



BEAUFORT COUNTY LIBRARY
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A Department of Beaufort County Government

**MINUTES OF MEETING
HELD MARCH 13, 2002**

The second scheduled meeting of the Beaufort County Library Board of Trustees for 2002 was held at the Hilton Head Island Branch on March 13, 2002. The following members were present: Mrs. Dunn (presiding), Mrs. Banus, Mr. Nevill, Mrs. Wagoner, and Miss Zachowski. Also present were: Beaufort Branch Manager Hillary Barnwell, Hilton Head Island Branch Manager Mary Jo Berkes, Collection Development Coordinator Kathy Mitchell, Beaufort Friends of the Library President Shirley Dillon, Hilton Head Island Friends of the Library President Pat Present, and Library Administrative Assistant Pege Gay. One visitor was present, Mrs. Dorothy Smith.

Mrs. Dunn called the meeting to order at 3:35 p.m. at the Hilton Head Island Branch Conference Room, with a quorum of four Board members present.

Mrs. Dunn introduced new Board member Pat Wagoner of Dataw Island, who had been appointed in February by County Council to fill the seat representing the St. Helena Island district.

There was no public comment.

Mr. Nevill moved approval of the Minutes for the January 9, 2002, meeting. The motion was seconded by Mrs. Wagoner and passed with no objection.

Correspondence:

Miss Zachowski reported that three requests for reconsideration of materials had been received in the past three months, for two new adult novels and one periodical issue, on the grounds of language and/or "sexual content." In accordance with Library policy, staff committees had reviewed the items in question. All three had been found to meet Collection Development Policy criteria for retention in the adult popular collection. Two of the individuals submitting the requests for reconsideration had been notified of these findings and the third response was in preparation. If not satisfied with the staff response, the next step for these individuals would be an appeal to the Library Board of Trustees.

Miss Zachowski presented the Librarian's Report, which is filed as an attachment to these minutes.

The Financial Report was presented by Miss Zachowski, with the following comments, and is filed as an attachment to these minutes.

A \$285 overage in Space Rental was for parking vouchers for a downtown parking lot to accommodate Beaufort Library staff as needed in the face of increasing competition for free on-street parking. This was becoming a more frequent requirement.

Major expenditures were coming up in Data Processing Equipment as the Web 2 upgrade to the operating system was installed.

Expansion of the scope of the Hilton Head Island Library's "South Carolina Room" to include business resources had proved to be a huge success. Some Anonymous Gift funds would be applied to this use.

Major increases in the FY 2003 Budget would be related to opening the new Bluffton Library: staff, utilities, supplies, materials, telephones, and periodicals required to operate a 25,000 square foot building. Cost estimates for the new facility were based on recent experience at the Hilton Head Island Library. The increase in Bluffton's electric bills alone would be approximately \$40,000.

New personnel requests submitted to County Administration on Monday included an additional 12.5 full time equivalent positions for Bluffton, to be sorted out between full time and part time positions. With the three existing full time positions, this compared to current Hilton Head staffing and would be minimal for an increase in service hours in a facility of that size.

2.5 additional FTE, two full time and one part time positions, had been requested for the Beaufort Library to support an additional six public service hours per week required for eligibility for State Aid and Federal funding at the County's 2000 Census population level. 1.5 additional FTE, one full time and one part time position, had been requested for the Hilton Head Library to support Sunday openings and to open an additional hour on weekday mornings. Both of these requests were being submitted for the third year. Mrs. Barnwell provided a "position paper," listing issues related to the use of volunteers to provide Sunday hours.

Under Old Business:

Bluffton Library Expansion: Miss Zachowski reported that, according to the most recent Capital Improvements Project Committee status report, the project was 40% complete, on time, and on budget.

A decision about interior design services was still pending. The services of a professional designer to select furniture styles and color schemes, based on the completed layout, to harmonize with the building and to assure that furniture would withstand heavy use was essential. The CIP Committee had recommended sending this out for proposals and it was in the Project Manager's hands. A four-month turn around would be required from ordering to installation.

Deposits to the Bluffton Book Fund totaled \$56,975.25, including \$535 in memorials for Mary Gordon, one of the founders of the Bluffton Library. An additional \$5,211.03 in the separated Building Fund brought the total to \$62,186.28 plus \$645 in undeposited checks. The cost to fill the shelves of the new building to about a third capacity was estimated at approximately \$400,000. The balance in the Sun City Impact Fee fund, which the County Controller advised would be available for materials purchase if not absolutely needed for construction, was currently between \$92,000 and \$93,000. The FY 2002 Materials budget for Bluffton was \$37,700, which should be counted toward filling the shelves, along with a similar amount projected for FY 2003. Library staff planned to request an additional start up amount of \$100,000 for Bluffton Materials in the FY 2003 budget. All of these sources combined, if realized, would total approximately \$330,000. This was speculative in some respects, but hopeful of achieving the goal. Mr. Nevill stated he felt it would be good public relations to issue a press release explaining the parameters of the Sun City Library Impact Fee agreement. It was also suggested that reimbursement be sought for the modular addition to the existing building, which would revert to the Town of Bluffton. This had been purchased with Sun City Library Impact funds, and could be added to the fund.

The question of appropriate recognition for substantial donations was discussed, along with the Board's Charter provision for the naming of rooms and items and the Library's Gift Policy concerning "guidelines for commemorative gifts [to be] established by the Committee for Fund Raising, after review by the Board of Trustees."

Mr. Nevill reported that a suggestion had been made to use the concept of a "donor tree," with a plaque at the base expressing "appreciation to the Friends of the Bluffton Library," the group that originally founded the Bluffton Library. Individual donors would be commemorated on engraved metal or imprinted pottery leaves. Mr. Nevill felt that this was a good and flexible concept. Another possibility would be a group plaque, with names of individual donors, as often seen in hospitals. In either case it was generally agreed that \$1,000 was an appropriate threshold for this type of individual donor recognition and that Mr. Nevill should work with the Friends Board to recommend a plan for donor recognition.

Upper Beaufort County Library: A letter with the Board's two recommendations for branch names, as determined at the last meeting, had been sent to the Community Services Committee. These were: Upper Beaufort County Branch, on the basis that that would be inclusive of all the communities in that area, and Lobecko Branch because that is where it would physically be located. The Committee would meet on March 20 to entertain these recommendations and to be briefed on the long-range plan. Mrs. Dunn would make the presentations.

Bid documents had been completed and were due to be sent out in the next few weeks. The Library had received a \$5,000 grant toward furnishings from the Community Fund, generated by a local anonymous donor.

Long Range Strategic Plan: Mrs. Mitchell reported that the plan would be officially presented to the Community Services Committee of County Council, as noted. Following that event, the plan would be disseminated to the public.

Some of the committees and task forces recommended in the plan were already in action. Under the leadership of Information Services Coordinator Dennis Adams and Systems Manager Anantha Citineni the Computer Training Committee, comprised of staff and computer volunteers and trainers, had met. They would research what other libraries were doing in terms of computer training for the public, survey patrons about desired training, and interview the current computer trainers at Beaufort and Hilton Head as to their current programs. The result would be a packet of computer training methodology for the large branches that could also be used at the small branches.

Dennis Adams and Children's Services Coordinator Wendy Allen were chairing the Information Literacy Committee, which would target a middle school grade and develop pilot projects to bring children into the libraries to actually train them in how to research and how to ask questions. The goal was to involve every child, public, private, and home school students. The secondary goal of this committee would be to develop an information literacy training program for adults, as well.

Mrs. Mitchell was coordinating completion of a Standard Operating Procedure manual for within the calendar year, for distribution at the fall staff development day. Committees were wrapping up segments that had been initiated years ago and were beginning work on new topics.

The Branch Managers would meet in the following week to cover issues that were part of the 2002 Actions, such as standard shelf signage, adult programming, consistent implementation of circulation policies, etc. Some recommendations had already been accomplished, such as keeping one check out computer open at each branch until the building closes and putting Dale and St Helena best sellers on the request lists for intralibrary loan. Some, including an easier-to-remember Web Address, were nearing realization. Enthusiasm was high.

Two major committees were still up in the air: the "Blue Ribbon" Funding Task Force and a Marketing Committee, both of which would require Trustee participation. Miss Zachowski stated that staff had begun assembling names of possible participants and she asked for volunteers from the Board. Mrs. Dunn indicated her interest in the Funding Task Force and Mrs. Wagoner hers in working on the Marketing Committee.

Miss Zachowski reported that Mrs. Mitchell was working on plans for the "everyone read the same book" project with Mrs. Wagoner, who had agreed to chair the committee.

Under New Business:

Bylaws Revision: Miss Zachowski proposed that the Board review the existing Board bylaws with an eye to possible revisions. Discussion of the procedure and potential changes ensued. Miss Zachowski was instructed to prepare and mail out a list of suggested amendments to Board members prior to a vote.

A request for permission to serve wine at the Hilton Head Island Friends of the Library's annual meeting at 7:00 p.m. on May 15, or on an alternate date if the sculpture being presented to the Library by the Friends was not ready, was submitted by President Pat Present. Mrs. Banus moved approval of the request, Mr. Nevill seconded, and the motion passed unanimously.


Mrs. Barnwell requested permission for wine to be served at the Beaufort Library Volunteer Party on May 10th at the Beaufort Library. Mrs. Banus moved approval of the request, seconded by Mr. Nevill, and the motion passed unanimously.

Mrs. Banus suggested, in order to reduce costs and paper waste, that Board packets be printed double-sided. Mr. Nevill suggested sending them as e-mail attachments to those capable of receiving them in that format. Mrs. Gay would e-mail as possible for the next meeting, continuing to mail packages as usual where necessary.

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

Mrs. Banus moved to adjourn at 5:40 p.m., seconded by Mrs. Wagoner, and the motion carried with no objections.

Respectfully submitted,



Julie Zachowski
Executive Secretary

Attachments