

**BEAUFORT COUNTY LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
HELD JANUARY 9, 2008, 3:00 p.m.**

The first scheduled meeting for 2008 was held in the Conference Room of the Bluffton Branch Library.

**Attendants:**

**Trustees:**

Ms. Theresa Dunn-Chair, Ms. Patsy Hand, Ms. Janifer Johnson, Ms. Katrina Johnston, Ms. Janet Kuchler, Ms. Norma Stewart and Ms. Jean Wolff

**Library Staff:**

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

**Guests:** Ms. Susan Carter Barnwell, candidate for the Board of Trustees, and Ms. Gail Eskra, President of the Friends of the Bluffton Branch Library

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

**Public Comment:** No report.

**Minutes of November 14, 2007:**

**MOTION:**

The minutes of November 14, 2007 should include these changes:

Ms. Johnston stated that under Friends of the Library, page 2 of 6, "A symphony from the Bluffton High School" should be changed to "A quartet ...."

Under Friends of the Library, page 3 of 6, "Ms. Arlene Jacquette drafted a letter to Representative Shannon Erickson" should be changed to read "Dr. Arlene Jacquette drafted a letter...."

Ms. Hand asked to change Committee Reports, Membership, page 4 of 6, to read, "County Councilman Paul Sommerville (District 7-Lady's Island/Beaufort) is willing to sponsor someone from his district or outside his district."

Ms. Kuchler made the motion to make these changes. Ms. Johnston seconded and all 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.

**Committee Reports:**

**Advocacy:** Ms. Saad described the one-on-one meetings with Representatives Catherine Ceips, Shannon Erickson and Curtis Brantley on December 19, 2007 and Representative Bill Herbkersman on December 20, 2007. The purpose of the meetings was to educate the legislators on the impact of the Operational Budget Cap of Act 388 of 2006.

Ms. Saad stated that legislators would make key decisions on library issues beginning January 21, so she would provide a letter of advocacy for volunteers to send to legislators and committee members during the week of January 14-18, 2008.

Ms. Saad also said that Mr. Zaryczny, Director for Beaufort County Library and President of APLA, will receive a resolution from Representative Harry L. Ott proclaiming January 31, 2008 as Public Library Appreciation (PLAD) Day. The resolution will be presented in the lobby of the South Carolina State Capitol in Columbia SC. Ms. Saad and Mr. Zaryczny will carry signed petitions with them when they travel to Columbia on January 31. The message contained in the petition urges legislators to support public libraries.

Sometime in February or March, Ms. Saad and Mr. Zaryczny will present "The Impact of Library Programs on Beaufort County" to County Council and Ms. Saad invited the Board of Trustees members to attend. Ms. Saad will let members of the Board of Trustees know as soon as a date is set and encouraged their attendance.

Our date for the open houses has changed from January 26 to February 23, 2008, and the hours are from 11 a.m. until 3 p.m. The date was changed because the Bluffton Branch Library will serve as an election polling place on January 26.

**Facilities:** Included in the Librarian's Report.

**Fines & Fees Task Force:** Ms. Molter presented the following final recommendations to the fee structure: • raise Non-resident card fees from \$25 to \$50, • (new) charge a \$15 fee for a three (3) weeks Visitor Card, • leave the Internet single session at \$2.00 until an automated scheduling system is in place, then fees increase to \$2.00 for 30 minutes and \$3.00 for one hour, • increase the daily fine for adult materials from 10 cents to 25 cents, children and YA materials remain at 10 cents, • increase the maximum fine accrued per item from \$5 to \$10 • increase processing fee from \$5 to \$7, • limit refund of payment for lost materials from 1 year to 6 months after date of payment and • renewal of materials from 1 time to 2 times.

**MOTION:** Ms. Hand made the motion to adopt the proposed changes to the fee structure. Ms. Johnson seconded and all Trustees voted to adopt the motion.

The Board members discussed creating an ad hoc committee to determine if payment amounts for lost materials could go back into the materials budget instead of into the General Fund. The Board asked Ms. Kuchler to be Chair and she agreed. Ms. Johnson and Ms. Stewart volunteered to serve on the committee.

**MOTION:** Ms. Kuchler made the motion to create an ad hoc committee to determine if payment amounts for lost materials could go back into the materials budget instead of into the General Fund. Ms. Hand seconded and all Trustees voted to adopt the motion.

**Friends of the Library:** The Hilton Head Friends are planning a capital campaign to be used for the expansion of the branch but have not determined the goal amount. They are collecting statistics to determine how large the community is that they serve and how many non-residents use the library.

Ms. Wolfe reported that Books Sandwiched In has relocated to the Sea Island Presbyterian Church, at 81 Lady's Island Drive, on Lady's Island.

**Foundation:** Ms. Saad stated that the GOLF ("Grow Our Library Foundation") tournament is planned for Monday, May 19, 2008, at Hampton Hall Golf Club in Bluffton. The next GOLF committee meeting will be on Friday, January 11, 2008.

Ms. Saad reported that the Foundation's second mixer, planned to be in the Beaufort home of Ms. Jeanne Wood, was cancelled because of a long-term project including the installation of public sewer system along an access road bordering her back yard. We will continue to search for a mixer host.

**Impact Fees:** No report.

**Library Services:** Mr. Adams reported: a Spanish class will start on Wednesday, January 9, and consists of class instruction, videos and Library staff, which are used to implement the program; the Library website will be used to edit and post videos; Mr. Adams met with Richard Brooks and Julie Zachowski regarding Beaufort County's Tri-centennial; the new magazine, *Beaufort Today*, would like to initiate a favorable obituary policy vs. the *Beaufort Gazette* which is limited to 150-200 words; the Beaufort County School Board now has a specific person in Administration to welcome and meet with Dennis on a regular basis; Halle Eisenman, Reference Librarian from Bluffton, is promoted to Web Master.

**Membership:** Ms. Hand stated that we have two strong candidates for Board of Trustees and are waiting for County Council approval.

**Old Business:** No report.

**New Business:**

**MOTION:** Ms. Johnston made the motion to adopt the 2007 and 2008 calendars of Library closings. Ms. Kuchler seconded and all Trustees voted to adopt the motion.

Ms. Dunn welcomed Ms. Barnwell and asked her to tell the Board about her work experiences. Ms. Barnwell described her work with an organization, STRIVE, that was funded by an anonymous donor. The purpose of the organization was to provide educational support and services to underprivileged children.

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

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

Respectfully submitted,

  
Wlodek Zaryczny  
Director