

BEAUFORT COUNTY LIBRARY

BOARD OF TRUSTEES MINUTES OF MEETING

HELD SEPTEMBER 20, 2006

- The fifth scheduled meeting was held in the Beaufort Branch Library – Paul Siegmund Room.
- Attendants:
 - Ms. Theresa Dunn (presiding) – Chairman of the Board
 - Ms. Katherine Doctor – 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. 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
 - Mr. Wlodek Zaryczny – Director of the Beaufort Library
 - Ms. Hillary Barnwell – Assistant Director
 - Ms. Marlene Coleman – Beaufort Branch Manager
 - Ms. Maryjo Berkes – Hilton Head Branch Manager
 - Ms. Beth Horn – Lobecko Branch Manager
 - Mr. Dennis Adams - Library Services Coordinator
 - Ms. Kathy Mitchell – Adult Services Coordinator
 - Ms. Sandra Saad – Development / Marketing Coordinator
- Call to Order: 3:05 p.m. with quorum.
- Motions:
 - Minutes of July 12, 2006 Special Meeting were approved with amendments: Ms. Wolff moved. Ms. Stephan seconded. All in favor.
 - Minutes of May 10, 2006 were approved as written: Ms. Stephan moved. Ms. Johnson seconded. All in favor. Motion carried.
 - SC State Library requested contributions from the Lottery Funds:
 - DISCUS: Ms. Stephan moved, Ms. Wolff seconded. Ms. Stewart is not in favor.
 - Polycom MCU: Ms. Stephan moved, Ms. Hand seconded. Ms. Stewart is not in favor.
 - One Book one State: This decision will be postponed until the Board has more information from the State Library. Ms. Stephan moved. Ms. Wolff seconded.
 - Adjournment: Ms. Hand moved. Ms. Johnson seconded. All in favor.

- Public Comment:
 - Mr. Mel Velkerberg, who resides on St. Helena Island, doesn't agree with the Penn Center Project.
 - He would rather have a new branch at Port Royal Island where the population has been growing.
 - Additionally, he pointed out that Beaufort Branch should be expanded to include the addition of City Hall.

- Minutes July 12, 2006: The Minutes were approved with amendments:
 - Page 2 of 3: under Friends of the Library: Sandy Stephan is the Chair instead of Janet Kuchler. Additionally, under Hilton Head: the correct name is Veronica Miller – member of the Board-.
 - Page 3 of 3: Other: to change to one sculpture of a girl.

- Minutes May 10, 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.
 - Under Library Revenues, Picture Sales Revenues will be merged with Fines & Fees revenues.

- Committee Reports:
 - Advocacy Committee:
 - Sandra Saad and Janet Kuchler will hold a meeting in October to discuss the Annual Advocacy plan.

 - Facilities Committee:
 - There is a potential opportunity to build a new branch in the Okatie Village / Sun City Area.
 - There was a preliminary meeting with the Developer, Gary Kubic, Tom Henrikson, Frank Guth, Margaret Griffin, Anthony Criscitiello, Jerry Stewart and Wlodek Zaryczny.
 - Mr. Zaryczny will keep the board informed.
 - The builder would construct the facility and delivery it to the County.
 - Ms. Stephan mentioned her concerns that we are trying to build many branches.
 - Ms. Stephan added that these developers do not fund library materials, and do not fund staff, furniture and equipment.

 - Finance Committee:
 - This report was discussed under Financial Reports.

- FOL Committee:
- Beaufort: The Friends Board is delighted with having Trustee liaisons.
- Membership is for the calendar year.
- The Beaufort Branch requested \$ 31,000 for their proposed budget.
- They will have a fundraising Book Sale on the weekend September 22-24.
- Bluffton FOL:
- They are negotiating with an artist to design a donor metal sailboat that would be placed in the lobby.
- They will put names of persons who donate over \$ 500.00.
- Hilton Head FOL:
- Ms. Dunn informed the FOL about the memorial sculpture from Linda Wilson's family.

- History Committee:
- There is no report.

- Human Resources Committee:
- The performance evaluation has been postponed.

- Impact Fee Committee:
- See "new business".

- Foundation:
- A brochure was published, and PR went out about the first fundraising effort.
- Ms. Stephan encouraged to all members to support the Foundation golf fundraiser by attending the reception party in October 2nd or giving a donation.

- Library Services and Development Committee:
- There is an on-going program series related to local archeology.
- Customers may get a new Library Card free as part of September "Sign up Library Card" month.
- Discus classes are still offered, and schools are requesting them.
- County has negotiated with Hargray Cable TV for getting one dedicated channel devoted to County activities. The Library will participate.

- Membership Committee:
- There is no report.

- Naming Rights Policy:
- Ms. Wolff emailed the "Information Based Form".
- This form was prepared by professionals who provide information about what to consider and donation amounts.
- This form should allow us to make adjustments in the future.

- Orientation Committee:
- This report has been postponed.

- Policy Review:
- This report has been postponed.

- Web Site Committee:
- This report has been postponed.

- New Business:
- State Aid Agreement is signed by the Chair, Theresa Dunn with quorum.
- SC State Lottery Funding: We received \$ 118,546 in lottery funds.
- Ms. Patti Butcher, Director of the State Library, requested that libraries designate some Lottery Funds for State projects.
 - DISCUS - \$2,500 – Approved by the Board, one against.
 - Polycom MCU - \$ 750 – Approved by the Board, one against.
 - One Book One State – Any amount or \$ 544 – It is postponed.
- Impact Fees:
- The City Manager, Scott Dadson, sent a letter to Wlodek Zaryczny. This letter was forwarded to the Board Members for their study.
- Board of Trustees voted last January not to pursue the Carnegie Library and the City Hall inclusion in the Library Facility Master Plan and the position of the Trustees has not changed.
- The City Hall and the Carnegie Library are non-functional facilities. They will require considerable funds to be brought up to code and to maintain; they are in poor condition. Additional square footage is not needed in the City of Beaufort in order to accommodate population growth through 2020.
- Mr. Zaryczny will draft a letter of response to the City of Beaufort.

- Branch Liaison Reports:
- These reports are filed as an attachment to these minutes.

- Adjournment: The meeting was adjourned at 5:30 p.m.

Respectfully submitted,



Wlodek Zaryczny
Executive Secretary