

**BEAUFORT COUNTY LIBRARY
BOARD OF TRUSTEES
MINUTES OF MEETING
HELD JULY 12, 2006**

SPECIAL MEETING

- The fourth scheduled meeting was held in the Beaufort Branch Library -Paul Siegmund-Meeting Room.
- Attendants:
 - Ms. Theresa Dunn (presiding) – Chairman of the Board
 - Ms. Eileen Fitzgerald – Member of the Board
 - Ms. Patsy Hand – Member of the Board
 - Ms. Janifer Johnson – 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. Jean Wolff – Member of the Board
 - Mr. Frank Guth - Chief Information Officer
 - Mr. Wlodek Zaryczny – Director of the Beaufort Library
 - Ms. Elizabeth Horn – Lobeco Branch Manager
- Call to Order: 3:05 p.m. with quorum.
- Motions:
 - Donation in memory of Linda Wilson was approved: Ms. Kuchler moved. Ms. Stephan seconded. All in favor. Motion carried.
- St. Helena Library @ Penn Center – Presentation
 - Mr. Zaryczny showed the Powerpoint Presentation to the Library Board at this meeting.
 - This presentation included a complete vision of this project including programs, services, cost, community partnerships and capital campaign plans.
 - The Penn Center Project has been through several Committees, and three Public Readings at County Council. County Council has committed \$ 5 million in government obligation bonds.
 - Bernie Wright, Executive Director of the Penn Center, the Penn Center Board and their Staff are working with us on this project.
 - There is a possibility of moving the existing St. Helena Branch to the Penn Center campus prior to construction of a new facility.
 - The “Shed” is the likely alternative to be the transition library, but it is not the most appropriate building.
 - The Library might be moved to the Penn Center campus in September after Jan Watts, County Risk Manager, gives the final approval.
 - **The presentation is attached to the Minutes filed in the Administration Files.**

○ Budget FY 2007

- We have three-year-Strategic Budget Plan:
 - 1) First year: To improve the staffing to core level.
 - 2) Second year: To work on library materials budget.
 - 3) Third year: To work on capital needs of equipments.
- We did not get all the staffing that we needed in last year's budget. Therefore, we decided to make this Strategic Budget Plan into a four year plan, with years one (FY 05-06) and two (FY 06-07) earmarked for staffing.
- Mr. Guth got fiber connectivity for Hilton Head, Lobeco and Bluffton Libraries which resulted in cost savings.
- This year we requested over eleven (11) FTE staff and the County approved 5.5 FTE positions.
- One (1) Reference Librarian at Lobeco Branch.
- Two (2) Technical Services Staff.
- One (1) part time position for BDC – 29 hours – Beaufort District Collection Room.
- One (1) Administrative Assistant at Beaufort Branch.
- One (1) part time -29 hours- at Circulation Desk at Lobeco.
- We will increase the hours just to 36 at Lobeco Branch because we are still short in staff. We will ask for one additional part time person next year.
- We can not open Sunday hours because we didn't get the Young Adult Librarians.
- The current Technical Services Coordinator, Ms. Rosa Cummings, will retire at the end of August. She has been working 30 years.

○ Naming Rights

- The Public Library Foundation is concerned with the naming rights.
- Ms. Dunn mentioned some samples of naming rights from other places like Fayetteville Public Library Foundation.
- Naming opportunities are under the jurisdiction of the Board of Trustees.
- Ms. Jean Wolff was assigned to develop a guide for naming opportunities.

○ Committees

- Ms. Dunn mentioned some changes in the Committees as follows:
- Advocacy: Chair - Sandra Saad.
- Facilities Committee: There will be a subcommittee Naming Opportunities. Chair - Jean Wolff.
- Friends of the Library:
 - Beaufort: Chair: Janet Kuchler, Members: Janifer Johnson, Patsy Hand, Katherine Doctor and Jean Wolff.
 - Bluffton: Katrina Johnston and Norma Stewart.
 - Hilton Head: Theresa Dunn, Eileen Fitzgerald and Veronica Stewart.
- Impact Fee Committee: Sandy Stephan, Janet Kuchler and Patsy Hand.
- The other committees remain the same.

- Public Library Foundation of Beaufort County
- The Foundation needs a list of potential donors. Some Board Members have already submitted a list.
- There will have a fundraising Golf Event on the Monday 2nd October.

- Other
- Ms. Dunn mentioned a letter from Linda Wilson's family. Her family is interested in purchasing, installing and placing two sculptures of a boy and a girl and small plaque in her memory. The Wilson Family will direct their donation to the Hilton Head Friends.

- Adjournment: The meeting was adjourned at 4:50 p.m.

Respectfully submitted,



Wlodek Zaryczny
Executive Secretary