

**MINUTES OF MEETING
HELD MAY 11, 2005**

The third scheduled meeting of the Beaufort County Library Board of Trustees for 2005 was held in the Hilton Head Library Meeting Room on May 11, 2005. The following members were present: Ms. Dunn (presiding); Ms. Doctor; Ms. Stephan, and Mr. Zaryczny, Director of Beaufort Library. Also present were: Ms. Hillary Barnwell, Beaufort Library Manager, Ms. Maryjo Berkes, Hilton Head Library Manager, Ms. Ann Rosen, Bluffton Library Manager; Ms. Elizabeth Horn, Lobeco Library Manager; Ms. Wendy Allen, Youth Services Coordinator, Ms. Rosa Cummings, Technical Services Coordinator, Ms. Kathy Mitchell, Adult Services Coordinator, and Mr. Dennis Adams, Library Services Coordinator.

Ms. Dunn called the meeting to order at 3:15 pm with a quorum. Ms. Kuchler sent an email giving power of attorney to Ms. Dunn.

There was no public comment.

Minutes of March 16, 2005:

Correction was noted to the Minutes of the March 16, 2005 meeting as follows:

1) On page three and four, under "old business", it should read, "the Trustees moved and approved wine".

Ms. Stephan moved. Ms. Doctor seconded, all in favor. The Minutes were approved as revised.

Correspondence and Communications:

Ms. Dunn received a letter from John Williams regarding the Beaufort County Board Education requesting that they be allowed to use the Bluffton Library for their meetings beginning in August, once a month from 5 pm to 9:30 pm. They were aware of the schedule limitations, so they requested that we change the policies so as to allow the Board of Education the same access as the County Council. Request denied by Ms. Dunn, Ms. Stephan seconded, all in favor.

Librarian Reports:

Mr. Wlodek Zaryczny presented the Librarian's Report, which is filed as an attachment to these minutes.

Mr. Zaryczny introduced the new Cataloger Ms. Brenda Beasley. She thanked all the members for their welcome to the Library.

Financial Reports:

Ms. Barnwell reported as regards the Regions Bank that the Trustees voted a while ago to transfer all funds from the Bluffton Building Fund to the Del Webb Development Fund to cover the cost of AV in the Bluffton Library. Therefore, we will now close out the Bluffton Building Fund. The Bluffton Book Fund is also closed because the campaign is over; and any remaining balance is going to the Bluffton Miscellaneous Fund. In the Scheper fund only the interest is available for use. Small donations are encouraged to be given to the Friends of the Library.

Board of Trustees Meeting Minutes
May 11, 2005

Committee Reports:

A. Development Committee:

Ms. Dunn reported that the Committee had already met a few days ago and are going to meet again this summer. Ms. Stephan reported that the Committee is close to becoming a Foundation and will be incorporated. Ms. Dunn is looking for a lawyer.

B. Facilities Committee:

Facility Report is included under Librarian's Report. Mr. Zaryczny added that we are awaiting the recommendation from Gerry Diaz, County engineer, as well as Mark Roseneau for final recommendations regarding the Carnegie Building and Beaufort City Hall. Port Royal and Beaufort may approve Impact Fees to renovate Beaufort Branch. Dick Stewart is interested in getting additional impact fees.

C. Finance Committee:

There is no report.

D. Human Resources Committee:

Ms. Stephan asked about the status of substitute positions. Mr. Zaryczny reported that Ms. Suzanne Gregory has been working on this for six months. Ms. Stephan said the Trustees could write a letter stating that the Library needs substitutes. Ms. Stephan reported about the budget package of job descriptions.

E. Library Services Committee:

Mr. Adams reported that he met with the Library Association of Beaufort County. Currently, the main activity is to talk about what is happening in other libraries. He reported that this is the only organization that allows Librarians to get together to discuss shared concerns and news of their institutions. In addition, Mr. Adams reported about LILAC. There are three basic areas and strategies of how to address programming, marketing and collection development. Additionally, he gave a report on an article published in "Hola Somos Latinos" regarding interlibrary loans and Internet access as resources to attract initial library use among Latinos.

He also gave a report about Staff Development Day. He reported that it had been very successful and distributed copies of the report of employees' evaluations.

F. Long Range Task Force:

The staff has begun meeting and reviewing the existing Long Range Plan to determine what we want to add or modify for the next three years. The Committee will work during the summer.

Ms. Mitchell reported the new Long Range Plan would be presented at the November meeting for the Trustees' approval.

G. Marketing Committee:

This report is included under Librarian's Report.

H. Membership Committee:
There is no report.

I. Orientation Committee:

Mr. Zaryczny reported on the Orientation Program for Trustees from the State Library. He contacted Deborah Hotchkiss to request about a similar program in this part of the state instead of Greenville.

J. Policy Review:

Ms. Mitchell reported that the collection development policy is being reviewed. After going to PLA, we are going to split out the existing policy in two: a policy part and a procedure part. The collection development policy will be presented at the November meeting for the Trustees' approval.

K. St. Helena Relocation:

This report is included under Librarian's Report.

L. Advocacy Committee:

Ms. Barnwell reported that the committee is going to have a meeting with the Friends and Trustees Boards. They will be contacted by email. Each of the Friends Boards has accepted advocacy as part of their role.

Old business:

A. Name Change:

Mr. Zaryczny reported that the recently completed Marketing Study recommended use of the original name instead of Public Library System of Beaufort County. Ms. Stephan moved that we use Beaufort County Library as the official name for the organization and for marketing purposes. Ms. Doctor seconded, all in favor. Mr. Zaryczny reported that after it is official, we would email to Kelly Golden.

B. Marketing Plan:

Ms. Stephan moved to accept the Marketing Plan submitted by Ann Addy. Ms. Doctor seconded. We have two marketing plans: one is a State Library initiative. The second plan, under the guidance of marketing consultant Ann Addy of Solutions Ink!, is funded by the library budget.

New business:

A. Budget Strategy:

Mr. Zaryczny reported that we are promoting Scenario I personnel proposal. We have written a position paper, similar to last year's justification of the cataloger position.

Ms. Barnwell added that we have a plan for advocating getting new staff.

The Position Paper FY 2006 was distributed at the meeting. Mr. Zaryczny reported that we have three budget approval readings.

B. User fees:

Mr. Zaryczny mentioned that the idea is to bring the topic up for discussion, and then to make a decision. For example, we could examine charging for interlibrary loans (now free). Ms. Barnwell reported we should make a statement that Beaufort's residents cannot be charged for a library cards.

C. Meeting time:

The meeting time of the Trustees Board was discussed. Mr. Zaryczny reported that the time when the Board meets may preclude participation of some prospective board members. There is the possibility of changing the starting time to 4 or 5 pm.

D. Transportation:

The Hilton Head employees should pick up colleagues and Trustees from Bluffton when they come to Beaufort Branch for the Trustees meeting.

E. Other:

Mr. Zaryczny reported that he received a letter from State Library about the square feet required on a per capita basis for library facilities. The State Library recommends 1.25 square feet per capita for public building space for Beaufort Libraries. Ms. Stephan moved to accept the standard of 1.25 square feet program space for Beaufort County Library buildings. Ms. Doctor seconded, all in favor.

Branch Liaison Reports:

These reports are filed as an attachment to these minutes. Attendance in "One County one Book" programs was discussed. Ms. Barnwell suggested having larger committees to organize these programs in the future.

Ms. Stephan moved to adjourn. Ms. Doctor seconded the motion. Motion carried. The meeting was adjourned at 5:15 p.m.

Respectfully submitted,



Wlodek Zaryczny
Executive Secretary