

**BEAUFORT COUNTY LIBRARY  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
HELD MARCH 12, 2008, 3:00 p.m.**

The second scheduled meeting for 2008 was held in the Paul Siegmund Meeting Room of the Beaufort Branch Library.

**Attendants:**

**Trustees:**

Ms. Theresa Dunn-Chair, Ms. Susan Carter Barnwell, Mr. John Cartwright, Ms. Eileen Fitzgerald, Ms. Patsy Hand, Ms. Janifer Johnson, and Ms. Jean Wolff

**Library Staff:**

Mr. Wlodek Zaryczny-Library Director, Ms. Marlene Coleman—Beaufort Branch Manager, Ms. Ginny Marshall-St. Helena Branch Manager, Ms. Gina Molter—Lobeco Branch Manager, Ms. Ann Rosen-Bluffton Branch Manager, Mr. Dennis Adams—Information Services Coordinator, Ms. Wendy Allen-Youth Services Coordinator, Ms. Kathy Mitchell—Collection Development Coordinator, Ms. Miriam Mitchell—Administrative Assistant

**Call to Order:** The meeting began at 3:00 p.m. with a quorum present.

**Welcome to New Board Members:** Ms. Dunn welcomed the new Board members, Ms. Susan Barnwell and Mr. John Cartwright.

Mr. Cartwright told the Trustees that he is a native of the Gulf of Mexico and is retired from Boston University. The Boston University Trustees established a professorship in Dr. Martin Luther King's honor and Mr. Cartwright became the Dr. Martin Luther King Professor. He now holds the position of Dr. Martin Luther King Professorship Emeritus. He has also taught at other universities as a professor of social philosophy. Mr. Cartwright met his wife, Gloria, at Boston University and they were married at Penn Center.

Ms. Barnwell shared her work experience at the trustee meeting on January 9, 2008.

**Public Comment:** No public comment.

**Minutes of January 9, 2008:**

**MOTION:** Ms. Wolff made the motion that the January 9<sup>th</sup> minutes be approved as written. Ms. Johnson seconded the motion and all Trustees voted to adopt the motion.

**Correspondence and Communications:** No report

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

**Financial Report:** Attached to these minutes. Mr. Zaryczny explained that money in the Fraser Fund has been expended and there is a \$00.00 balance. The Fund will no longer appear in the Financial Report.

**Committee Reports:**

**Advocacy:** Ms. Dunn stated that Ms. Sandra Saad and Dr. Arlene Jacquette had e-mailed Trustees and Friends asking them to contact legislators to show support for Library funding. Mr. Zaryczny reported that Mike Morris, President of the Hilton Head Friends, sent e-mails to legislators. Mr. Earl Dietz, President of the Public Library Foundation of Beaufort County, has also corresponded with the legislators. Mr. Zaryczny commended these Library supporters because it is critical that our legislators understand the need for Library funding. Ms. Dunn praised the individuals who developed the form letters to send to the legislators because it is easier when there is a guide to go by.

Mr. Cartwright read in the January minutes that a presentation to Council was planned for February or March and he asked if the date had been confirmed. Mr. Zaryczny responded that the presentation was tentatively scheduled but will not be presented.

**Facilities:** Contained in the Librarian's Report

**Fines and Fees Task Force:** Ms. Dunn stated that the special task force consisting of Ms. Janet Kuchler, Ms. Norma Stewart and Ms. Janifer Johnson has never met. Mr. Zaryczny stated that the fees that are collected go to the General Funds of Beaufort County. The fees do not come to the Beaufort County Library and we would like to change that. We should present a proposal for the Trustees to request Mr. Gary Kubic, Beaufort County Administrator, to change that process.

**Friends of the Library:** Ms. Rosen reported that the Bluffton Friends met in January and that the Women of the Carolina series was well attended. The March meeting is postponed until April.

Ms. Fitzgerald reported on the meeting of the Hilton Head Friends. The Friends discussed that they are interested in having a major fundraising campaign: however, because of the economy and budget cuts, this might not be the best time to raise funds to pay for Sunday hours. The Hilton Head Friends have a new board member with experience in fund raising. Ms. Valerie Ford reminded the Friends that in previous years the Board applied for and received accommodations tax funds and the Board should plan to reapply this year.

Ms. Fitzgerald stated that the Friends raised the issue of what happens to unexpended funds when positions are not filled. Mr. Zaryczny explained that the approach the

Finance Department uses is to place the funds into the General Fund. During the last fiscal year, Mr. Zaryczny discussed this with Mr. Kubic, who approved the Library using some of those funds for other Library needs. Mr. Zaryczny stated that he would have no objections if the Trustees would like to discuss this issue with the County Administrator. At the Hilton Head Friends' meeting, Mr. Bill John, Treasurer, had a brief discussion with Mr. Kubic. Mr. Kubic told Mr. John that he (Mr. Kubic) already had the authority to make unexpended personnel funds available to the Library to use in the following year.

Ms. Fitzgerald stated that the Hilton Head Friends are planning their Volunteer Appreciation Luncheon for March 25, 2008. The presenter will be Mr. David Lauderdale of the Island Packet. They also thanked Mr. Lauderdale for his article in defense of funding for libraries, which was published in the Island Packet on Wednesday, March 5, 2008. The Friends wrote letters to their legislators encouraging them to support funding for the Library.

Ms. Fitzgerald stated that members of the Teen Advisory Board of Hilton Head enjoyed Mr. Adams' POD workshop.

Ms. Wolff reported that the Beaufort Friends are happy with the new meeting location at the Sea Island Presbyterian Church and attendance is good. They are getting ready for their annual meeting and book sale on April 23, 2008. In order to maximize profit, the Beaufort Friends plan to review their policy about books that don't sell.

Ms. Dunn reminded the Trustees of the unique purpose that the Friends serve.

**Foundation:** Ms. Dunn distributed sponsorship and registration forms for the G.O.L.F. (Grow Our Library Foundation) Tournament and asked the Trustees for their assistance in promoting the tournament and providing sponsorship participation.

**Library Services:** Mr. Adams stated that on April 8, he will present "Archives 2.0" which is hosted by the South Carolina Department of Archives & History. He also distributed pictures of his posing as Santa Claus at the Lexington County Library's bilingual Christmas program on Saturday, December 15, 2007. Mr. Adams explained the differences in podcasts (audios) and vodcasts (videos) and how he introduced these to educate teens on the Hilton Head Teen Board. He also shared the Spanish-English "Pointing Guide" that is used on the Reference Desk that was developed in-house. The attrition rate for staff Spanish classes is 50% (from 24 participants to 12), but the remaining participants are steadily becoming proficient in Spanish. He offered to provide cds/videos of the Spanish class instruction for those who need them.

Ms. Allen reported that she, Ms. Gina Molter, Ms. Amanda McTeer, Ms. Maria Benac and Mr. Dennis Adams met with Ms. Rose Marie Krauss, the new librarian at both the Air Station and Parris Island, who will collaborate for summer reading this year. There will be one joint program performer that will be held at the Air Station for military children and county residents who get clearance to enter the air station. These two military

libraries are grossly under funded. For example, one librarian serves two libraries and book funds are nonexistent. This librarian also works with home schoolers. Ms. Allen stated that Parris Island has a quarterly orientation for new military families and offers information about community services, i.e., the PX and libraries. Ms. Krauss will also hand out information about the Beaufort County Public Libraries to service personnel.

**Membership/Orientation:** Ms. Hand welcomed Ms. Barnwell and Mr. Cartwright and stated that now the Trustees can operate as a full board. Ms. Hand also reported that she and Ms. Mitchell met to update orientation information for new Trustees because in the past Trustees attended orientation at the State Library and some received orientation from Ms. Julie Zachowski. Ms. Hand offered updated orientation information to all the Trustees.

**Web Site:** Mr. Adams reported that Ms. Halle Eisenman is now our full-time Website Administrator.

### **Old Business:**

Ms. Dunn commended Ms. Coleman for the splendid job of revising the Circulation Policy 2008 Revision.

**MOTION:** Ms. Hand made the motion to adopt the proposed policy revision which included updated fines and fees. Ms. Fitzgerald seconded and all Trustees voted to adopt the motion.

### **New Business:**

**Beaufort Friends Board Request:** The date for the Volunteer Appreciation Party is confirmed for Friday, May 2, 2008 at 6:00 p.m. and the Beaufort, Lobeco and St. Helena branches will host this event. Mr. Zaryczny stated that even though this is the annual volunteer party for the folks north of the Broad River, everyone is welcome. Mr. Zaryczny said that we will have a theatrical production and Mr. Adams and Ms. Allen will write the narrative and do the staging. Ms. Allen said the theme of this year's party is "Pirates." This party is typically held in the Paul Siegmund Room on the second floor of the Beaufort Branch Library and discussion followed about where the Volunteer Appreciation Party will be held because of planned renovations. Because of the planned renovations, we are looking at alternative meeting places and if this is held off-site, serving wine may present a problem. Ms. Dunn asked for a motion to allow the Beaufort Friends Board to serve wine on May 2, 2008 at the Volunteer Appreciation Party.

**MOTION:** Ms. Wolff made the motion to allow the Beaufort Friends to serve wine on May 2, 2008 at the Volunteer Appreciation Party. Ms. Fitzgerald seconded and all Trustees voted to adopt the motion.

**Proposed Library Budget FY 2008-2009:** Regarding the proposed Library budget, Mr. Zaryczny said that the budget is due this Friday. In the past Ms. Hillary Barnwell was responsible for putting the budget together and now other staff members have taken on parts of her responsibilities. Preparation of the budget is a tremendous amount of work and Mr. Zaryczny thanked Ms. Kathy Mitchell, who collected information and organized the budget, and Mr. Tim Schauer, who prepared the non-paper aspect of the work in terms of spreadsheets. Mr. Zaryczny stated that the work that Mr. Schauer is doing so impressed the County Budget Department that it is using Mr. Schauer's methodology as the model for the rest of the county budget.

**Personnel:** Mr. Zaryczny said that he will present the personnel budget based on our current needs and then we will find out what will be approved. This is the second or third year we will ask for three teen librarians for the regional branches. We will also ask for a full-time computer lab trainer on Hilton Head, a part-time page for Beaufort and a marketing position. Mr. Zaryczny explained that Ms. Sandra Saad's job is marketing and development combined. Our justification for asking for a marketing position in each area should be a full-time position. Mr. Zaryczny stated that the odds of getting any of the position requests filled may be zero; however, it is our responsibility to let the county know what our actual needs are. By making these requests, we will be on record for requesting what we need for quality Library operations.

**Operations:** Mr. Zaryczny stated that he will ask for what was requested in the current Fiscal Year's recommended operating budget, as well as for FY 2009. He plans to present the budget to the Trustees at the next board meeting. The dates for budget hearings have not yet been determined.

**Anonymous Library Endowment Fund:** Ms. Dunn stated that several years ago the Library received an anonymous \$200,000 gift to establish an endowment for the Library as well as \$250,000 for other special areas, such as the South Carolina Room. The last time interest was paid, we allocated it to the Public Library Foundation of Beaufort County ("Foundation") in order to grow its endowment. Ms. Dunn recommended that the \$8,045.33 now available should go to the Foundation to continue its work.

**MOTION:** Ms. Hand made the motion to contribute \$8,045.33 to the Public Library Foundation of Beaufort County. Ms. Johnson seconded and all Trustees voted in favor of the motion.

**Other:** Ms. Dunn reported that Ms. Johnson will serve as liaison to the Foundation, taking Ms. Sandy Stephan's place. This is a non-voting member position.

Ms. Barnwell asked what the Trustees should do to encourage allowing the Library to retain money from positions being vacated that may be lost ("slippage"). Mr. Zaryczny recommended that a small group of Trustees set up a private-session appointment with County Administrator Gary Kubic and make their interest known about retaining those funds within the Library. Mr. Zaryczny is aware that other libraries can retain those funds. Ms. Wolff, Ms. Johnson, Ms. Barnwell and Ms. Hand volunteered to serve on a

committee. Mr. Zaryczny stated that it would be helpful to retain as many dollars as possible for Library purposes. Approximately \$100,000 may be available in slippage. Ms. Allen reminded the Trustees that if the county government is saving dollars by not filling positions next year, there may not be much slippage money.

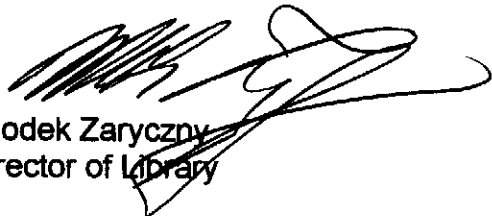
Ms. Wolff suggested that committee members discuss attrition, slippage, and positions needed when they meet with Mr. Kubic.

Mr. Zaryczny stated that the Lobeco Branch now offers 36 hours of service to its rural community. He recalled that the Lobeco Branch moved from an elementary school, which had 1,000 sq. ft., to a 4,000 sq. ft. facility. Last year we requested an additional part-time person in our budget request in order to increase the hours; but after reviewing the data, we found we could accommodate an additional four hours with current staff. Based on an initial projection, size of the facility, staffing needs, usage and data collected from other libraries from other parts of the state and country, the Lobeco Branch at its current staffing level could provide an additional four (4) hours of service, thereby increasing its hours from 36 to 40. This rural community needs the additional hours and Councilman Gerald Dawson is very interested in having the Lobeco Branch up to 40 hours. Ms. Molter will offer the additional four hours beginning July 1, 2008.

Ms. Molter reported that to commemorate the Lobeco Branch's fifth anniversary, an informal party will be held on June 14, 2008. Mr. Zaryczny will flip hamburgers and Ms. Dunn invited all Trustees to attend.

**MOTION:** There being no further business to come before the Board of Trustees, Ms. Hand made the motion to adjourn the meeting. Ms. Wolff seconded the motion and all Trustees voted to adopt the motion. The meeting was adjourned at 5:15 p.m.

Respectfully submitted,



Wlodek Zaryczny  
Director of Library