



## BEAUFORT COUNTY PUBLIC LIBRARY SYSTEM

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*A Department of Beaufort County Government*

### **MINUTES OF MEETING HELD MARCH 16, 2005**

The second scheduled meeting of the Beaufort County Library Board of Trustees for 2005 was held in the Lobeco Library Meeting Room on March 16, 2005. The following members were present: Ms. Dunn (presiding); Ms. Doctor; Ms. Hand, Ms. Stephan, and Mr. Zaryczny, Director of Library Services. Also present were: Ms. Ann Rosen, Bluffton Library Manager; Elizabeth Horn, Lobeco Library Manager; and Mr. Dennis Adams, Information Services Coordinator. Ms. Dunn called the meeting to order at 3:00 pm with no quorum.

There was no public comment.

Minutes of January 12, 2005:

Corrections were noted to the Minutes of the January 12, 2005 meeting as follows:

1) On page one, under "election of officers", it should read "the Board nominated Ms. Dunn as a Chair for another term and Ms. Kuchler as Vice-chair". 2) On page two, under "A. Development Committee", second paragraph, it is more official to report "the Development Committee will have meetings" instead of "meets on January 21, 2005". 3) On the third paragraph under "Development Committee" reports "Ms. Dunn reported that she had a conversation with a CPA friend, who reported that we could use the Community Foundation" was unclear for Ms. Stephan. Therefore, Ms. Dunn explained that we could use the Community Foundation in the event we want a foundation. 4) On page 3, top of the page first paragraph, it should read, "she discussed adding the position of Assistant Director", and it should report, "The next task is to develop the job descriptions".

Ms. Stephan moved. Ms. Hand seconded, all in favor. The Minutes are approved as revised pending one more member of the group.

Correspondence and Communications:

Mr. Zaryczny reported the HH timeshare issue is still in process. Ms. Kelly Golden is working on this. He received a letter from the gentleman who is going to contact our U.S. Senators. Mr. Zaryczny was phoned by the S.C. Consumer Affairs Department regarding the HH timeshare issue.

Ms. Dunn received a letter from Gloria Underwood and Jimmy Edwards. Ms. Gloria Underwood has moved permanently; therefore she has resigned. Ms. Jimmy Edwards has been working and unable to attend meetings, and she will resign when she relocates.

Ms. Dunn received a letter from Mr. Kubic regarding our request to invest one portion of "1999 Anonymous Gift Fund" with the Community Foundation of Lowcountry. Mr. Kubic said approval cannot be granted to contract with an outside non-profit corporation for purposes of investing public funds. Ms. Dunn sent Mr. Kubic a letter and thanked him for the information.

Ms. Dunn received correspondence from a gentleman who reports in his letter the unusual practice of non-circulating periodicals in the Beaufort Library, which, to him, does not make sense. In addition, he compares our loaning materials policy with other Library systems. He requests that this policy should be reexamined by the Board of Trustees. On the other hand, Ms. Barnwell sent an email to Ms. Dunn and reported that a new patron was very pleased to read various issues of magazines at the Bluffton Branch. This patron reported that magazines circulated in the library that she used to attend. This topic will be discussed under "New Business".

Ms. Dunn sent Board members some information on the Code of Laws South Carolina 1976, regarding the status of donations to County libraries for tax purposes. Gifts and donations are deductible by the donor for tax purposes.

Ms. Dunn received a letter from Donna Russell, President of the Friends of Hilton Head Library regarding to a lady who wants to exhibit her paintings as part of a fundraising exhibit. Ms. Russell replied, "I regret to say that the Friends cannot act on your funding request because it falls outside of our Mission. We are a non-profit organization whose mission it is to promote and encourage literacy and learning through use of library resources".

In addition, Ms. Russell sent a letter to the Chair of County Council regarding Hilton Head's population and the need for Library expansion. An expansion would include a computer lab among other things. The Friends express interest in an expanded Branch facility, the sooner the better for our community. The HH Friends has nearly 600 members who would support an expansion.

Ms. Dunn received a communication from Ms. Ann Rosen regarding Del Webb expansion into Jasper County. By paying an Impact fee for the construction of their home, Del Webb owners might feel they are entitled to get a Beaufort County Library Card. Del Webb has an agreement to pay impact fees for libraries in Beaufort County. Ms. Barnwell sent a communication to Ms. Dunn about checking on the impact development fee in Jasper County.

#### Librarian Reports:

Mr. Wlodek Zaryczny presented the Librarian's Report, which is filed as an attachment to these minutes. In addition, Ms. Hand added that the Clover Club would be a very good advocacy group.

**Financial Reports:**

Mr. Zaryczny reported under Region Bank Report, under Hilton Head Rotary Fund that there is a negative balance (-\$ 227.23) and that interest was (\$ 0.77) deducted. The fund had been spent for library materials assuming that HH Rotary would submit a check as usual. Mr. Zaryczny will contact Ms. Maryjo Berkes to see if HH Rotary sent funds. If the Rotary did not submit a check, we will transfer \$227.23 plus \$ 0.77 from HH Miscellaneous Fund to Zero out the Rotary Fund.

**Committee Reports:**

Ms. Dunn distributed an updated list of the Trustee Committees and chairs of each.

**A. Development Committee:**

Ms. Dunn reported that the Committee is moving along. She reported a total anticipated interest balance of \$14,800 in June 2005 for the \$ 200,000 endowment. A draft agenda for a Community meeting was developed and a letter was sent out to community leaders. The committee members are contacting other libraries about their foundation and friends groups. Ms. Dunn and Mr. Adams are working on the paperwork for a 501 (c) 3 Foundation.

**B. Facilities Committee:**

Facility Report is included under Librarian's Report.

**C. Human Resources Committee:**

Ms. Stephan reported that the FY06 Budget proposal is a very comprehensive plan for personnel resources. It has three scenarios and is very ambitious; it addresses adequate or core levels of staffing.

This is a very well documented report and also requests wage and grade increases for library staff. Ms. Stephan made a motion to approve the personnel budget request that has been submitted. Ms. Hand seconded. All in favor.

**D. Marketing Committee:**

This report is included under Librarian's Report.

**E. Membership Committee:**

Ms. Hand is a new member for this Committee.

**F. Orientation Committee:**

Ms. Dunn reported that Ms. Hand has good ideas about what new members should have. Ms. Dunn and Ms. Underwood have some material that will be helpful.

**Old business:**

Ms. Dunn talked about the approval to serve wine for the Council meetings during this week.

**New business:**

**Policy Review:**

A policy to circulate magazines and periodicals was discussed. Ms. Kathy Mitchell will be asked to serve as Chair for policy review. There is the possibility to circulate some editions but not all. We should be aware if a SIRSI upgrade could impact circulating magazines. This policy was reviewed a while ago and the Library determined that it was not feasible to circulate periodicals. Mr. Zaryczny stated that automation is only one issue and that there are other determining factors. For example: patrons will come to the Library and want to read the current and previous issues. Ms. Dunn mentioned contacting the State Library about this policy. Ms. Dunn is going to tell the gentleman that the policy will be reviewed.

**Other:**

Ms. Dunn received the approval by Council to have at-large Trustees. In other words, the Council is authorized to appoint a trustee to represent a district in which he/she does not reside as long as the Council representative from that district approves of that person.

Mr. Adams reported that the "One County One Book Program" is on the library's web site. In addition, we received a new bilingual magazine "Hola somos Latinos" from Latin American Council.


**Branch Liaison Reports:**

These reports are filed as an attachment to these minutes. In addition, Ms. Dunn thanked all Branch Managers. Mr. Zaryczny reported that we increased the library's education training budget from \$7,000 to \$19,000.

Ms. Rosen reported an incident with a patron regarding time allowed for Internet use at Bluffton Library. This incident is going to be discussed in a Multi-site meeting.

Ms. Stephan moved to adjourn. Ms. Hand seconded the motion. Motion carried. The meeting was adjourned at 4:50 p.m.

Respectfully submitted,



Wlodek Zaryczny  
Executive Secretary