

**BEAUFORT COUNTY LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
HELD MAY 10, 2006**

- The third scheduled meeting was held in the Hilton Head Branch Library Conference Room.
- Attendants:
  - Ms. Theresa Dunn (presiding) – Chairman of the Board
  - Ms. Katherine Doctor – Member of the Board
  - Ms. Eileen Fitzgerald – Member of the Board
  - Ms. Janifer Johnson – Member of the Board
  - Ms. Katrina Johnston – Member of the Board
  - Ms. Veronica Miller – Member of the Board
  - Ms. Sandy Stephan – Member of the Board
  - Ms. Norma Stewart – Member of the Board
  - Ms. Jean Wolff – Member of the Board
  - Mr. Frank Guth - Chief Information Officer
  - Ms. Hillary Barnwell – Assistant Director
  - Ms. Marlene Coleman – 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. Wendy Allen – Youth Services Coordinator
  - Ms. Sandra Saad – Development / Marketing Coordinator
- Call to Order: 3:00 p.m. with quorum.
- Motions:
  - Minutes of March 15, 2006 were approved as written: Ms. Johnson moved. Ms. Wolff seconded. All in favor. Motion carried.
  - Revised Facilities Master Plan 2004-2006 was approved: Ms. Stephan moved. Ms. Fitzgerald second. All in favor. Motion carried.
  - Trustees and Friends Boards are absolved from paying fines: Ms. Stewart moved. Ms. Miller second. Ms. Stewart is not in favor. Six members were in favor. Motion carried.
  - New Circulation Policy was approved: Ms. Stephan moved. Ms. Johnson seconded.
  - FY 2007 Budget: Ms. Fitzgerald moved. Ms. Johnston seconded. All in favor.
  - Adjournment: Ms. Stephan moved. Ms. Fitzgerald seconded. All in favor.
- Introduction:

New staff members were introduced at this Meeting:

  - Ms. Sandra Saad, Development / Marketing Coordinator
  - Ms. Marlene Coleman, Beaufort Branch Manager
  - Ms. Brigitte Hernandez, Hilton Head Circulation Manager

- Public Comment:
  - Ms. Johnston mentioned that the Trustees Meeting Press release has not been listed in the Island Packet. This might be a reason why the Board has not received public comments.
  - The press release is sent to Susanne Larson, Public Information Officer (PIO).
  - Ms. Allen will contact the PIO to check how this can be addressed to the Media.
- Minutes March 15, 2006: The Minutes were approved as written.
- Correspondence and Communications: There was no correspondence/communications.
- Librarian's Reports: Filed as an attachment to these minutes.
- Financial Reports: Reports are filed as an attachment to these minutes.
  - Revenues:
    - Fines & Fees at Hilton Head Branch are almost double compared to Bluffton Branch primarily because the visitors are charged \$ 2.00 for using computers.
  - Impact Fees / Del Webb:
    - The bond for Bluffton Library is paid off.
    - \$ 1.2 million in Impact Fees was approved by the County Council for Bluffton Collection.
    - \$ 75,000 from Del Webb Development Fund is being used for Bluffton Collection.
- Committee Reports:

Some committees have been disbanded: Development, Long Range Task Force, Marketing and St. Helena Relocation.

  - Advocacy Committee:
    - The Committee will meet to work on some strategies for the FY07 Budget on May 16.
    - Ms. Dunn thanked the Members of the Trustees for attending the Volunteer Appreciation Party last April 28.
  - Facilities Committee:
    - Ms. Barnwell explained the revised Facilities Master Plan Worksheet as follows among others: (Attached to the Packet)
      - There are new population figures from the Planning Department.
      - The priorities haven't changed (even though the amounts have) in this report because the overall is less than the population on the original Plan.
      - The high priority is getting more land.
      - Shell Point is in the Comprehensive Plan.
      - Beaufort and Hilton Head Branch are not included in the current County Comprehension Plan. However, we are trying to include them in it.
      - The SC Room might be moved to the 2<sup>nd</sup> floor. The engineers are making studies. If this happens, the Meeting Room is going to be moved downstairs to the 1<sup>st</sup> floor. Finalizing the renovations: 1<sup>st</sup> floor will be Beaufort Branch and 2<sup>nd</sup> floor will be Library Administration and Beaufort District Collection. Funding is being explored.
  - Finance Committee:
    - There is no report.
  - Foundation Committee:
    - The committee will meet on Friday, May 12.

- They are working on the Web site.
- They are working on a letter to send out to potential donors and discussing how to approach the public.
- The Board Members are going to give names of potential donors to the Foundation Committee.
- Letters are going out first to bigger potential donors. The level of contributions will begin at \$ 500.00.
- It was recommended that the foundation contact officially the Clover Club.
- History Committee:
  - There is not a report.
- Human Resources Committee:
  - There is not a report.
- Library Services and Development Committee:
  - The Latina Festival held May 7 at Hilton Head was a great opportunity to reach the Hispanic Community. Library services were marketed with Summer Reading Program flyers (bilingual), Library Card Applications, giveaways, etc.
  - Mr. Adams and Ms. Allen formally joined the School Districts Community organization Media Center Committee. They are on this body with teachers and parents.
  - Mr. Zaryczny is giving Powerpoint presentations highlighting Library plans and services. Recent comments suggest that the public is not well aware of our services.
  - These presentations have turned out to be a great marketing opportunity. We are expanding these presentations to South of the Broad.
  - Mr. Adams and Ms. Allen are working on the procedure to address improper access to Internet sites on library public access computers.
    - They are finalizing this procedure. After an initial warning of a 30 days suspension, a letter confirming this suspension will be sent by the Branch Manager to the patron.
    - This will be controlled through the registration software at the Internet Desk.
- Membership Committee:
  - There is not a report.
- Orientation Committee:
  - There is not a report.
- Policy Review:
  - Circulation Policy:
    - Ms. Barnwell read through all the revised circulation policy at the meeting.
    - The purpose of this updated circulation policy is to make easier for patrons to use our services.
    - These changes were developed by the Circulation Staff and Branch Managers.
    - This policy is going to be implemented on July 1, 2006 after the database is changed.
    - There were some comments among others:
      - The proof of residency needs to be more specific; for instance, the envelope must be addressed in their name.
      - The Boards of Trustees and Friends Boards Members should not pay library fines.
- Web Site Committee:
  - The contract with SirsiDynex has been signed.

- A Manager from SirsiDynex is going to be assigned for this project. In the meantime, the Committee has been working on different sections.
- Mr. Adams has been working on how the web pages might look. Some samples were shown at the meeting.
- The Marketing Committee will meet on June 2 to discuss marketing the new web site.
- There were several suggestions for the web site: renewing books under quick links, listing of all the meeting schedules, etc.
  
- Old business:
  - Circulation Policy covered under Policy Review.
  
- Other:
  - We requested Personnel for FY 2007. The operating budget is remaining basically the same.
  - Mr. Kubic, County Administrator, is not going line by line. He will allocate the budget and we will assign the amount to each category.
  
- New Business:
  - Facilities Master Plan Revision:
    - This report was discussed under Facilities Committee.
  
  - FY 2007 Budget:
    - The FY07 budget is now by cost center instead of by an overall Budget as used in former years. After FY06 Budget Request was submitted, the Library was divided into eight different cost centers: Library Administration, Beaufort Branch, Bluffton, Hilton Head, Lobecko, St. Helena, Technical Services and Beaufort District Collection. Therefore, FY07 Budget will not be able to be exactly compared with FY06 Budget line by line.
    - Budget allocation has been flat for two years. This will be an issue for the next fiscal year (FY08) as we are overspent in utilities accounts.
    - Budget increases for FY 2007 focus on increasing personnel to core levels, a cost of about \$ 289,000.
  
- New Assignments:
  - FOL Liaisons:
    - Ms. Katrina Johnston – Bluffton Friends.
    - Ms. Eileen Fitzgerald – Hilton Head Friends
    - Ms. Sandy Stephan – Beaufort Friends
    - If the liaison is not available, they will ask another member to fill in.
  - School Board Liaisons:
    - School Board Liaisons will attend School Board Meetings:
      - Ms. Jean Wolff
      - Ms. Eileen Fitzgerald
  
- New Committees:
  - Impact Fees Task Force to encourage City of Beaufort and Town of Port Royal to enact Impact Fees for Library will be needed.

- Advocacy Committee will meet in August or September under Norma Stewart to plan for next year.
- Branch Liaison Reports:
  - These reports are filed as an attachment to these minutes.
  - The St. Helena Branch is experiencing severe environmental conditions due to lack of air conditioning.
  - At the next meeting, the Board would like Mr. Zaryczny to address the issue of whether this branch should be closed.
- Other:
  - The next Board of trustees meeting is scheduled for July 12, 2006 at 3 pm in Beaufort Branch Library.
- Adjournment: The meeting was adjourned at 4:45 p.m.

Respectfully submitted,



Hillary S. Barnwell  
Assistant Director