

BEAUFORT COUNTY LIBRARY

BOARD OF TRUSTEES

MINUTES OF MEETING

HELD SEPTEMBER 14, 2005

- The fourth scheduled meeting was held in the Penn Center Meeting Room.
- **Attendants:**
 - Ms. Theresa Dunn (presiding).
 - Ms. Katherine Doctor – Member of the Board
 - Ms. Patsy Hand – Member of the Board
 - Ms. Janet Kuchler – Member of the Board
 - Ms. Sandy Stephan – Member of the Board
 - Mr. Frank Guth - Chief Information Officer
 - Mr. Wlodek Zaryczny – Director of the Beaufort Library
 - Ms. Hillary Barnwell – Beaufort Branch Manager
 - Ms. Maryjo Berkes – Hilton Head Branch Manager
 - Ms. Ann Rosen – Bluffton Branch Manager
 - Ms. Elizabeth Horn – Lobecko Branch Manager
 - Ms. Wendy Allen - Youth Services Coordinator
 - Mr. Dennis Adams - Library Services Coordinator
- **Guests:**
 - Ms. Veronica Miller – Recommended Candidate for Board of Trustees.
 - Mr. Thomas Barnwell – Penn Center Board Member
 - Mr. Bernie Wright – Penn Center Executive Director
- **Call to Order:** 3:10 p.m. with quorum.
- **Motions:**
 - Minutes of May 11, 2005 were approved as written: Ms. Hand moved, Ms. Kuchler seconded.
 - Pursuing Penn Center project as a top priority for a new future St. Helena Branch Library. Ms. Kuchler moved, Ms. Hand seconded.
 - Ms. Norma Stewart and Ms. Veronica Miller accepted as recommended candidates for Trustees Board Members: Ms. Hand moved, Ms. Stephan seconded.
 - Requesting 1.25 square feet per capita as minimum standard facility is presented to and adopted by Council Information Technology Committee. Ms. Stephan moved. Ms Kuchler seconded.
 - Wine for the Volunteer Appreciation Party for Beaufort Friends: Ms. Hand moved, Ms. Doctor seconded.
 - Accepting two paintings for Bluffton Library as donations: Ms. Stephan moved, Ms. Kuchler seconded.
 - Accepting one painting –oriental style- for Hilton Head Library: Ms. Hand moved, Ms. Kuchler seconded.
 - Adjournment: Ms. Hand moved. Ms. Stephan seconded.
- **Public Comment:** There is no comment.
- **Minutes May 11, 2005:** The Minutes were approved as written.
- **Correspondence and Communications:** There is no correspondence/communications.
- **Librarian Reports:** Filed as an attachment to these minutes.
 - Addition: St. Helena is planned to be relocated in Penn Center. Impact fees are going to be spent for part of this project.
- **Financial Reports:** Reports are filed as an attachment to these minutes.
- **Munis System:** The Library has eight different cost centers. Therefore, we are having more accurate Fiscal Year information from each department cost center.

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- **Trustees Account:**
 - The account is ready to be transferred from Regions Bank to First Citizens Bank.
 - The different funds are going to be consolidated and others will be eliminated.

- **Committee Reports:**
- **Advocacy Committee:**
 - The Friends Advocacy members and the Board of Trustees are being emailed regarding future meeting schedules.
 - Group discussions addressed how to draft position papers and how to address Council.
 - Legislative Day will be on March 1, 2006 in Columbia. Ms. Barnwell encouraged Board Members to attend.

- **Development Committee:**
 - This Committee has transitioned into the Beaufort County Library Foundation.
 - The Foundation held one meeting where officers were selected and bylaws drafted. The next meeting will be held Friday September 16.
 - There are six board members and can have up to twenty-one.
- **Facilities Committee:**
 - This committee has had two meetings.
 - It will finalize a facilities master plan and present it to County Council Information Technology Committee for adoption.
 - Burton Wells has been suggested as a good project site for a new Branch Library that would incorporate Laurel Bay and Sams Point Communities.
 - Expansion of Hilton Head Library, Beaufort and Lobecko was mentioned.
 - New facilities at Pritchardville and St. Helena were also mentioned.

- **Finance Committee:**
 - Presented earlier under Financial Reports.

- **History Committee:**
 - Ms. Doctor is the Trustee Historian.
 - We are hoping to get a digitized copy of the daily papers and have them available online instead of using the microfilm readers. It will be great for the Library.

- **Human Resources Committee:**
 - Ms Stephan and Ms. Dunn are going to meet with Mr. Zaryczny about his annual evaluation.
 - The second floor at Beaufort Library is going to be redone and re-adapted for two and a half additional staff positions. We will also be moving SC Room to the second floor.
 - We are looking to hire a full time Marketing/Development position that would start January 1st.

- **Library Services Committee:**
 - Library Association of Beaufort County: Pursuing decisions taken at the April meeting, the Association co-sponsored a disaster-planning workshop with the Palmetto Archives, Museum and Library Council on Preservation on August 17 (22 persons attended). In collaboration with the Beaufort Academy, LABC will present "An Afternoon with Joyce Hansen" (author of award-winning books about African-American children) on October 5.

 - Hispanic Outreach: As secretary of the Latin American Council of S.C., Dennis Adams has been working with a USC library student to set up the Council's first Web site, due to go online later this

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fall. LILAC (the Library Latin American Coalition) has developed new strategies for identifying and pursuing community contacts, which will bring Hispanics into our libraries.

- **Long Range Task Force:**
 - Staff will be met on September 30 to finish drafting new Long-Range plan 2006-2009.
 - A long range plan is required by the State Library.
 - The current plan expires on December 31, 2005.
 - The new Long Range Plan will be forwarded to the Trustees for their review and approval at the November meeting.
 - If there is any modification of the plan, it can be approved at the January Board Meeting.

- **Marketing Committee:**
 - BAG funds were used to hire Ann Addy to develop and write the Marketing Plan.
 - The Marketing Plan was presented formally at the last Development Day.
 - Ms. Addy is helping with the implementation timeline.

- **Membership Committee:**
 - There are two new members on the Board: Ms. Eileen Fitzgerald representing District 3 and Ms. Janifer Johnson representing District 8.
 - There are two recommended candidates: Ms. Veronica Miller, representing District 2, and Ms. Norma Stewart representing District 10.
 - The District 4 and 9 are still vacant. Ms. Hand is still working on that.
 - There is a candidate for District 9, Ms. Jean Wolff.

- **Orientation Committee:**
 - A Board Development Workshop is scheduled on October 12 for new trustees and review for current members.

- **Policy Review:**
 - A new Collection/Development Policy will be reviewed by the Staff on October 1.
 - It will be forwarded to the Trustees for their review and approval at the November meeting.
 - If there is any modification of the Policy, it can be approved at the January Board Meeting.
 - This policy is required by the State Library.

- **St. Helena Relocation:**
 - This report is included under Librarian's Report.

- **Old business:**
 - Changing the time of Board Meetings to 4 pm might be an obstacle for new Trustees.
 - The possibility to change the time to 3:30 p.m will be a topic in the agenda for October 12 Board Development Meeting.

- **New Business:**
 - **Library Minimum Level of Services Standard:** Board moved to have the Director request Council Technology Committee, September 19 Meeting to accept the minimum facility standard of 1.25 square feet per capita.
 - The Standard would be adopted in the Southern and Northern Regional Beaufort County Plans and the County Comprehensive Plan.

 - **Library Facilities Master Plan:** Paul Andres, a County engineer and in charge of CIP, reviewed the Library's Master Facility Plan draft that was submitted to him. However, there have been changes

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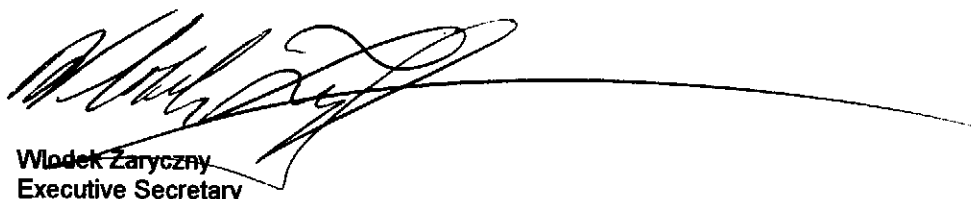
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- Library Facilities Master Plan: Paul Andres, a County engineer and in charge of CIP, reviewed the Library's Master Facility Plan draft that was submitted to him. However, there have been changes to the draft since the submittal. Upon revision the Master Facility Plan will be submitted to the Information Technology Committee.
- Collection/Development Policy & Strategy Plan: Reported under Policy Review Committee.
- Wine for Beaufort Friends Volunteer Party: A request to approve wine for the Volunteer Appreciation Party on Friday September 16 was made.

- Branch Liaison Reports:
 - These reports are filed as an attachment to these minutes.
 - Summer Reading Program: there were 2,455 children registered, 1,321 children completed, 512 Young Adult registered and 220 Young Adult completed.
 - Ms. Ann Rosen recommended approving two paintings for Children's Department at Bluffton Library.
 - We need to submit documents addressed to Jan Watts, Risk Manager, describing the cost of art items owned by the Library in order to register them in the County inventory for insurance purposes.

- Adjournment: The meeting was adjourned at 5:00 p.m.

Respectfully submitted,



Wlodek Zariczny
Executive Secretary