



BEAUFORT COUNTY LIBRARY  
311 Scott Street  
Beaufort, South Carolina 29902  
Phone: (843) 525-4000 Fax: (843) 525-4055  
*A Department of Beaufort County Government*

**MINUTES OF MEETING  
HELD JULY 10, 2002**

The fourth scheduled meeting of the Beaufort County Library Board of Trustees for 2002 was held at the Beaufort County Library Conference Room on July 10, 2002. The following members were present: Mrs. Banus (presiding), Mrs. Kuchler, Dr. Heslin, and Miss Zachowski. Also present were: Deputy Administrator Morris Campbell, Beaufort Library Manager Hillary Barnwell, Adult Services Coordinator Kathy Mitchell, Bluffton Library Manager Ann Rosen, President Beaufort Friends of the Library Shirley Dillon, and Library Administrative Assistant Pege Gay.

Mrs. Banus called the meeting to order at 3:35 p.m., without a quorum present. Three Board members were present, a quorum requires four members present. These notes are provided for information only.

Miss Zachowski reported that Mr. Campbell would be arriving later. She advised that the Library would soon, under a re-alignment of County government, fall under the Information Services division, with Management Information Systems Director Frank Guth serving as "Deputy Administrator."

There was no public comment.

**The Minutes of the May 8, 2002, meeting could not be voted on.**

Miss Zachowski noted that there had been discussion about scheduling an orientation session in late summer or early fall to familiarize the new members with library issues and to promote a working relationship among all of the members. State Library staff could discuss their services, state law(s) concerning public libraries, the Board's state mandated role, and how it related to the county charter and ordinance.

Miss Zachowski reported that she had received no correspondence.

Miss Zachowski presented the Librarian's Report, which is filed as an attachment to these minutes. Public Services Coordinator Hillary Barnwell distributed copies of FY 2002 annual statistics (attached to minutes), broken down by branch. The State Library would collect data from all the counties and publish a comparative report later in the year.

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)**

- Not all operating expenditure expenses had been received from the County Finance Department. A few significant equipment items were still encumbered.
- Technical Processing Manager Rosa Cummings had reported that almost all materials funds for the fiscal year had been expended, with a few orders outstanding.
- The telephone system budgeted for the Beaufort branch was on order and expected to be installed soon by MIS.
- Shelving was on order for the Beaufort Branch in the Capital Equipment account.

- There was significant slippage in the salary and personnel accounts due to staff turnover and extended vacancies. These funds would probably go toward implementation of the county's compensation study and the 2% cost of living increase approved by County Council for county employees.
- The projected quota of fines and fees and copier receipts had been filled.

#### Trustee Account

- Mrs. Mitchell was working hard on spending out some of these accounts.
- For the coming year it was recommended that any gift amount under \$100 be listed as "Miscellaneous Funds" for reporting purposes to simplify accounting.

#### Big Anonymous Gift Funds

- Interest would be posted on June 30.

#### FY 2003 Budget Request

- A copy of the Library's approved FY 2003 Budget was distributed.
- All 12 new positions requested for the Bluffton Library were approved, but would be phased in: 2 new F/T and 2 new P/T positions per quarter. Thus, by opening day in November, Bluffton should have 11 positions equaling 9.25 full time equivalent staff. Because the building would be almost 11 times the present facility in size, and staff would increase 3 times, there might not be a significant increase in operating hours immediately. Staff currently consisted of a branch manager and two circulation assistants. New positions for opening day would be prioritized as follows: Reference Manager, Children's Services Manager, two part-time Circulation Assistants, Circulation Manager, Administrative Assistant, and two part-time Pages. Mrs. Rosen reported lively interest in the positions and in volunteering.
- All new personnel requested to extend hours at Beaufort and Hilton Head were eliminated.
- At the last minute County Administration had to cut Advertising and Equipment Repair accounts in half, eliminate the Beaufort Library space study, reduce Programs and Exhibits by \$2,000, and Supplies by \$5,000. Some of Bluffton's office supplies for the new building had been eked out of the FY 2002 Supplies balance. The LCD projector (to be used in marketing) had been cut, but the Beaufort Friends of the Library had come to the rescue and would purchase the item. Paperback displayers for Hilton Head had been eliminated and would now be requested from the Hilton Head Friends of the Library. An outside AV return box for Beaufort was unfunded. A special appropriation of \$25,000 for Bluffton collection development (in addition to a \$29,972 increase to the normal materials budget) remained of the \$100,000 requested. The periodicals budget request was reduced by \$2,950.
- Overall the FY 2003 Budget represented a 14.19% increase over FY 2002, most of which related to the opening of the huge new building in Bluffton.

#### Under Old Business:

**Bluffton Library Expansion:** The total in the Bluffton gift funds as of July 10 was \$84,685, \$79,443 in the actual Book Fund and \$5,242 in the separate Building Fund, to be used as needed). The Donor Recognition Committee, chaired by Mr. Nevill, continued its deliberations.

The construction schedule remained the same, with substantial completion expected at the end of August and the building turned over to the county by mid-September. The Friends of the Library and Trustees had tentatively planned a November 14<sup>th</sup> – 16<sup>th</sup> grand opening extravaganza. Furnishings contracts had been signed with five vendors for a total of \$138,608 and shelving bids were to be opened July 10 and taken to Council for approval on July 22<sup>nd</sup>.

Upper Beaufort County Library: The Community Services Committee and County Council approved the recommendation that this facility be named the Lobeco Library.

Eleven bids for the renovations were opened on May 16<sup>th</sup> and were within budget reach. The low bid was \$438,000 from Tucker Building Corporation. The County Purchasing, Engineering, and Construction Management had all reviewed and evaluated the bids. A recommendation to award the contract to Tucker had been approved by the Public Works Committee and would be considered by County Council on July 22. A five-month construction period was anticipated.

In response to a question, Miss Zachowski stated that there would not be a need to increase the Lobeco collection by a large number immediately. Shelving, furniture, and fixtures will be the greater need. A \$5,000 grant had already been received and the Beaufort Friends of the Library had designated funds to assist with these needs.

Proposed Library Fee Changes: Mrs. Barnwell distributed a report comparing policies of other libraries in South Carolina with regard to non-resident and Internet use fees. This issue would be considered in September.

Under New Business:

Meeting Room Policy Revision: Text proposed by the County Staff Attorney to be added to the policy, in accordance with State law, to prohibit events of a "partisan political nature" had been distributed. This would be considered in September.

There were no Branch Liaison Reports.

Dr. Heslin moved, seconded by Mrs. Kuchler, and the meeting was adjourned at 5:10 p.m.

Respectfully submitted,



Julie Zachowski  
Executive Secretary

Attachments