



## BEAUFORT COUNTY PUBLIC LIBRARY SYSTEM

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*A Department of Beaufort County Government*

### **MINUTES OF MEETING HELD JANUARY 12, 2005**

The first scheduled meeting of the Beaufort County Library Board of Trustees for 2005 was held in the Bluffton Library Meeting Room on January 12, 2005. The following members were present: Ms. Dunn (presiding); Ms. Doctor; Ms. Hand, Ms. Kuchler; Ms. Stephan; Ms. Underwood; and Mr. Zaryczny, Director of Library Services. Also present were: Chief Information Officer Frank Guth; Ms. Ann Rosen, Bluffton Library Manager; Ms. Mary Jo Berkes, Hilton Head Library Manager; Ms. Elizabeth Horn, Lobeco Library Manager; Ms. Connie Newell, St. Helena Library Manager; Ms. Kathy Mitchell, Adult Services Coordinator; and Ms. Wendy Allen, Youth Services Coordinator.

Ms. Dunn called the meeting to order at 3:05 pm with a quorum.

There was no public comment.

#### **Minutes of November 10, 2004:**

Corrections were noted to the Minutes of the November 10, 2004 meeting as follows:

1) On page one, fourth paragraph, it should read "the Minutes were approved as revised" 2) On page two, under "A. Development Committee" change Ms. Stephan to Ms. Theresa Dunn was looking for good prospective members; 3) Under "B" add "we recommended that Ms. Dunn call Mr. Chuck Hoelle". 4) On page three, under "E. Impact Fees Committee" fourth line down in the middle change to read, "The Impact Fees are part of the Facilities Committee's responsibility". 5) On page two under "Development Committee" change to read, Ms. Dunn has gotten basic information from the state trustees organization"; 6) On page three under "H. Membership Committee" correct spelling of "Irvana" to "Ervin",

The Minutes should be approved as revised, Ms. Stephan moved. Ms. Underwood seconded. The motion carried unanimously.

#### **Correspondence and Communications:**

Mr. Zaryczny received an inquiry about the status of Hilton Head timeshares. He spoke with Ms. Kelly Golden and she said that rather than a taxes issues, she would pursue a residency angle for library card eligibility.

#### **Election of Officers:**

Ms. Dunn mentioned that the Trustees should elect the Chair and Co-chair every two years in accordance with the By Laws. Ms. Dunn was elected two years ago so her term is over. The Board nominated Ms. Dunn as Chair and Ms. Kuchler as Co-Chair for another term. All in favor, motion carried.

#### **Librarian Reports:**

Mr. Wlodek Zaryczny presented the Librarian's Report, which is filed as an attachment to these minutes. In addition, Mr. Guth added, under "Automation", that we received audiovisual two-way communication systems. Therefore, it will be possible for anyone in the Hilton Head Library to watch and hear County Council meetings in Beaufort and make public comments. The Library will save about \$ 60,000 a year in communication costs by changing from T1 lines to fiber optics in The Hilton Head and Bluffton Libraries.

Ms. Dunn welcomed a visitor who introduced himself as Murray Markowitz, who recently moved to Bluffton.

#### **Financial Reports:**

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The Members of the Board received a "1999 Impact Fees Report" as part of the County Code regarding Beaufort County's plans which examined library service efficiencies (space, level of service, fees, etc).

**Committee Reports:**

Ms. Dunn mentioned that Mr. Dennis Adams submitted a copy of an article about LILAC.

Ms. Dunn distributed a revised list of the Trustee Committees and Chairs of each.

Mr. Zaryczny gave the "St. Helena Library Relocation" Report under Librarian Reports and there is no report for the "Orientation Committee".

**A. Development Committee:**

Ms. Dunn was referred to Mr. William McBride after she contacted Mr. Chuck Hoelle regarding the endowment and transfer to the Community foundation. Mr. McBride said that he is going to meet with Ms. Kelly Golden to discuss this topic and he is going to contact Ms. Dunn afterwards.

Ms. Dunn mentioned that the Development Committee is going to have the first meeting on January 21, 2005 at the Beaufort Library.

Ms. Dunn mentioned that she had a conversation with a CPA friend, who mentioned that we could use the Community Foundation. Ms. Dunn said that it is possible our County Attorney will not approve that. Ms. Dunn thinks that if we have our own foundation, we should not have any problem transferring the endowment fund to a Beaufort County Public Library foundation, which could manage the fund.

Ms. Dunn thought that Carlyta Myers is an excellent financial person, and maybe she would be interested in being Treasurer of the Foundation Board. Ms. Dunn will contact her.

Discussion followed regarding that we want our own foundation and it could be part of the Community Foundation of the Lowcountry. Ms. Dunn will revisit and clarify this.

**B. Facilities Committee:**

Ms. Kuchler mentioned that this committee had several meetings last December. Ron Merchant of the Planning Dept. attended and is going to be a member of the Committee. A consensus about future facility configuration was reached; i.e. a goal of building full service regional branches. Projections about where the population would be in next 10 or 20 years was also discussed. Ms. Kuchler mentioned that before the next meeting she is going to email a copy of these projections.

Mr. Guth mentioned that each year the County Council has a retreat. Before this last retreat several members of the Council discussed what was and was not accomplished and made a point of showing concern as to where the libraries are headed. Mr. Zaryczny mentioned that there are several developments happening simultaneously and the idea is to bring all these together. He discussed the issue of Hilton Head facilities, and Dick Stewart's presentation at The Beaufort City Council, which approved his recommendation for a major expansion of the Beaufort Library (by annexing the City Hall, as well as the Carnegie Library). Mr. Zaryczny mentioned that we should have an overall concept of where we want to go and suggested continued meetings with the Facilities Committee.

Ms. Kuchler mentioned the interest in the location of a St. Helena library. She wants to be sure that there is a population center that is going to attract people; therefore, we do not want to put it at the end of Lady's Island, where customers cannot get to it. Mr. Guth mentioned that Mr. Generales discussed a controversial "super library" on Lady's Island i.e. closing Beaufort Branch and building a new Library on Lady's Island.

**C. Human Resources Committee:**

Ms. Stephan mentioned that Hillary Barnwell, Wlodek Zaryczny and she had a meeting about (among other things) a personnel classification system, which would do a lot of things such as

giving people a career ladder. She discussed adding the position of Library Associate Director that has been previously discussed. The next task is to look at the job descriptions. Further discussions with Mr. Frank Guth and Personnel are needed before becoming a part of the FY06 budget.

Mr. Zaryczny mentioned a new position that will be below that of Librarian I. This person will need to have a Bachelor degree and enrolled in a Master of Library Service Program with the agreement that it will be completed within a certain period of time. In addition, he mentioned that we had problems with the internal promotions.

The Library recommends having a core number of staff in each library for budget purposes. Part-timers were also discussed, including that staffing on Sunday could be provided by part-timers.

#### **D. Marketing Committee:**

Mr. Zaryczny mentioned that Ms. Ann Addy has conducted interviews with the Branch Managers and Coordinators. She will have a marketing report probably by the end of March. Ms. Kuchler mentioned that when the report is done a follow up meeting will be held.

#### **E. Membership Committee:**

Ms. Underwood mentioned the Trustees still do not have enough members; we have eight and we need eleven. She mentioned that she did not know if Eric Esquivel or Ervina Faulkner have applied. However, she talked with several people who have showed interest in their own district or served on other boards or other agencies and can not serve on two committees. Ms. Underwood suggested an in-house application that members of this Board can use to interest persons in serving on the Library Board. Perhaps call it a letter of interest.

Ms. Underwood would like suggestions from the Board.

Representation at large was discussed, and in particular the issue of representation from the Hispanic Community. Ms. Underwood mentioned that she checked with other counties for the purpose of seeing how others are handling Trustee recruitment.

#### **F. Orientation Committee:**

There is no report.

#### **G. St. Helena Library Relocation:**

This report was already mentioned under Librarian Reports.

#### **Old business:**

There is no report.

#### **New business:**

##### **A. Focus Groups:**

Mr. Zaryczny mentioned a report that covers five Library test groups for the State Library marketing study. The three conclusions do not apply for our Library System. The State will develop a custom marketing strategy for each Library that is involved in the study. Mr. Zaryczny mentioned that some of the issues are 1) getting the staffing 2) labor intensive and 3) having designated line items that would address PR.

##### **B. Representation at large or by district:**

This was already discussed under the Membership Committee Report heading.

##### **C. Advocacy:**

Ms. Dunn mentioned that she has two things in mind: 1) "Library Trustees Advocates for Better Libraries" on Saturday, January 22 would be a very good Trustee institute. Peter Pierson, President of **Friends of Saint Paul's** Public Library received great notoriety in the last two years for what he has done. She said that some people think it is important to bring Mr. Pierson to

Beaufort to talk about library advocacy and building relationships for improving fundraising. She hopes to attend. A discussion followed about who can attend and who are considered advocates.

2) The second issue under advocacy is the letter that we should be writing to the House Ways and Means Subcommittee for increased library funding. We need more letters written to improve our position.

D. Other:  
There is no report.

**Branch Liaison Reports:**

Ms. Dunn thanked all the branch managers for their reports. They are valuable to the Board because they provide real insights as to what is actually happening. The Branch Liaison Reports were given and are attached to the Minutes. Ms. Horn added that she compared statistics from FY 2003 and 2004 and that the Lobeco Door Count showed that the number of people coming in has increased by 168%.

Ms. Wendy Allen presented the profile called "Skirt" from the Teen Board at the Hilton Head Library. Mr. Zaryczny said that it would be a good idea to take shots from the full parking lots at Bluffton Library for a newspaper article so we can point to expansion of attendance at the Libraries.

Mr. Zaryczny mentioned that Ms. Allen is working with the publisher on the electronic version of **Bookpage**. Ms Allen explained that it consists of a subscription that the Library pays for and that patrons would subscribe to it from our Library Webpage. We will have to upgrade our website first before patrons can subscribe.

Mr. Zaryczny mentioned the above is an example of things we do to add value for our customers. We should also tell them that they can get online catalogue, DISCUS, EBSCO, and so on at work or home. We can measure some electronic usage of the Library, which are valuable statistics.

Ms. Stephan moved to adjourn. Ms. Kuchler seconded the motion. Motion carried. The meeting was adjourned at 4:35 p.m.

Respectfully submitted,



**Wlodek Zaryczny**  
Executive Secretary