

BEAUFORT COUNTY LIBRARY
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A Department of Beaufort County Government

**MINUTES OF MEETING
HELD MAY 8, 2002**

The third scheduled meeting of the Beaufort County Library Board of Trustees for 2002 was held at the Beaufort-Jasper Water Sewer Authority Community Room on May 8, 2002. The following members were present: Mrs. Dunn (presiding), Mrs. Banus, Mrs. Doctor, Mr. Nevill, Mrs. Wagoner, and Miss Zachowski. Also present were: Deputy Administrator Morris Campbell, Beaufort Library Manager Hillary Barnwell, Local Resources Librarian Grace Cordial and Library Administrative Assistant Pege Gay. Two visitors were present, Mr. Murriel Price and Mr. Omar Ford, Beaufort Gazette reporter.

Mrs. Dunn called the meeting to order at 3:35 p.m. at the Beaufort-Jasper Water Sewer Community Room, with a quorum of five Board members present.

Mrs. Dunn noted that new Board member Janet Kuchler was unable to be present due to a family emergency.

There was no public comment.

Mr. Nevill moved approval of the Minutes for the March 13, 2002, meeting. The motion was seconded by Mrs. Banus and passed with no objection.

Miss Zachowski reported that she had received correspondence from Steve Tennant of Hilton Head Island Beautification, the group that paid for and continued to maintain the landscaping in the courtyard of the Hilton Head Library. He relayed a concern of some members that artwork placed in the courtyard was not consistent with their landscaping plan. Mrs. Dunn had met with committee members to discuss the issue and had expressed her regret that the group had not been consulted prior to placement of the pieces. Relocation of the "obelisk" was proposed and she felt that the matter had been resolved.

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.

Regular Financial Statement (County and State)

- Requisitions were being submitted for capital purchases, prior to the end of the fiscal year. These included the Web2 from the Data Processing Equipment, shelving from Special Capital Equipment, and the new telephone system for the Beaufort Library from the Telephone account.
- There was the possibility of another cut in State Aid before the end of FY 2002.
- State Library planned to award a special LSTA grant of \$1,500 per branch for the purchase of titles from a list they had developed of the "100 picture books every library should have." This would amount to a total of \$7,500 for the system. **Mrs. Wagoner moved approval of an application for the LSTA grant in the amount of \$7,500 to purchase the picture books, as listed by the State Library. The motion was seconded by Mrs. Banus and approved unanimously.**

- Parking for Beaufort Library staff and patrons continued to be a problem. Consequently, the Space Rental line item, from which parking vouchers are purchased for use by staff when no other options are available, was over spent. Miss Zachowski encouraged suggestions for managing this situation. It was hoped that a parking garage in the vicinity would alleviate some of the problem, but that would apparently not be a reality in the foreseeable future.

Trustee Account

- The Bluffton Book Fund had increased by \$2,645 since the last report.
- \$3,773.70 of the Diebold Fund had been expended, as approved, for the poster making equipment.
- Two checks needing signatures for book purchases (\$1,210.85) were presented.

Mr. Nevill asked that a review of the designations of funds in the Bluffton Miscellaneous Gifts fund be made to determine whether any of that amount could be used for the new library opening events.

Big Anonymous Gift Funds

- Local Resources Staff planned to spend approximately \$8,000, split between the Beaufort and Hilton Head Island funds, to purchase a back-up set of the local newspaper microfilms for interlibrary loan and other lending purposes.

FY 2003 Budget Request

This was presented to County Council Finance Committee on May 2. Reductions to date from the original request included:

- Elimination of all new personnel requested to extend hours at Beaufort and Hilton Head Island. New staffing for Bluffton was intact, but being recommended to be phased in, possibly over the course of the year.
- Reduction of the request for \$100,000 in start-up materials for Bluffton, in addition to the normal book budget, to \$25,000.
- Elimination of a self-contained LCD projector for Power Point presentations. The Beaufort Friends of the Library had agreed to purchase this.
- Elimination of paperback display units for the Hilton Head Library. These would be requested from the Hilton Head Friends.

Most of the remaining increases were related to operation of new Bluffton Library. Presentation to County Council would be on May 20.

Under Old Business:

Bluffton Library Expansion: The total in the Bluffton Book Fund as of May 8 was \$61,897, \$59,947 in general gifts and \$1,950 in the Mary Barrows Gordon memorial. An additional \$5,219.11 was in the separated "building fund," for a grand total of \$67,116.

The construction schedule remained the same, aiming for substantial completion at the end of August.

The question of interior design services was being resolved by the construction manager and the County Purchasing Agent. Staff had met with a representative of one firm whose designer would prepare a proposal. There might be others, after which the specifications would go out for bids. The library shelving would be handled as a separate bid item. It would be optimum for this shelving to be

compatible with the Beaufort and Hilton Head Island stacks, allowing interchangeability of parts and possible price advantages for system wide purchases of additional parts.

The decision of how to recognize major donors had been placed back in the Board members' hands by the Friends. Mr. Nevill stated that he would chair this committee; coordinating with Gloria Underwood, President of the Bluffton Friends of the Library, Ann Rosen, Bluffton Branch Manager, and the architect. The committee would report at the next Board of Trustees meeting.

Upper Beaufort County Library: The bid opening was scheduled for May 16, 2002. Beaufort Friends of the Library had expressed a readiness to contribute to furnishings and equipment. There had been no announcement from County Council about the selection of an official name.

Bylaws Revision: After reviewing the suggested revisions, Mr. Nevill moved that the **Bylaws of the Beaufort County Library Board of Trustees be amended as proposed. The motion was seconded by Mrs. Banus and approved unanimously.**

Under New Business:

Mr. Nevill moved approval of a request from the Bluffton Friends of the Library Fund Raising Committee for permission to serve wine at a Friends' preview event and at the grand opening party for the new Bluffton library building in November, 2002. Mrs. Wagoner seconded the motion, which carried unanimously.

Mrs. Doctor moved approval of a request from staff to expend up to \$250 from the Alexander Dawson Fund balance of \$2,068 for purchase (\$95) and framing (\$155) of a print of a watercolor painting, "Once Upon a Time," by Ruth Lines, an artist living in Beaufort. The print was displayed. Mrs. Wagoner seconded the motion and it carried unanimously. This fund had been established for "embellishments" to the downstairs meeting room of the Beaufort Library, which had since been incorporated into the Children's Department where the picture would be hung.

Staff presented a proposal for changes to the fee schedule for consideration, to be voted on at a subsequent meeting. Mrs. Barnwell distributed the current brochure to board members for review and outlined the proposal as follows:

- a) To raise the non-resident borrowing fee from \$7 per year with a six-item limit to a rate compatible with the annual County per resident allocation. At the current budget recommendation for FY 2003, this would be \$24.52, rounded to \$25.
- b) To make non-resident Internet access part of the \$25 non-resident borrowing fee and to charge those non-residents not registered as borrowers for Internet access at the rate of \$2 per hour.

A number of questions were raised, including whether these fees should extend to residents of adjacent counties, how they might affect ATAC-funded computer equipment, and what was common practice elsewhere. Further discussion was postponed to the next scheduled meeting. Staff was charged with developing the proposal, conducting a comparison with other library systems, and consulting with County Administration.

A request was made to change the name of the South Carolina Room to reflect more accurately the nature of the collection, which is 65-75% related to the Beaufort District/County. South Carolina material is included mainly as it incorporates Beaufort. Mrs. Cordial reported having callers who

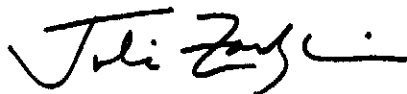
were confused about the coverage of the collection. The actual mission is to place all published materials about the district in the room. Due to the lack of space, Mrs. Cordial has had to focus in on very directly Beaufort-related source material to house in the room. Her preference would be "Beaufort District Historical Research Room" or possibly "Beaufort History Room." Mrs. Barnwell noted that a name change for the room would necessitate a change in catalog listings for items housed there. Mrs. Banus suggested adding Mrs. Cordial's preferred term as a subheading for the existing signage. This was approved by consensus.

Mrs. Cordial also reported on progress of the Digital Assets Resource Committee (DARC) project to digitize local resources, as recommended in the Long Range Plan. The Committee had acquired the services of a Library and Information Sciences master's degree intern who would create a pilot project to assess the possibilities of digitization for Beaufort. The topic of phosphate mining in Beaufort County had been chosen for this pilot project because: 1) the Library had recently acquired, as a gift from a donor in Massachusetts, two albums of original 1880/1890 photographs documenting step-by-step the phosphate mining industry in the county and 2) phosphate mining photos were rare, almost extinct.

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. Wagoner, and the motion carried with no objections.

Respectfully submitted,



Julie Zachowski
Executive Secretary

Attachments