

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

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

**Attendants:**

**Trustees:**

Ms. Janet Kuchler (presiding), Ms. Katherine Doctor, Ms. Eileen Fitzgerald, Ms. Patsy Hand, Ms. Katrina Johnston, Ms. Norma Stewart, Ms. Jean Wolff

**Library Staff:**

Mr. Wlodek Zaryczny-Library Director, Ms. Marlene Coleman-Beaufort Branch Manager, Ms. Gina Molter-Lobeco Branch Manager, Ms. Kathy Mitchell-Collection Development Coordinator, Mr. Dennis Adams-Information Services Coordinator, Ms. Wendy Allen-Youth Services Coordinator, Ms. Sandra Saad-Director for Development and Marketing, Ms. Miriam Mitchell-Administrative Assistant

**Guest:** Mr. Bernie Wright, Executive Director, Penn Center

**Call to Order:** 3:00 p.m. with a quorum present. Ms. Kuchler asked those present to say a silent prayer in remembrance of Ms. Hillary Smith Barnwell.

**Public Comment:** Nothing to report.

**Minutes of September 12, 2007:**

**MOTION:** Ms. Fitzgerald made the motion to approve the minutes with one correction. On page 2, under "Committee Reports, Advocacy," "Ms. Valerie Truesdale" should be changed to "Dr. Valerie Truesdale." Ms. Hand seconded and the Trustees voted to adopt the motion.

**Correspondence and Communications:** Nothing to report.

**Librarian's Report:** Attached to these minutes.

**Financial Report:** Attached to these minutes. Ms. Coleman stated that under "Revenues-FY 2008, Copiers," there were reporting errors for July, August and September in the Beaufort Branch's copier counts. October's counts are correct.

**Committee Reports:**

**Advocacy:** Sandra Saad reported that on November 5, 2007, Mr. Zaryczny made a Power Point presentation to the Beaufort County Legislative Delegation at the Technical College of the Lowcountry New River Campus. The purpose of the meeting was to build awareness of the Beaufort County Library and share its impact on the community. Mr. Zaryczny made the following three requests of the legislators: (1) repeal the State's County Budget Millage Cap (Act 388 of 2006), (2) support raising the per capita rate from \$2.25 to \$2.50 and (3) support

\$50,000 for technology from the State Lottery. Delegation members were provided with copies of the presentation, recent brochures, a bumper sticker, and copy of press articles.

Between December 2 and 21, we are scheduling individual meetings with the Legislative Delegation. The team to make presentations include Mr. Zaryczny, Ms. Saad, Trustees and FOL advocacy representatives. We plan for Legislative Delegation members to come into a branch library for the meetings and this activity will replace the Legislative Day Luncheon in March. To follow-up, in January we will ask Library supporters to come to Columbia where a press release will be issued, a proclamation will be read and library items will be passed out.

Discussion followed about whether the Library should participate in Beaufort County Day which will be Wednesday, January 30, 2007. Ms. Saad responded that our efforts would be better served to participate with Public Library Appreciation Day (PLAD) on Thursday, January 31, 2007. However, Mr. Zaryczny expects the Board of Trustees, Friends and Foundation Board to send letters on behalf of the Library.

**Facilities:** Included in the Librarian's Report. Mr. Zaryczny reported that there have been climate control issues in the book store area at the Hilton Head Branch. Johnson Controls performed a review of the facility and found a design flaw in the HVAC system. Mr. Mark Roseneau, Deputy Director-Facility Management, is waiting for quotes from contractors.

Ms. Mitchell reported there were unannounced fire drills in the Beaufort, Bluffton and Hilton Head branch libraries on Thursday, September 27, 2007 and there will be remedial actions taken as a result of the drills. Fire Marshals' education officers reviewed fire drill reports at our Staff Development Day, on October 10, 2007. Mr. Zaryczny stated that flaws found in the system included alarms not going off and missing wiring; however, these flaws are being corrected, so these fire drills were value added. Ms. Mitchell praised the Fire Marshals for their cooperation in conducting the fire drills and also for their participation at Staff Development Day.

**Fines & Fees Task Force:** Report attached to minutes. This report was prepared to rectify the situation that Library fees are too low and it contains the committee's recommendations to staff of items to be considered and possibly adopted. Referring to the report, Ms. Molter reported the following corrections: The "Returned Check fee" should be "\$15," not "\$25," the "Lost Card" fee should be "(...cost 20 cents to make)" instead of "(...cost 30 cents to make)," under "Fees for Damaged and Lost Materials" the Processing fee should be "\$2 increase" instead of "\$3 increase."

**MOTION:** Ms. Fitzgerald made the motion to send the Fines and Fees Trustees/Staff Task Force Report to staff, with corrections and final recommendations. Ms. Stewart seconded and all Trustees voted to adopt the motion.

**Friends of the Library:** Ms. Johnston reported that from 5:30 p.m.-7:30 p.m., on Tuesday, November 13, 2007, the Bluffton Branch had their five-year anniversary celebration. She thanked the Trustees for allowing wine to be served and stated that the donor tree with the leaves has been well received. A symphony from the Bluffton High School performed and Mr. Zaryczny suggested including the school districts whenever there is a Library event.

On Friday, November 16, from 10 a.m. until 4:00 p.m. the Bluffton Branch had a community celebration. Ms. Saad prepared a new brochure, "The Story of the Bluffton Branch," local leaders will read stories and there will be a bi-lingual story time. Mayor Hank Johnston will welcome the public and read a story.

Ms. Saad reported that Hilton Head Branch also had an anniversary event, which the FOLs hosted.

Ms. Hand attended the Beaufort FOL meeting and stated that Ms. Arlene Jacquette drafted a letter to Representative Shannon Erickson asking her to support the Library. This FOL also will work on the book sale committee and plans to reorganize. A new member, Ms. Marge Jarvis, is replacing Vicki Farris. The main focus of the meeting was "Books Sandwiched In," which will start in January.

Mr. Adams reported that he and Mr. Mike Morse, President of the Hilton Head Island Friends of the Library, discussed (a) a Hilton Head on-line newsletter and (b) presenting DISCUS and other databases. The result is that Hilton Head now has an on-line newsletter. Mr. Adams is also talking with the Bluffton Branch Friends and in order to participate, they should send a newsletter. Mr. George Pinkerton, who is a new member of the Board of Directors of the Friends of the Bluffton Library, will take over the newsletter and Mr. Adams and Ms. Saad will discuss changes with him.

**Foundation:** Ms. Saad stated that we are preparing our year-end mailing and approximately 700 letters, signed by Foundation Board members, will go out within the next two weeks. Plans are being made for the golf tournament for next year. The GOLF (an acronym for "Grow Our Library Foundation") tournament will be a mainline team at on Monday, May 19, 2008, at Hampton Hall in Bluffton. Ms. Saad and Mr. John Donkersloot met with the golf pro, Brian Rhyame, to plan the tournament. The cost will be \$5,000. We are looking for signature sponsors and tournament sponsors. Some of the plans are to put banners everywhere, have a 12:30 p.m. start, put donated lunches on carts and have a reception at 4:30 p.m.

Ms. Saad reported that the Foundation had a successful first mixer at Loretta Wells' Bluffton home on September 30. Our second Foundation mixer will be in the Beaufort home of Jeanne Wood.

**Impact Fees:** Mr. Zaryczny explained that he would like Trustee permission to use impact fees to provide shelving and furnishings for Bluffton, Hilton Head and Lobeco branches. David Crisco from Interior Designs has toured the three facilities and will present a report that will outline shelving needs and costs. Bluffton has been the biggest concern because they received \$1.4 million in materials and there is no place to put them. Mr. Zaryczny asked the Board of Trustees to approve his asking County Council to use impact fees for shelving for Bluffton, Hilton Head and Lobeco branches. This item also has to go before the Finance Committee and County Council.

**MOTION:** Ms. Stewart made the motion to give Mr. Zaryczny permission to ask County Council to spend impact fees for shelving and furnishings for the Bluffton, Hilton Head and Lobeco branches. Ms. Johnston seconded and all Trustees voted to adopt the motion.

**Library Vans:** Mr. Zaryczny reported that First Vehicle inspected two of our vans and recommended replacement. Mr. Gary Kubic has approved \$15,000 for purchase of one van.

**Coffee Kiosk:** Ms. Stewart has researched lockable push-cart coffee kiosks sold by Bear Creek. She found that to purchase a standard cart costs \$50,000, which includes \$5,000 in training and \$7,000 in inventory. Ms. Kuchler stated that although this is an excellent idea, the Library branches don't have enough staff to man a kiosk and the Trustees will pass the information to the FOLs to see if they would like to pursue. Discussion followed about the kiosks and Mr. Zaryczny said that he has seen private enterprises that have this service for patrons and pay a fee to have the coffee in the library.

**ACTION:** Mr. Adams said that Charlotte has a kiosk in the library and he will check on how this operation works and report back. He will provide Ms. Stewart with websites of other libraries that offer coffee service.

**Library Services:** Mr. Adams combined Library Services and Web Site reports. Mr. Adams reported that presentations on different topics are being proposed for productions on DVDs for the public to check out and Mr. Zaryczny added they are being considered for airing on ETV and Hargray. Mr. Adams met an employee at the Library for the Blind and Physically Handicapped from Puerto Rico who is bi-lingual. She is prepared to come to adapt a program for this community, for teens, for talking books, for Hispanics and general adult services. In addition Ileana Herrick and Sondra Shurling are developing a pointing guide for Spanish classes. Land videos for the studio on demand are proposed for productions on our Intranet.

**South Carolina Library Association (SCLA) Conference:** Mr. Adams stated that he served on two panels at the conference: Instant Messaging and Library 2.0 Initiatives. Mr. Adams is working with an 8<sup>th</sup> grade history class to develop a brochure about instant messaging. Mr. Adams also reported that he was invited to be Lexington County Library's bilingual Santa Claus on Saturday, December 15, 2007.

**Web Site:** See "Library Services"

**Membership:** Ms. Hand reported there are several excellent candidates willing to serve; however, no applications have been received. She has also discussed this vacancy with County Councilman Paul Sommerville (District 7-Lady's Island/Beaufort) and he is willing to sponsor someone from his district.

**Old Business:** No report.

**New Business:**

**Temporary St. Helena Library at Penn Center:** Because the Library's long-term goal is to construct a library at a main site, we need a facility to provide a temporary presence in the meantime. Mr. Wright (our guest) described two buildings owned by the Penn Center being considered for a temporary St. Helena Branch Library. Discussion followed about the pros and cons of each building with February 2008 as a possible beginning lease date with a one-year lease period. Under consideration are (1) the dairy barn, which has 1,100 sq. feet and is located off Martin Luther King Boulevard, and (2) the restaurant, which has 2,400 sq. feet. Both facilities have concrete floors which would hold the book weight. Both facilities need renovating but the restaurant is more appealing. Mr. Wright stated Penn Center received an EEA grant of

\$35,000 which will cover the partial cost of renovation if EEA requirements are met. The grant requires that Penn Center use the money for renovations and also requires job creation or saving jobs.

Mr. Wright emphasized that if the County provided additional repair and renovation funds, the Library could have the entire facility for Library purposes. With the county as a partner and because of jobs within the Library, the EEA would consider the grant application more favorably. If this project is approved, Mr. Zaryczny proposed hiring an architectural firm to design a fully operational library. Mr. Zaryczny stated that the contract with the School District signed in 1992 provides that upon vacating St. Helena's Elementary School, the Library will be reimbursed \$150,000. As soon as Mr. Wright gets a response from the Penn Center Board about their building, Mr. Zaryczny will be ready to retain an architect.

Mr. Zaryczny handed out a document (attached to minutes) showing the usage level at the St. Helena school. We are restricted in use because of risk management issues and having adults in school during school hours, which impacts our ability to service the community. Trustees have raised the issue of closing the St. Helena facility because of lack of use.

**ACTION:** Trustees discussed the difficulty of traveling through the intersection and Mr. Zaryczny stated he would inquire about the anticipated date to install a light at the intersection.

**MOTION:** Ms. Johnston made the motion to move forward with the pursuit of the Penn Center restaurant building, to be used as the Penn Center Library, on an interim basis. Ms. Hand seconded the motion and the Trustees voted to adopt the motion.

**2008 Library Closings:** Attached to minutes. Mr. Zaryczny explained that these closing dates need formal Board approval because some days that are not approved by the County need to be approved by this Board of Trustees.

**MOTION:** Ms. Hand made the motion to accept 2008 Library Closings. Ms. Fitzgerald seconded and all Trustees voted to adopt the motion.

**Meeting Dates:** Attached to minutes. Discussion followed about the option of having only six meetings and Mrs. Kuchler explained that in some cases an extra meeting may be held, which is usually by topic versus general information. Mr. Zaryczny explained to Ms. Stewart, who asked if monthly meetings had been approved, that the decision was to have regular meetings and if another meeting was needed, a special meeting could be held.

**MOTION:** Ms. Johnston made the motion to accept the 2008 Meeting Dates schedule with the Legislative Day note deleted. Ms. Hand seconded and all Trustees voted to adopt the motion.

**Capital Improvements Program (CIP) 2009-2018:** Report attached to minutes. Discussion followed about the projects.

**MOTION:** Ms. Fitzgerald made the motion to adopt the CIP Expenditures Plan as shown in the report. Ms. Johnston seconded and the Trustees voted to adopt the motion, with Ms. Stewart abstaining.

**Bluffton Friends Five-Year Anniversary Request to Serve Wine on November 13, 2007**

**MOTION:** Ms. Stewart made the motion to approve serving wine on Tuesday, November 13, 2007 for the Bluffton Friends' five-year anniversary. Ms. Johnston seconded and all Trustees voted to retroactively adopt the motion.

**Other:** Mr. Zaryczny reported that the Library is being used for other county functions in terms of research. For instance, Mr. Adams has been working on a special project for a minority business enterprise. Mr. Adams has produced authoritative reports giving credit to himself on behalf of the Library and this report will be taken to County Council. Discussion followed about the value added by this function.

**ACTION:** Mr. Zaryczny plans to introduce a proclamation/statement for County Council in honor of Hillary Smith Barnwell. Ms. Kathy Mitchell said that we would know funeral arrangements for Ms. Barnwell by tomorrow. In lieu of flowers, the family has requested gifts for either the Library Foundation or the Paula Williams Support Group.

Ms. Kuchler thanked the branch managers for the wonderful reports because they are a pleasure to read. The Trustees are proud of the jobs the branch managers do for us.

Ms. Allen reported Trustees approved the expenditure of funds for Every Child Ready to Read training at the last Trustee meeting. Ms. Allen invited the Trustees to attend on December 5, 2007 and lunch will be included. Trustee attendance will help them understand what the program is about so that they can discuss what we are doing for early literacy.

Ms. Saad announced that the Annual Open House will take place between 11:00 a.m. and 3:00 p.m. on January 26, 2008 at every Library branch with the exception of St. Helena. We will give out welcome bags and the theme will be how library technology supports education and self-enrichment. We will also provide database training (on demand) designed by Mr. Adams at every branch, web tours, and story times; we will also give out our first annual report.

Ms. Saad invited the Trustees to have their pictures taken in a group photo for the annual report. Mr. Adams will manually insert missing Trustees in the pictures at a later date.

**MOTION:** Ms. Stewart made the motion to adjourn the meeting. Ms. Johnston seconded and the Trustees voted to adopt the motion.

**ADJOURNMENT:** The meeting was adjourned at 5:20 p.m.

Respectfully submitted,

  
Wlodek Zaryczny  
Director