

**BEAUFORT COUNTY LIBRARY
BOARD OF TRUSTEES
MINUTES OF MEETING
HELD SEPTEMBER 12, 2007, 3:00 p.m.**

The fifth scheduled meeting for 2007 was held in the Meeting Room of the Bluffton 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, Ms. Jean Wolff

Library Staff:

Mr. Wlodek Zaryczny - Library Director, Ms. Mary Jo Berkes, Ms. Marlene Coleman, Ms. Gina Molter – Lobeco Branch Manager, Ms. Ann Rosen – Bluffton Branch Manager, Ms. Kathy Mitchell – Collection Development Coordinator, Mr. Dennis Adams – Information Services Coordinator, Ms. Wendy Allen – Youth Services Coordinator, Ms. Miriam Mitchell – Administrative Assistant

Guests: Ms. Gail Eskra - President of the Bluffton Friends of the Library; Mr. Mike Morse - President of the Hilton Head Island Friends of the Library.

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

Public Comment: Nothing to report

Minutes of July 11, 2007:

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

Correspondence and Communications: Ms. Dunn stated that she had received a note from Mr. Frank Guth thanking the Board of Trustees for the plaque which was given in appreciation for his service to the Beaufort County Library. When asked who would take Mr. Guth's place as the Library's liaison to MIS, Mr. Zaryczny reported that he will report directly to Mr. Gary Kubic, the County Administrator. Mr. Zaryczny; Ms. Hillary Barnwell, Assistant Director; and Mr. Tim Schauer, Systems Specialist, met with Mr. Ted Anderson, Mr. Guth's replacement, on Monday, September 10, 2007. In the meeting, Mr. Zaryczny expressed his desire to continue to maintain a good working relationship with MIS. Mr. Schauer will continue to meet with MIS's technical staff in order to coordinate technology efforts.

Ms. Dunn reported that she received a letter of resignation from Ms. Stephan, whose resignation is effective immediately, but she will continue on the Foundation Board until a new Board of Trustees member is appointed.

Librarian's Report: Attached to these minutes.

Financial Report: Ms. Ileana Herrick, Administrative Specialist, prepared the financial reports using QuickBooks software. Discussion followed about how the Trustees' monies are earmarked. A copy of the new report is attached to these minutes.

Committee Reports:

Advocacy: Mr. Zaryczny stated that he, Mr. Adams, and Ms. Allen will attend a meeting at 9:00 a.m. at the School Board headquarters on King Street on Wednesday, September 19, 2007 at the School Board. They will meet with Dr. Valerie Truesdale, School Superintendent, and Mr. Fred Washington, Chairman of the School Board, to develop a better relationship and programs to benefit children, teachers, parents, and staff.

ACTION: Mr. Zaryczny invited members of the Board of Trustees to attend the meeting on Wednesday, September 19, 2007 with the School Superintendent at the School Board on King Street.

ACTION: Mr. Zaryczny stated he submitted a request to the South Carolina Association of Counties to adopt his recommendations for the 2007 Legislative Policy Statement. He agreed to provide a copy of this request to the members of the Board of Trustees.

Facilities: No report.

Fines & Fees Task Force: Ms. Kuchler reported that the committee meeting was postponed and rescheduled to meet after this meeting of the Board of Trustees. Ms. Kuchler will report at the next Trustee meeting.

Friends of the Library: Ms. Dunn stated that she attended the Hilton Head Friends of the Library meeting in September. Ms. Dunn thanked Mr. Morse and Ms. Eskra for coming. Ms. Eskra invited the Trustees to attend the Bluffton Friends of the Library meetings. Ms. Stephan recommended completing the Beaufort Friends of the Library calendar/schedule because she will not attend any more meetings. Ms. Stewart stated that the donor acknowledgment tree ("Thank You Tree") is up at the Bluffton Branch, and she encouraged the Trustees to see it.

Foundation: Ms. Dunn reported that Ms. Sandra Saad, the Library's Director for Development and Marketing, did not attend this meeting because she was at Food Fest at the Hilton Head Branch. Also, on Sunday, September 30, 2007, Loretta Wells, Treasurer of the Bluffton Friends Board, will host a function to introduce the Foundation. In Beaufort, Jeanne Wood will host another introduction function during the first quarter of 2008. The date for the golf tournament is at Hampton Hall on Monday, May 12, 2008, the day after Mother's Day, and we are looking for golf players to participate in this tournament. Ms. Dunn stated that Sandra Saad is preparing new brochures for the Foundation.

Impact Fees: Mr. Zaryczny stated that impact fees are in place for five districts; however, Port Royal and the City of Beaufort are not participating and this will impact Beaufort Library functions. For example, moving the Beaufort District Collection to the second floor of 311 Scott

Street will be funded by the St. Helena bond. Mr. Zaryczny explained that The Regional Plan also addresses the level of service. It is up to each municipality by separate ordinance to determine whether they will participate in impact fees.

Library Services: Mr. Adams invited the Trustees and Friends of the Library from Bluffton and Hilton Head to request DISCUS and other database presentations. Mr. Adams also described the staff presentation for the Beaufort County School District media specialists: (a) Ms. Allen presented the children's web site, (b) Mr. Adams explained the upcoming School Rooms Internet resource from the State Library, and (c) Beaufort Branch Reference Librarian, Ms. Amanda Brewer, demonstrated the eAudiobooks downloads. After the presentation, Mr. Adams sent a letter to Ms. Valerie Truesdale, Superintendent of Schools, who spoke at the training day. Mr. Adams encouraged the School District to support efforts to establish the Library Association of Beaufort County as a networking opportunity among all local librarians.

Web Site: Mr. Adams reported that the statewide obituary services directory site has been submitted to the State Library for inclusion on that agency's website. Ms. Grace Cordial, BDC Coordinator, and Ms. Debra Bloom of the Richland County Public Library worked with Mr. Adams on this project. This is valuable information that has never been compiled before and this is an example of staff creativity that would be encouraged once the Library hires a full-time webmaster: the hiring of a webmaster will relieve Mr. Adams from the website administration duties.

Old Business: No report.

New Business:

Discussion followed about having a rotating bookmobile that could be shared by all the branches. For example, Hilton Head material would be put into a traveling collection and allowed to be checked out, and Ms. Stephan stated that the same could be applied to other special collections. Mr. Zaryczny stated that if we had the bookmobile, we would be affected by the millage cap, and this would affect us adversely due to operating costs.

ACTION: Because the hours are limited and parking is not good at the St. Helena Branch, Ms. Kuchler suggested that Mr. Zaryczny should ask Mr. Gary Kubic for assistance with getting a mobile unit to take the place of the current St. Helena Branch. Such a unit could be moved around the county and would serve an area until a facility is available. Ms. Stephan suggested as a separate project, that the Board of Trustees consider not the typical book mobile, but a tech mobile with computers. Such a tech mobile might be funded through grants and donations.

MOTION: Ms. Stewart moved that the Library should look into having a rotating bookmobile. Ms. Kuchler seconded and the Trustees voted to adopt the motion.

Ms. Dunn reviewed the State Aid Agreement and Library Budget Form – FY 2008.

MOTION: Ms. Stephan made the motion to accept the State Aid Agreement and Library Budget Form – FY 2008 as presented. Ms. Fitzgerald seconded and the Trustees voted to adopt the motion.

Mr. Zaryczny and Ms. Dunn executed the State Aid Agreement and Library Budget Form – FY 2008 in the presence of the Trustees.

Bag Funds: Ms. Allen distributed a handout for "Every Child Ready to Read @ Your Library," explained the program to the Trustees, and asked for approval to reallocate the grant money from the Children's Unit to purchase educational backpacks in the amount of \$2,625 (from 2003) to the Children's Unit to secure training in the Every Child Ready to Read Program (ECRR).

MOTION: Ms. Kuchler made the motion to reallocate \$2,625 grant money for the Children's unit to secure training in the Every Child Ready to Read Program (ECRR) for every Children's unit staff member in the county and to purchase additional kits and materials. Purchasing additional kits will allow every staff member involved in programming to have a complete kit. Ms. Fitzgerald seconded and the Trustees voted to adopt the motion.

Other: Ms. Berkes described the featured food for the successful Food Fest days and stated that attendance had been good. Ms. Sandra Saad worked on this project and the branch managers were also involved. Ms. Dunn read a newspaper article describing the project.

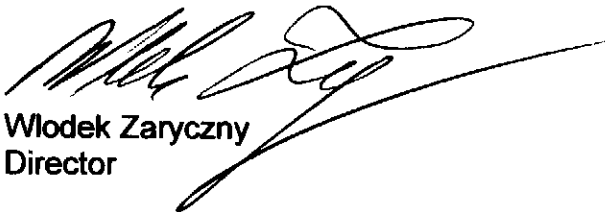
Ms. Kuchler stated that she would like to thank all the children's librarians for the fantastic job they do.

Ms. Stephan asked for a few minutes to make some remarks to add to her letter of resignation. She told the Trustees that she believes it is important for them to prepare a strategic plan for the Library and it is more important now than ever because of the funding that has been cut. Ms. Stephan also would like to see greater local advocacies for things other than for legislative support. It is going to take Trustees, not someone from the staff, for instance, to appeal to the City of Port Royal and Beaufort regarding impact fees. Ms. Stephan stated that she would like to see greater outreach to the communities that tend to be non-users, such as Burton and St. Helena.

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

ADJOURNMENT: The meeting was adjourned at 5:00 p.m.

Respectfully submitted,



Wlodek Zaryczny
Director