and Friends of the Library President Gloria Underwood had contacted Stetson Rowles to schedule a kick-off event for January 25th at about 3:00 p.m. to escalate the fundraising campaign. Weather permitting, it would be held at the new library site. Mr. Nevill stated they anticipated good press coverage.

Miss Zachowski reported that the architect for the Lobeco building, Dinos Liollo, was finishing up the plans, including some revisions to the parking plan as requested by the Corridor Review Board. Bids should be advertised by the third week in January.

Discussion followed regarding the naming of the new branch building in Lobeco. Mrs. Gray suggested that the Board provide one or two recommendations to County Council's Community Services Committee for their consideration. Following discussion, Mrs. Gray moved that a recommendation be made to Beaufort County Council to name the new facility in Lobeco the "Upper Beaufort County Branch Library." Mr. Nevill seconded. The motion carried 5 to 1, with Mrs. Doctor, Mrs. Dunn, Mrs. Everett, Mrs. Gray, and Mr. Nevill in favor and Mrs. Banus opposed.

Mr. Nevill moved that an alternate recommendation be made to Beaufort County Council to name the facility in Lobeco the "Lobeco Branch Library." Mrs. Banus seconded. The motion carried 5 to 1, with Mrs. Banus, Mrs. Dunn, Mrs. Everett, Mrs. Gray, and Mr. Nevill in favor and Mrs. Doctor opposed.

Mr. Campbell stated he would present these two recommendations to the Community Services Committee.

Mrs. Mitchell reported that the final draft of the approved Long Range Plan was at the printers. Mr. Campbell suggested that the Board present it to the Community Services Committee and, thus, to County Council prior to releasing it to the public.

Mrs. Mitchell further noted that staff had mapped out steps and a time table for implementation of the Long Range Plan strategic actions. Two task forces had been cited as needing Board input and participation: the Marketing Committee, which would be tasked with developing a marketing plan, and the Funding Task Force, which would be tasked with creating a plan for raising the endowment and seeking and promoting partnerships with private businesses. Suggestions of potential members of these groups were requested.

Under New Business:

Miss Zachowski reported on the status of Board seats. Mrs. Racusin had formally resigned. Hilton Head Friends of the Library Vice President John Utley had submitted an application. Mrs. Everett had submitted her resignation. Dataw Island resident Pat Wagoner had indicated interest and been

sent an application form. Mrs. Gray had resigned and the search was on for candidates from Burton or upper Beaufort County to fill her seat. Mr. Campbell stated that the Clerk to Council had nine applicants on file to date, which Council would scrutinize for geographical appropriateness. The Board was reminded that the County Template Ordinance states that incumbents serve until a successor is appointed.

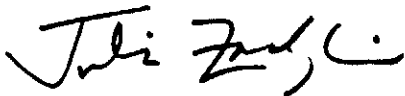
Mrs. Everett noted that the "everyone reads the same book" project, which had been suggested as a spring event at an earlier meeting, should be postponed to the fall to allow for adequate planning and promotion.

In response to a question from Mrs. Everett about the status of the St. Helena Island Corners Area Plan, Mr. Campbell responded that it would be presented to County Council with the recommendation for a freestanding library branch to be located there included. Council was expected to accept this recommendation, but with the understanding that there would be no guarantee of funding. The project would continue to be submitted as a Capital Improvements Project.

Branch Liaison Reports were given and are filed as an attachment to these minutes.

Mrs. Banus moved to adjourn at 5:20 p.m., seconded by Mrs. Gray, and the motion carried with no objections.

Respectfully submitted,



Julie Zachowski
Executive Secretary

Attachments