

**BEAUFORT COUNTY LIBRARY
BOARD OF TRUSTEES
MINUTES OF MEETING
HELD MAY 9, 2007, 3:00 p.m.**

The third scheduled meeting for 2007 was held in the Conference Room of the Hilton Head Island Branch Library.

Attendants:

Trustees:

Ms. Theresa Dunn (presiding) – Chairman of the Board, Ms. Patsy Hand, Ms. Jan Johnson, Ms. Katrina Johnston, Ms. Janet Kuchler, Ms. Veronica Miller, Ms. Sandy Stephan, Ms. Norma Stewart, and Ms. Jean Wolff

Library Staff:

Mr. Frank Guth – Director of Management Information Systems, Ms. Hillary Barnwell – Assistant Director, Ms. Marlene Coleman – Beaufort Branch Manager, Ms. Gina Molter – Lobecko Branch Manager, Ms. Ann Rosen – Bluffton Branch Manager, Mr. Dennis Adams – Information Services Coordinator, Ms. Wendy Allen – Youth Services Coordinator, Ms. Sandra Saad, Director of Development & Marketing, Ms. Miriam Mitchell – Administrative Assistant

Call to Order: 3:00 p.m. with a quorum present

Public Comment: None

Minutes of March 14, 2007:

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

Correspondence and Communications: There is no report.

Librarian's Report:

In the absence of Mr. Wlodek Zaryczny, Director of the Library, Ms. Barnwell gave the Librarian's Report. A copy is attached to the minutes.

Financial Report:

FY 2007 Status Reports attached for County Funds and Trustee Funds.

At the last Board of Trustees meeting, the trustees voted to approve new position requests and the proposed budget for Library Operations.

2008 Budget Meetings:

ACTION: 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.

Committee Reports:

Advocacy:

ACTION: Ms. Saad stated that the budget that has been approved by the Board of Trustees will be advocated. Ms. Kuchler and Ms. Arquette met to finalize a strategy for information to present at Council meetings. There will be components on education, technology, serving teens, and how the library supports the community. The public hearing on the budget for North of the Broad will be at 6 p.m. on Wednesday, June 6. The advocacy group will meet at the Beaufort Branch Library at 5:00 p.m. to review the presentation. The public hearing on the budget for South of the Broad is Thursday, June 7, at the Hilton Head Branch Library. The advocacy group will meet at 5 p.m. to review the presentation. Each person will be allowed to speak for up to three minutes. Trustees will receive advocacy information to be disseminated. Ms. Kuchler recommended that handouts be prepared for the Council members that list the key issues.

Facilities: This was reported in the Librarian's Report.

ACTION: Discussion followed about how effective the St. Helena Branch Library is and Ms. Stephan asked for statistics on how often it is used, the cost to operate, and the demographics of the patrons, and a suggested course of action for the Board of Trustees. Ms. Coleman stated that because of the bridge accident, more people are visiting the St. Helena Branch. Ms. Stephan believes a bookmobile might be a good way to meet the needs of the community.

MOTION: Ms. Kuchler made the motion that the Facilities Committee form an Ad Hoc Committee to research the effectiveness of the St. Helena Branch Library. Ms. Stephan seconded the motion. All Trustees voted to adopt the motion. Ms. Hand was invited to join the committee.

Fines & Fees Task Force:

ACTION: Ms. Stephan reported that it is possible for fines to go up. Ms. Stewart has gotten information from the State Library which she will organize and put on a spreadsheet. Suggestions for fundraisers such as vending and coke machines will be presented to the Foundation Board. The Foundation will be asked if they are willing to be the recipient of funds.

Foundation:

Ms. Saad stated that she is developing a Foundation brochure and a presentation to address key issues: this tool will be used to raise awareness of the Public Library Foundation of Beaufort County ("PLFBC") and its mission. Plans are for a golf tournament in the spring of 2008, which has a goal of bringing in more participants: a different or additional venue will be pursued. A subcommittee of the Foundation, Golf Tournament Committee, will be formed in the fall of 2007.

As a result of attending an international fundraising conference, Ms. Saad believes that it is essential that the Foundation's efforts are focused this year on building awareness of the Foundation. She stated it is imperative that opportunities to gather with potential donors / interested parties be developed to spread the word. In addition, with the acknowledgement that successful endowment fundraising includes planned giving and estate planning opportunities, the Foundation Board might recruit additional board members that bring the skill sets of an accountant and an attorney.

Ms. Saad plans to build awareness of the Foundation by coordinating, for Foundation board members, "meet and greet" events for selected prospects by inviting people into homes in an informal setting for coffee/tea or wine/cheese to share information about the foundation.

Ms. Saad encourages Foundation board members to develop an annual budget to support the yearly operating activities of the Foundation. Developing an Annual Fund and perhaps a signature event would provide annual operating dollars to do the Foundation's work.

Impact Fees: This was reported in the Librarian's Report.

Library Services:

Mr. Adams reported that he attended a Latina Festival, took bi-lingual flyers, and distributed visitors' brochures. The marketing budget paid for the brochure, which will be placed in hotels and restaurants. In order to build awareness, 4,000 of the brochures will go out before Memorial Day.

Mr. Adams stated that he and Ms. Mary Hope Roseneau, the media coordinator for technology at the Beaufort County School District, are sharing news, networking and reviving the Library Association of Beaufort County.

Also, Mr. Adams said that the *Beaufort Gazette* will feature an article for people who are detained in traffic due to the McTeer Bridge repair, which recommends using the Library's audio resources.

Naming Right/Donor Recognition:

ACTION: Since the Board of Trustees approved the naming rights policy at the last Board meeting, the next step is to purchase donor recognition devices. The Friends may be asked to pay for these.

Web Site:

Ms. Allen and Mr. Adams are working on the web site PowerPoint training manual. The presentation teaches staff how to create and manage "Rooms" for the web. Ms. Allen reported that the web site will continue to look the same, but contain more current and better information.

Old Business: No report

New Business:

Lucille Hasell Culp Collection – Gift:

The Library received a wonderful gift from a photographer who is still alive. She started a photographic business in the 1940s and gave approximately 200,000 pictures and negatives that filled 40 boxes (with more coming).

MOTION: Ms. Hand made the motion that the Library formally accept this gift and Ms. Stewart seconded. All Trustees voted to adopt the motion.

Newspaper Obituaries:

Mr. Adams shared a letter to the Editors of the *Beaufort Gazette* and *Island Packet* regarding their new policy charging for obituaries. The opportunity to collect complete information is lost which results in a lesser quality of the information that goes into the obituary. Mr. Adams was tasked to send the letter on behalf of the Trustees.

MOTION: Ms. Stephan made the motion that a letter should be sent from the Library Board of Trustees to the Editors of the *Beaufort Gazette* and *Island Packet*, and also to the parent company. Ms. Kuchler seconded. All Trustees voted to adopt the motion.

Volunteer Recognition:

ACTION: Ms. Rosen told the Trustees about a longtime Bluffton Branch Library volunteer who is terminally ill and whose family has requested that a funeral reception be held at the Library. However, the Meeting Room Policy states that meeting rooms are only available for "Library sponsored programs; Friends...events; County and other governmental agency meetings and programs; Non-profit community groups with a cultural, educational, or community welfare emphasis." Discussion followed about allowing a volunteer "Thank You," as well as revisiting the present Meeting Room

Policy. Ms. Rosen will have a special staff get-together to honor the volunteer at some time in the future.

Other:

C4 Women Center:

Ms. Kuchler described the C4 Women Center, which is a non-profit mentoring program for women. There will be a meeting in the Bluffton-Hilton Head area to invite women to come and learn more about how the Center can help women in business. Counselors will be available to show how to write resumes, training sessions for interviewing for jobs, etc. They also have resources about businesses in the area.

Clarification of the Policies for the use of the Meeting Room and Display, Exhibits and Distribution of Literature re Political Activities:

Discussion followed about allowing political meetings in library facilities and Ms. Dunn quoted from the Meeting Room Policy which states that political "candidates" and "committees" are not allowed.

Norman Mansson Sculptures:

At the last meeting, the Trustees voted 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. Because the Mansson sculptures are "on loan," they will not be permanent fixtures.

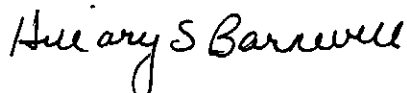
Okatie Branch Library: Reported in Librarian's Report.

Ms. Dunn thanked Mr. Guth for his dedicated service to the Library and wished him well with his move to Michigan.

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

ADJOURNMENT: The meeting was adjourned at 5:10 p.m.

Respectfully submitted,



Hillary Barnwell
Assistant Director