

**BEAUFORT COUNTY LIBRARY
BOARD OF TRUSTEES
MINUTES OF MEETING
HELD JANUARY 11, 2006**

- The first 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. Katrina Johnston – 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. Veronica Miller – Member of the Board
 - 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
 - Mr. Dennis Adams - Library Services Coordinator
 - Ms. Kathy Mitchell – Adult Services Coordinator
- Ms. Dunn introduced a new member of the Board, Ms. Katrina Johnston.
- Guests:

Ms. Barnwell introduced two new employees:

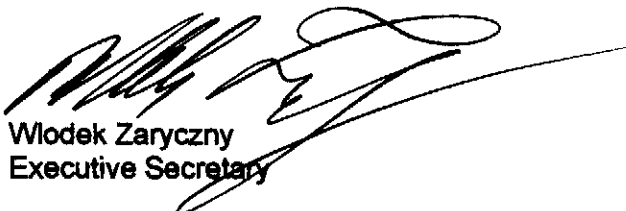
 - Ms. Debbi Briggs – Circulation Manager at Beaufort Library.
 - Ms. Halle Eisenman – Reference Librarian at Beaufort Library.
- Call to Order: 3:10 p.m. with quorum.
- Motions:
 - Minutes of November 9, 2005 were approved as written: Ms. Stewart moved, Ms. Stephan seconded.
 - Collection/Development Policy was approved with amendments: Ms. Stephan moved, Ms. Kuchler seconded.
 - Long Range Plan/Strategy Plan was approved with amendments: Ms. Kuchler moved, Ms. Fitzgerald seconded.
 - The Revised Facility master Plan is not approved. The Board reasserted their approval of the Facility Master Plan that they approved last meeting: Ms. Stephan moved, Ms. Stewart seconded.
 - The Board made a motion during this meeting of writing a letter to the three Newspapers regarding verification of information about the Beaufort County Library. Afterwards, this motion was cancelled.
 - Adjournment: Ms. Johnston moved. Ms. Stephan seconded.
- Public Comment: There was no comment.
- Minutes November 9, 2005: The Minutes were approved as written.

- Correspondence and Communications: There was no correspondence/communications.
- Librarian Reports: Filed as an attachment to these minutes.
- Financial Reports: Reports are filed as an attachment to these minutes.
 - Petty cash fund: This fund has been eliminated and the balance was sent to the County Treasurer to be credited to Supplies Account.
 - Impact fees for Bluffton: We are going to receive a report stating that the bond has been paid off. Therefore, new Impact Fees can be spent on collections.
- Committee Reports:
 - Advocacy Committee:
 - The legislative calendar was distributed to each member of the Committee.
 - The committee will start work on State and local issues.
 - \$ 2.0 per capita for State Aid will remain unchanged.
 - The Committee includes Friends Liaisons.
 - Facilities Committee:
 - This report presented under new business.
 - The Facilities Committee has decided not to add City Hall and the Carnegie Library to the Facilities Master Plan.
 - Finance Committee:
 - This report was presented earlier under Financial Reports.
 - Foundation Committee:
 - The Board holds monthly meetings.
 - They approved a logo and the mission statement.
 - They are working on brochures and email addresses.
 - History Committee:
 - Ms. Doctor mentioned that there were two libraries in Beaufort. It will take a while to get just one history for both.
 - Human Resources Committee:
 - There is not a report.
 - Library Services Committee:
 - Mary Hope Roseneau, formerly a school media specialist who had worked closely with Beaufort County Library, was recently named School District coordinator for media specialists (there had been no similar position for a number of years).
 - Mr. Adams attended the first media specialists' meeting on January 26 and spoke for more than thirty minutes about Library services which are most relevant to students and classroom teachers. Library coordinators were invited to attend subsequent meetings.
 - Mr. Adams has taught DISCUS to the faculty and has participated as a guest reader in classrooms on numerous occasions.

- Marketing Committee:
 - There will be a meeting in January 2006.
- Membership Committee:
 - There is not a report.
- Orientation Committee:
 - There will be a Trustees Orientation Program in Columbia.
- St. Helena Relocation:
 - This report has been included under Facilities Committee; and in the future will be eliminated.
- Web Site Committee:
 - The Committee's task is to determine the "five best things" that the library web site should do (there are around 27 smaller areas that fit into larger categories)
 - The Committee will have a meeting on February 3 to discuss the new web structure.
 - The Cleveland Public Library's web site, which also uses the SIRSI EBS/Rooms product, is a good model for features and structure, including its home page, calendars and links to the catalog. The web address is www.cpl.org.
 - Trustees and Friends pages, as well as Library Foundation page, will be prominent features of the new site.
 - "Launch date" for the new site, as set in the LSTA grant schedule, is set for May of this year.
- Old business:
 - Collection/Development Policy and Strategy Plan:
 - The revised Collection Development Policy was emailed by Ms. Mitchell.
 - Ms. Mitchell distributed a new copy with the changes at the meeting.
 - There were some suggestions to change the order as follows: 1). "Mission Statement", 2). "Purpose, 3). "Community profile and 4). "Selection process".
 - Every Public Library has to have a Collection Development Policy on file at the State Library.
 - This policy is for the next five years. This current policy expired on December 31, 2005.
 - Trustees have to approve this revised copy at this meeting.
 - The final version of Collection/Development Policy will include the memo from the County Purchasing Agent which states that the Library is exempt from having to follow the County procedures for disposal or removal assets.
 - Long Range Plan Policy:
 - The Long Range/Strategy plan should be approved by the Trustees and must be on file at State Library.
 - This Long Range Plan expired on December 31, 2005. The new plan is for the three year period of 2006-2008.
 - The Committee conducts an annual review of the plan.
 - The plan will be delivered to County Council.

- Other Old Business:
 - Ms. Kuchler will send a letter to the County Council to inform them what the Board is doing and what they are planning.
 - She mentioned three main topics: the Library Foundation, the Web Site Committee and the Facilities Committee.
 - She will email this letter to all the members. They are welcomed to make suggestions.
- Other topics:
 - Lobeco Library: The Library Director and Coordinators mentioned the need to expand library services to 40 hours (full time).
 - The Board of Trustees might receive the Friends' Minutes so as to be informed what is new at the Library System.
 - The Trustees might assign a representative to attend the Friends' Meetings and then share information with the Board.
- New Business:
 - March Board Meeting - Penn Center.
 - The March 15th Meeting will be held at Penn Center.
 - Library Facilities Master Plan Revised.
 - The Carnegie Library and City Hall building were not added to the Facilities Master Plan.
 - The Facilities Master Plan is currently not included in the CIP plan.
 - The Town of Beaufort had agreed to pay half of the appraisal fee.
 - The Board doesn't want to commit the Library's funds to do an engineering study for the Carnegie and City Hall buildings since they are owned by the City of Beaufort.
- Other:
 - Ms. Dunn mentioned that she received a letter from Mr. Bill Coleman, President of the Hilton Head Friends. It included a report of the computer usage.
 - There were some discussions about an article published in the Island Packet.
 - One of the roles of the Friends is to support the decisions of the Board of Trustees.
- Branch Liaison Reports:
 - These reports are filed as an attachment to these minutes.
- Adjournment: The meeting was adjourned at 5:00 p.m.

Respectfully submitted,



Wlodek Zaryczny
Executive Secretary