

**BEAUFORT COUNTY LIBRARY
BOARD OF TRUSTEES
MINUTES OF MEETING
HELD MARCH 14, 2007, 3:00 p.m.**

The second scheduled meeting for 2007 was held in the Paul Siegmund Meeting Room on the second floor of the Beaufort Branch Library.

Attendants:

Trustees:

Ms. Theresa Dunn (presiding) – Chairman of the Board, Ms. Katherine Doctor, Ms. Eileen Fitzgerald, Ms. Jan Johnson, Ms. Janet Kuchler, Ms. Sandy Stephan, Ms. Norma Stewart, and Ms. Jean Wolff

Library Staff:

Mr. Frank Guth – Chief Information Officer, Mr. Wlodek Zaryczny, Director of the Beaufort Library, Ms. Hillary Barnwell – Assistant Director, Ms. Ann Rosen – Bluffton Branch Manager, Ms. Gina Molter – Lobeoco Branch Manager, Mr. Dennis Adams – Information Services Coordinator, Ms. Wendy Allen – Youth Services Coordinator, Ms. Kathy Mitchell – Collection Development Coordinator, Ms. Sandra Saad, Marketing Development Coordinator, Ms. Miriam Mitchell – Administrative Assistant

Beaufort Friends of the Library:

Dr. Arlene Jacquette, Member of the Friends of the Beaufort County Library Board

Call to Order: 3:10 p.m. with a quorum present

Public Comment:

Dr. Arlene Jacquette described the successful book sales of the Friends on behalf of the Library and stated that revenue from the books sales this past year was approximately \$30,000. Doctor Jacquette also told about the eight (8)-week long book review series.

Minutes of January 10, 2007:

Mr. Zaryczny called attention to the revised portions of “Old Business.” The revised minutes should read, “The Board... 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.”

MOTION: Ms. Norma Stewart made the motion to approve the minutes as revised. Ms. Kuchler seconded. All Trustees voted to adopt the motion.

Correspondence and Communications:

ACTION: Mr. Zaryczny reported that he received a request forwarded by Gary Kubic, Beaufort County Administrator, from Stephen G. Riley, Hilton Head Town Manager. The request was for Beaufort County Council to consider additional funding in the FY 2008 budget to allow the Hilton Head Branch to open on Sundays.

Librarian's Report:

Attached to the Minutes.

Financial Report:

FY 2007 Status Report attached.

1. 2008 Budget Meetings:

ACTION: May 21, 2007 is the first budget meeting; June 6 and 7 are public hearings (one at Beaufort and one at Hilton Head). The second reading of the budget is June 11 and the third is June 25. There will be an April Finance Committee Meeting that Trustees should try to attend and we will let Trustees and Friends of the Library know the Finance Committee date when it becomes available.

Fines and Fees:

ACTION: Part of the reason Revenues are going down may be because people have their own access to copiers and are renewing items online. Ms. Stephan suggested establishing an ad hoc committee known as a Trustee Fines and Fees Task Force to examine fees and ways to increase revenue. Ms. Stephan volunteered to convene a Fees Task Force; and Ms. Kuchler, Ms. Barnwell, and Ms. Molter volunteered to serve.

Mr. Frank Guth suggested considering placing a separate millage issue on the voting ballot.

ACTION: Ms. Kuchler recommended that because the Beaufort FOL raised approximately \$30,000 this past year, the libraries should determine how to spend the money and submit requests to all of the FOLs, which might encourage increased giving in future years.

ACTION: Dr. Jacquette will bring to the FOL Board the possibility of FOL supporting a chair: this might be a temporary and contractual agreement for a position. Dr. Jacquette believes that the by-laws may have to be amended.

2. Trustee Funds

Margaret Kaminski Fund:

ACTION: Ms. Kaminski was an artist who passed away and left money to the Hilton Head Branch for the purchase of art and books. This is an example of donor relationships/leadership and an article should be placed in the newspapers explaining how others can also give planned gifts. A short-term (30-day) goal of Ms. Dunn and Ms. Saad is to build relationships with the newspapers. The Foundation board should pursue planned gifts also, and this money will not be competitive with the Friends money.

Mr. Guth stated that the funds held by the county for the libraries stay in the county and he assured the Board members that the Beaufort County Treasurer invests these funds at high rates.

Committee Reports:

Advocacy Report (Attached):

ACTION: Ms. Kuchler reported that the Advocacy Plan Committee met and determined three priorities: (1) literacy, (2) teens, and (3) the library as a community hub. Three strategies are: (1) creating the Ambassadors Program, which is a speakers bureau where advocates are trained to present library topics to diverse audiences, (2) developing an Advocates Card to hand out at presentations, and (3) preparing a traveling presentation board to use during group meetings. The next meeting is scheduled for Wednesday, April 25, 2007 in the Beaufort Branch Library Community Room at 10 a.m. Ms. Saad suggested making up business/cue cards with talking points that identify the strategies on the back.

Facilities Report:

This was reported in the Librarian's Report.

FOL:

Trustees discussed allowing Bluffton to have a tree to recognize donors. Currently they have 100 leaves to put on the tree but less than 60 donors at this time. The Donor Recognition Committee (Ms. Stewart, Ms. Stephan, Ms. Wolff, and Ms. Saad) met to discuss who has responsibility for donor recognition and they determined that it is the Trustees' role to recognize gift giving. The Bluffton Friends of the Library wanted to use this tree to recognize the donors who helped build the Bluffton Branch. Gail Esker is the new President of the Bluffton Branch Friends of the Library.

MOTION: Ms. Stewart made the motion for the Bluffton Friends of the Library to purchase their donor recognition tree with up to 100 leaves to recognize up to 100 donors. After that point, all donors would be recognized on the Trustees approved donor recognition screen. Ms. Stephan seconded. All Trustees voted to adopt the motion.

Naming Rights/Donor Recognition Policy (Attached):

The committee met to discuss naming rights that will handle a variety of situations. This will allow us to recognize as many opportunities as we want but not feel that we have to name a gift for everyone. Trustees are taking ownership of the relationship.

MOTION: Ms. Fitzgerald made the motion to accept the committee report recommendations and approve the policy. Ms. Kuchler seconded. All Trustees voted to adopt the motion.

New Business:

Proposed Library Budget FY 2007-2008: Mr. Zaryczny asked for approval of the proposed budget for New Position Requests discussed in the Director's Report. The priorities for New Position Requests are the Teen Librarians and Web Administrator.

MOTION: Ms. Stephan made the motion that the New Position Requests proposed budget be accepted and Ms. Wolff seconded. All Trustees voted to adopt the motion.

Mr. Zaryczny then asked for approval of the proposed budget for Operations including Purchased Services (27.4% increase), Supplies (34.1% increase), and Capital Outlay (681.4% increase). Capital Outlay includes two (2) vehicles. The first vehicle is not safe to drive outside the county; the second is the Lobeco vehicle. The county garage's report for these vehicles recommended replacing both.

ACTION: Ms. Barnwell should revise the budget spreadsheet to show correct dollar totals for Vehicle Purchase and Office Furniture and Equipment.

MOTION: Ms. Kuchler made the motion that the proposed budget for Operations be accepted and Ms. Fitzgerald seconded. All Trustees voted to adopt the motion.

Ms. Stephen asked that the Board be educated about the budget. Mr. Zaryczny explained that these budget line items were discussed at the annual Budget Retreat and all Trustees were invited to attend. Each of the cost centers addressed the line items and presented their needs. They had not asked for anything in several years and that is why the percentage increases are so large.

ACTION: When there is a budget meeting, at least one Trustee should attend.

Library Services:

Dennis Adams circulated a report that was not discussed.

Old Business:

Mansoon Sculptures Report:

Regarding the sculptures given to the libraries, a branch Arts Committee reviews the artwork donated to the libraries and recommends acceptance to the Library Board of Trust.

MOTION: Ms. Wolff made the motion to accept sculptures if they have been reviewed by the Arts Committee of the local branch and received as a gift without cost to the libraries. Ms. Stewart seconded. All Trustees voted to adopt the motion.

ACTION: Due to lack of time, discussion followed about having another meeting to complete agenda items. The Finance Committee meeting regarding the FY 2008 budget will be in April and Mr. Guth will get our request to meet with the Finance Committee to Sue Rainey, Clerk to Council; and Mr. Guth will let us know when this date is determined. The Board of Trustees meeting could be held before this Finance Committee meeting.

MOTION: Ms. Stewart moved to adjourn the meeting and Ms. Stephan seconded. All Trustees voted to adopt the motion.

ADJOURNMENT: The meeting was adjourned at 5:25 p.m.

Respectfully submitted,



Wlodek Zaryczny
Executive Secretary