



BEAUFORT COUNTY LIBRARY
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A Department of Beaufort County Government

**MINUTES OF MEETING
HELD SEPTEMBER 11, 2002**

The fifth scheduled meeting of the Beaufort County Library Board of Trustees for 2002 was held at the Bluffton Town Hall Conference Room on September 11, 2002. The following members were present: Mrs. Dunn (presiding), Mrs. Banus, Mrs. Doctor, Dr. Heslin, Mrs. Kuchler, Mr. Nevill, Mrs. Wagoner, and Miss Zachowski. Also present were: County Chief Information Officer Frank Guth, Adult Services Coordinator Kathy Mitchell, Beaufort Library Manager Hillary Barnwell, Bluffton Library Manager Ann Rosen, Dale/Lobeco Branch Manager Scott Strawn, Hilton Head Island Branch Manager Mary Jo Berkes, Information Services Coordinator Dennis Adams, St. Helena Branch Manager Connie Newell, and Library Administrative Assistant Pege Gay.

Mrs. Dunn called the meeting to order at 3:35 p.m., with a quorum present. All Board members were present.

- Miss Zachowski introduced Frank Guth, Director of County Management Information Systems and head of the newly created Information Services Department, of which the Library system was now a division. Mr. Guth shared some personal background information and his hopes for funding opportunities and technological developments for the libraries.
- Copies of the new County organizational chart were distributed.

There was no public comment.

Dr. Heslin moved approval of the Minutes for the May 8, and July 10, 2002, meetings, as written. The motion was seconded by Mrs. Banus and passed with no objection.

There was no correspondence for consideration.

Miss Zachowski, Mr. Strawn, and Mr. Adams presented the Librarian's Report, which is filed as an attachment to these minutes, with the following additional comments:

- Revisions to the Community Facilities section of the County Comprehensive Plan would be presented to the Planning Commission at 6:00 p.m. in Council Chambers. Miss Zachowski would attend. Joan Petrucci of the Tax Incremental Financing Department would present this chapter, based on a progress report on issues cited for Library facilities in the last Comprehensive Plan. A copy of the report was distributed and members invited to attend.
- The Friends of the Hilton Head Island Branch Library had requested to close an hour early, at 5:00 p.m., on October 23rd to set up for an event to celebrate the dedication of the Gary Price statue, purchased and erected at the library entrance by the Friends of the Library, and to honor the artists and donors of the library's art collection. No objections were voiced.

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)

- FY 2002 had been closed out by the County.
- The FY 2003 Budget status report through July 31st was distributed to members present. The final State Aid appropriation, based on the 2000 census, would be \$160,429.37. Miss Zachowski proposed that the entire amount be used for Library Materials.

Mrs. Kuchler moved that the entire FY 2003 State Aid appropriation of \$160,429.37 be allocated to Library Materials. Mr. Nevill seconded the motion. The motion carried with no opposition.

Trustee Account

Grant(s)

- A grant of \$1,500 per branch (\$7,000 total) for the purchase of picture books had been received through LSTA via the State Library. A State Library consultant provided the list of 100 best picture books from which selections would be made.

Big Anonymous Gift Funds

- Miss Zachowski stated that the grant monies were designated, at the time of donation, for the Beaufort South Carolina Room, the Hilton Head Island Local Interest Room, and \$200,000 to initiate an endowment. The money was invested with the Treasurer's Pooled Investment Account and interest is posted on each June 30th. FY 2002 interest accrued was \$5,529.33, which is 2% of the fund balance.

Under Old Business:

Bluffton Library Expansion: Miss Zachowski reported that construction was expected to be complete, and the building turned over to the County, by the end of the month. Furniture delivery would begin on September 23rd with the shelving; followed with the other types of furnishings.

Interviews had begun for approved staff positions. Offers had been made to four candidates: Reference and Children's Managers and two part time Circulation Assistants. Applications were being accepted for the other four positions scheduled to be added before the New Year: Circulation Manager, Administrative Assistant, and two Pages.

Orders were being placed for new materials, including 3,660 adult titles representing \$76,400 and an approximately equal amount for children's materials. To date, \$120,883.29 had been deposited in the book fund. A separate Bluffton Building Fund contained an additional \$5,249.80. Sun City Impact fees should be approximately \$93,000. The projected FY 2003 regular Bluffton Library Materials budget would be approximately \$50,000 and the County had allocated an additional \$25,000 in start-up funds for materials. The Hilton Head Island Foundation had approved a grant of \$50,000, with \$25,000 already included in the deposited amount and the balance expected momentarily. The total approximate projected amount for Bluffton materials in FY 2003 would be \$355,987. The projected amount required to fill the facility to 1/3 capacity, at \$20 per item, was \$402,233. The Bluffton Friends Fund Raising Group still had grant proposals out for approximately \$155,000.

The grand opening was scheduled for November 14th, 15th.and 16th with a preview party for Friends of the Library, donors, trustees, and invited guests on Thursday, the ribbon cutting and dedication on Friday, and "Family Day" with a festive atmosphere on Saturday.

Mr. Nevill reported on donor recognition. The figures quoted, with the \$20,000 donated by the developers Stetson Rowles and Mike Kristoff, indicated that the small group in Bluffton had already raised more money than either Hilton Head Island or Beaufort Friends had to raise for their expansions. The Friends of the Bluffton Library planned to donate an additional \$15,000 of their funds, which they had been holding in their treasury for years, to the book fund. The community deserved credit for these efforts.

An estimate of \$14,000 had been quoted by the "Tree of Knowledge" vendor, including engraving costs. The committee members had approved the concept but were unwilling to commit to spending this amount until after all other expenses related to the opening, book fund commitments and opening festivities, had been settled. What they planned to do at this time would be something very simple. A temporary poster would be placed inside the door, indicating where the sculpture will be located later. The suggestion would be made at the dedication events to hold a separate campaign for funds to purchase the plaque.

Mr. Guth reminded everyone that computer equipment, particularly PCs, needed to be kept in mind as information resources, along with books. Impact fees could be used for the purchase of some new computers. A few could be upgraded/replaced from other locations. Mrs. Barnwell was finalizing a list of needed equipment.

Lobeco Library Expansion: The construction contract had been signed and a pre-construction conference held in the previous week. Asbestos abatement would begin by the next week. A five month construction period was anticipated, which would place the opening date in March 2003 if all progressed as planned. The roof, which goes into the masonry at some points, was a major concern. The Friends of the Beaufort Library had committed to provide funds for some of the furnishings and equipment.

Proposed Library Fee Changes: Mrs. Barnwell presented a proposal to increase the visitor's fee to \$25.00 per year, based on the County appropriation per Beaufort County resident for library services. This would include both borrowing privileges and computer/Internet access. Visitors currently were paying for borrowing but not for internet use. A visitor would also have the option, if they did not want the \$25.00 card, to pay a \$2.00 per use fee for Internet access. The question remains of how to handle non-residents who live in adjacent counties or work in Beaufort County. There is an established arrangement in effect with the Technical College and USC-B for reciprocal borrowing privileges. This proposal would need to be presented to County Council.

Mrs. Banus recommended approval of the staff proposal for revised non-resident user fees, as presented in July 2002, with the non-resident visitor's fee increased to \$25.00 per year or \$2.00 per use of Internet services. Dr. Heslin seconded. The motion carried with no opposition.

Under New Business:

Meeting Room Policy Revision: The County Staff Attorney had recommended that text be added to the policy, in accordance with State law, to prohibit use of the Library meeting rooms for events of a "partisan political nature." Mr. Nevill moved that the policy revision be accepted as proposed.

Mrs. Kuchler seconded and the motion carried with no opposition. A copy of the revision is attached to these minutes.

Use of Endowment Fund Interest: Mr. Nevill moved that an undesignated amount of \$537.00 in the Bluffton Miscellaneous Gift fund of the Trustee account be transferred to the Bluffton Friends of the Library for the purpose of assisting with the costs of the grand opening events for the new Bluffton facility. Mrs. Wagoner seconded the motion which was adopted by acclamation.

Mr. Nevill further noted that, as interest on the Endowment fund had grown to a usable amount, guidelines should be established for its use where needed in the system. A committee was established for this purpose, including Mr. Nevill as Chair, Mrs. Dunn, Dr. Heslin, and Mrs. Wagoner. This committee would also address means of raising the principle.

New Board Members Orientation: Miss Zachowski stated she planned to arrange an orientation session for new and continuing Board members and asked that members e-mail dates within the next six weeks when they would be unavailable. It was decided that two half day sessions, on Monday and/or Wednesday mornings would be preferred.

Proposed 2003 Meeting Dates:

A schedule of five meeting dates for 2003 was proposed by staff, with the July meeting eliminated due to past low attendance in that month. Mr. Nevill suggested moving the meeting time forward to 3:00 p.m. **Mrs. Wagoner moved approval of the schedule as proposed and amended, Dr. Heslin seconded, and the motion carried with no opposition.**

Proposed 2003 Closings:

A schedule of holiday and staff development closing dates for 2003, including school closing dates for Dale and St. Helena branches, was presented by staff. **Mrs. Kuchler moved approval of the proposed schedule. Dr. Heslin seconded the motion, which carried with no opposition.**

Branch Liaison Reports attached.

Mrs. Kuchler moved, seconded by Mrs. Banus, and the meeting was adjourned at 5:25 p.m.

Respectfully submitted,



Julie Zachowski
Executive Secretary

Attachments