

**BEAUFORT COUNTY LIBRARY
BOARD OF TRUSTEES
MINUTES OF MEETING
HELD JANUARY 10, 2007, 3:00 p.m.**

The first scheduled meeting was held in the Bluffton Branch Library.

Attendants:

- **Trustees:**
 - Ms. Theresa Dunn (presiding) – Chairman of the Board, Ms. Katherine Doctor, Ms. Katrina Johnston, Ms. Janet Kuchler, Ms. Sandy Stephan, Ms. Norma Stewart.
- **Library Staff:**
 - Mr. Frank Guth – Chief Information Officer, Mr. Wlodek Zaryczny – Director of the Beaufort Library, Ms. Hillary Barnwell – Assistant Director, Ms. Maryjo Berkes, Hilton Head Branch Manager, Ms. Ann Rosen – Bluffton Branch Manager, Mr. Dennis Adams – Information Services Coordinator, Ms. Sandra Saad, Marketing Development Coordinator.
- **Bluffton Friends of the Library:**
 - Ms. Edde Lund, member of the Friends Board.

Call to Order: 3:05 p.m. with quorum.

Public Comment:

- **Bluffton Friends:** Ms. Lund presented to the Library Board for their approval the sketch of a tree as a type of display to recognize donors. The tree is made of copper with 150 leaves, height 60” and width 34”. The Friends Board and the Bluffton Branch Manager have already approved the concept of the tree. The names of sixty donors would be displayed.
- **ACTION:**
 - A Tree Display Committee was appointed: the members are: Ms. Sandra Saad (Chair), Ms. Sandy Stephan, Ms. Norma Stewart and Ms. Jean Wolff.
 - It will be decided if donor recognition should be made by each branch or by the Library system.
 - The Library Board will address the ‘Library System Wide’ concept among the members of the FOL and Public Library Foundation.

Minutes of November 8, 2006:

- **ACTION:** The minutes were approved as written. Ms. Johnston moved. Ms. Kuchler seconded. All in favor. Motion Carried.

Correspondence & Communications:

- There is no report.

Librarian’s Report:

- Attached to the Minutes.

Financial Reports:

- **Trustees Funds:**

This fund belongs to the community in terms of the County.

ACTION: A donor marketing strategy will be implemented with the aim to have the community address memorial donations to the Public Library Foundation and the FOL instead of the Trustees Library Board.

Committee Reports:

- **Advocacy:**

- Ms. Saad prepared an advocacy packet in support of the State Library's January 16 budget packet. If each Trustee sent one form letter to each of the four members of the Ways and Means Committee and requested a friend or family member to do the same, that would total 88 letters to the Committee. Trustees could also send their own letters, as they preferred, and were invited to write to Beaufort County's Legislative legislation as well.
- It was suggested to have a representative of each FOL group attending the Advocacy meetings to learn their role, responsibilities and to improve communication.

- **Facilities:**

- This was reported under Librarian's report.

- **FOL:**

- **Beaufort:** The Annual Meeting was very brief. Ms. Jan Johnson attended the last meeting.
- **Bluffton:** There was low attendance at the Annual Meeting, more advertising was suggested.
- **Hilton Head:** The Annual Meeting, which takes place in the afternoon, was well attended. Ms. Dunn attended the meeting.

- **Foundation:**

- Ms. Saad reported that the Public Library Foundation had established an endowment in December and that the members were sending letters of solicitation.
- Ms. Stephan was appointed as a Liaison for the Foundation.

- **Impact Fees:**

- This was reported under Librarian's reports.

- **Library Services:**

- The State Library has accepted a proposal from Ms. Grace Cordial and Mr. Dennis Adams to create a state-wide web page linking libraries with obituary projects.
- Ms. Cordial and Mr. Adams gave a presentation about starting and maintaining a newspaper obituary file at the fall SCLA at Hilton Head.
- Requested by Mr. A. Criscitiello, Mr. Adams trained two members of the Planning Department in the use of Library databases and other resources in preparation for the new Comprehensive Plan.
- A "speakers bureau" has been started within the the Library System, to share staff-created programs and presentations at all branches and at such outside events as book clubs, club meetings etc.

ACTION: Computer technology training is scheduled for Board Members next February 14 at Bluffton Branch.

• **Naming Rights Policy**

- The Naming Rights Policy should be as flexible as possible at each library branch.

• **WebSite:**

- The launch of the new website will be February 24 from 11 to 3 pm at all branches.

Old Business

- **Sculptures:** Ms. Suzanne Larson would pursue a grant from the Community Foundation to purchase three sculptures currently on display at our regional branches if the Trustees decided to keep them.
- **ACTION:** The Gift Policy states that Trustees can accept gifts. In order to accept these statues, Ms. Dunn solicited the recommendation from the Art Committee at each Branch:
- **Hilton Head & Bluffton:** Quality: acceptable; Location: they should be relocated. They would be accepted as a gift.
- **Beaufort:** Quality: good. Location: a Committee would be set up to decide the location. It would be accepted as a gift.

- **ACTION:** The Library Board will decide how to prepare a response to Ms. Larson.
- If the grant is obtained and the Library Board receives sculptures without cost, the Trustees should make a motion to accept the sculptures. The Board, however, agreed that it would not be appropriate to pursue the funding of gifts of any one artist.
- The Chair will contact the Art Council to check on the original concept of the rotating art and their goal of "public art". We should thank the Artist. Ms. Stewart moved. Ms. Kuchler seconded. All in favor.

- **ACTION:** The Sculpture for Linda Wilson's Memorial is accepted. Ms. Kuchler moved. Ms. Johnston seconded. All in favor.

- **Training:** There is a Trustees Workshop in Walterboro on February 1. Ms. Deborah Hotchkiss is the contact at the SC State Library. The topics include Trustee responsibilities, duties, how to read financial reports, etc.

New Business

- **ACTION:** The Library Board voted that the Chair, Vice-Chair and officers remain the same as the last year. Ms. Stewart moved. Ms. Stephan seconded. All in favor. Motion carried.

Other:

- **Impact Fees:** Current Impact Fees funds are less than half of what the Library needs, therefore different sources of funding need to be identified. For instance, the mileage funds might be considered.
- **Trustees Attendance:** Trustees need to attend meetings during the year. The by-laws will be reinforced.

- **Other**: the Trustees will introduce themselves to the new members of the Beaufort County Council. The Trustees might offer them refreshments during the budget meetings. The Trustees would sponsor the food.
- **ACTION**: Ms. Sue Rainey will be contacted as to how the best way to arrange refreshments.
- **Budget**: Initially, there was a three-year budget plan and the strategy included getting a core level in the first year, materials in the second budget year, and capital items in the year three. Since the Library received only part of its staffing request the first year, staffing was the focus of the budget for an additional year (FY 06-07) without any increases in requests for materials and capital goods. This year (FY 07-08) we can not delay requests for capital funds especially in technology. We will also request additional staffing.

Branch Liaison Reports

- Attached to the Minutes.

Adjournment: The meeting was adjourned at 5:20 p.m.

- **ACTION**: Ms. Stephan moved. Ms. Stewart seconded. All in favor.

Respectfully submitted,



Wlodek Zaryczny,
Executive Secretary