

**BEAUFORT COUNTY LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
HELD NOVEMBER 9, 2005**

- The fifth scheduled meeting was held in the Bluffton Branch Library.
- Attendants:
  - Ms. Theresa Dunn (presiding) – Chairman of the Board
  - 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
  - Ms. Eileen Fitzgerald – Member of the Board
  - Ms. Norma Stewart – Member of the Board
  - Ms. Jean Wolff – Member of the Board
  - Ms. Janifer Johnson – 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 – Lobeco Branch Manager
  - Ms. Wendy Allen - Youth Services Coordinator
  - Mr. Dennis Adams - Library Services Coordinator
  - Ms. Kathy Mitchell – Adult Services Coordinator
- Guests:
  - Ms. Patti Butcher – Director of South Carolina State Library
  - Mr. Bill Coleman – Hilton Head Friends of the Library
  - Ms. Valerie Ford – Hilton Head Friends of the Library
- Call to Order: 2:05 p.m. with quorum.
- Motions:
  - Minutes of September 14, 2005 were approved as written: Ms. Kuchler moved, Ms. Hand seconded.
  - Library Facility Master Plan was approved and will proceed forward with the steps required for adoption in the CIP and the County Comprehensive Plan. Ms. Kuchler moved. Ms. Stephan seconded.
  - The proposed Library closing dates for 2006 were approved by the Board. Ms. Stephan moved. Ms. Johnson seconded.
  - The Board Meeting dates for 2006 were approved by the Board. The March Board Meeting may be at the Penn Center. Ms. Johnson moved, Ms. Hand seconded.
  - Wine for the Annual Meeting of the Bluffton Friends was approved: Ms. Kuchler moved, Ms. Stephan seconded.
  - The Board accepted four paintings and one sculpture for Bluffton Library as donations: Ms. Stewart moved, Ms. Hand seconded.
  - Adjournment: Ms. Doctor moved. Ms. Stephan seconded.

- Public Comment: There was no comment.
- Minutes September 14, 2005: The Minutes were approved as written.
- Correspondence and Communications: There was no correspondence/communications.
- Guest Speaker – Ms. Patti Butcher, State Librarian.
  - Ms. Butcher made a brief presentation about the services offered by the State Library.

Inter-librarian Loan:

- The State Library made 2.7 inter-library loans per thousand people, on the other hand, other states made 50 to 800 per thousand people per year.
- One of the reasons is that all the libraries in South Carolina are not networked.
- The State Library invited a company to demonstrate connecting all the public libraries together into one virtual catalog.
- A State ILL Card could allow patrons to initiate inter-librarian loan requests.
- We already have the interagency mail system.
- Academic Libraries are creating a virtual catalog of all their holdings.

South Carolina Room:

- We have a lot of resources of historic value. They are very unique materials.

Facilities Conditions:

- The State Library has requested a \$ 5,000,000 building program that would allow smaller libraries to apply for renovation and construction projects.

Youth Service:

- The State Library is promoting “Every Child Ready to Read” project in 2006 sponsored by the Public Library Association.
- Training will be offered to all county libraries in March.

Databases:

- The State Library is working to provide easier access to databases for patrons.

Training:

- A polycom internet communication network will be implemented at the State Library and seven county libraries including Beaufort. The remote system will offer conference and training opportunities and reduce travel.

Events for 2006:

- Library Legislative Day is in Columbia on March 8.

- Library Facilities Master Plan:

- Mr. Zaryczny gave a powerpoint presentation that provided an overview of the Library’s Master Facilities Plan through 2020 with assigned priorities and costs.

- ***This Presentation Is filed as an attachment to these minutes, and the Facilities Master Plan Spreadsheets as well.***
- **Library Minimum Level of Service Standard:**
  - Beaufort County Library Facilities require a minimum of 1.25 square feet per capita as recommended by the State Library.
  - ***This presentation is filed as an attachment to these minutes.***
- **Librarian Reports:** Filed as an attachment to these minutes.
- **Financial Reports:** Reports are filed as an attachment to these minutes.
  - **Del Webb Report:** there is an encumbrance of \$ 71,000 approved by County Information Committee to expend for Bluffton Library's collection.
  - **Impact fee Report:** Bluffton Impact fees have just about paid off the building bond.
  - **Trustees Account:** The Checking Account has been transferred to First Citizens Bank. A brief description from each fund is attached.
- **Committee Reports:**
  - **Advocacy Committee:**
    - Ms. Eileen Fitzgerald and Ms. Norma Stewart will serve on the Advocacy Committee.
    - The committee is going to meet with advocacy representatives from the three Friends of the Library groups.
    - A letter will be sent to Council Members expressing appreciation for County Council's support of the Library.
    - Ms. Barnwell will continue to relay messages from the State Library.
  - **Development Committee:**
    - The Public Library Foundation of Beaufort County has replaced the Development Committee.
    - Mr. Early Dietz is the President of the Library Foundation.
    - The Foundation Board held a meeting where the Bylaws were adopted.
    - The application 1023- 501 (c) (3) was approved in a letter dated October 31, 2005.
    - Ms. Dunn thanked members of the Development Committee for their hard work.
  - **Facilities Committee:**
    - Presented earlier under Library Facilities Master Plan.
  - **Finance Committee:**
    - Presented earlier under Financial Reports.
  - **History Committee:**
    - No report.
  - **Human Resources Committee:**
    - No report.

- Library Services Committee:
  - Beaufort County Library continues to work with the Latin American Council of South Carolina toward better services for Hispanic patrons.
  - Mr. Dennis Adams presented information literacy instruction to 443 students and 13 faculty members at Robert Smalls Middle School.
  - Students were assisted in being able to distinguish between good and bad Web sites, and to take full advantage of the DISCUS and BCL databases, as well as print sources.
  - The large number of participants was attributed to the School's Exemplary Writing Program (Award Winner for the years 2003-2006).
  
- Long Range Task Force:
  - The Long Range Plan and Collection/Development Policy revisions are almost complete.
  - Both will be sent to the Trustees for review prior to the January 2006 Board Meeting.
  
- Marketing Committee:
  - Ms. Ann Addy reviewed the Library's new identity package which include a logo, letterhead, envelopes, business cards, etc. at the Staff/Board Development Day on October 12.
  
- Membership Committee:
  - Ms. Hand expressed her delight regarding all the new members of the Board.
  - There is only one vacancy left, and Ms. Stewart will help to get a member.
  - Changing the time of the Board was discussed. Some members have difficulty in meeting at 3 pm.
  
- Orientation Committee:
  - A Trustees Orientation Workshop was offered at the October 12 Board Development Day.
  - New members will get background materials.
  
- Policy Review:
  - Presented earlier under Long Range Task Force.
  
- St. Helena Relocation:
  - This report is included under Librarian's Report.
  
- Old business:
  - Library Logo:
    - The New Logo was officially unveiled to the Board at this meeting.
    - This project was made possible through a LSTA grant. A professional consultant worked with the Marketing Committee to develop the logo and identity package.
    - The logo will be unveiled to the Community tentatively scheduled for next February 2006.
    - The new logo hasn't been presented to the County Council formally.

- There is no letterhead for the Board of Trustees at this point, but will be pursued.
- Collection/Development Policy and Strategy Plan:
  - Presented earlier under Long Range Task Force.
- New Business:
  - Closing Dates 2006:
    - Library closing dates for 2006 were approved by the Board.
  - Board Meeting Dates 2006:
    - The meeting scheduled in Lobeco Branch will be changed, because the meeting room is not big enough for the entire Board.
    - As a result, the March 15 Board Meeting might be at the Penn Center.
    - The Board Meeting dates for 2006 were approved by the Board.
  - Wine for Bluffton Friends Annual Meeting:
    - Wine for the Party for Bluffton Friends was approved.
- Branch Liaison Reports:
  - These reports are filed as an attachment to these minutes.
  - The Coordinators were asked to attach their reports to the minutes.
- Adjournment: The meeting was adjourned at 5:00 p.m.

Respectfully submitted,



Wlodek Zaryczny  
Executive Secretary