

**BEAUFORT COUNTY LIBRARY
BOARD OF TRUSTEES
MINUTES OF MEETING
HELD MAY 14, 2008, 3:00 p.m.**

The third scheduled meeting for 2008 was held in the Conference Room of the Hilton Head Island Branch Library.

Attendants:

Trustees:

Ms. Theresa Dunn (presiding) – Chairman of the Board, Ms. Susan Barnwell, Mr. John Cartwright, Ms. Eileen Fitzgerald, Ms. Norma Stewart, and Ms. Jean Wolff

Library Staff:

Mr. Wlodek Zaryczny - Director of Library, Ms. Mary Jo Berkes - Hilton Head Branch Manager, Ms. Marlene Coleman – Beaufort Branch Manager, Ms. Ginny Marshall - St. Helena Branch Manager, Ms. Gina Molter – Lobeco Branch Manager, Mr. Scott Strawn - Bluffton Assistant Library Manager, Ms. Miriam Mitchell – Administrative Assistant

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

Public Comment: None.

Welcome to Guest: Ms. Dunn recognized Mr. Mike Morse, President of the Hilton Head Friends, and commented that he has done a fabulous job.

Minutes of May 14, 2008: Ms. Barnwell explained that on Page 1, the paragraph before "Public Comment" should be corrected to read, "Ms. Barnwell shared her work experience at the Trustee meeting on January 9, 2008."

MOTION: Ms. Stewart made the motion to adopt the minutes with the one correction. Mr. Cartwright seconded the motion and all Trustees voted to adopt the motion.

Correspondence and Communications: Mr. Zaryczny reported under "Facilities."

Librarian's Report: Attached to these minutes.

Financial Report: Attached to these minutes. Mr. Zaryczny reported that there is nothing out of the ordinary to report. Mr. Zaryczny said that we are trying to spend lapsed salaries and this is not an unusual action since other libraries are allowed to keep their lapsed salaries and spend it the following year.

Committee Reports:

Advocacy: Mr. Zaryczny proposes that Beaufort County Legislative Delegation ("legislative delegation") should sponsor a bill to exempt public libraries in South Carolina from Act 388 (2006) and its operational budget cap. Because Mr. Zaryczny urged immediate action on Act 388, Ms. Sandra Saad is setting up a meeting with Friends' representatives and providing

statistical information by e-mail about the library, library usage and volunteers. This information will assist with preparation for participation in the budget hearings to be held on June 4 and 5, 2008. Mr. Zaryczny met with the new Beaufort Branch Friends' President, President-Elect, and Advocacy Committee Chairman; and discussion included being active before the June budget meetings, e.g., making phone calls, writing letters, etc. to Beaufort County Council and the legislative delegation. Although Representative Bill Herbkersman has stated that a committee is looking into this issue, Mr. Zaryczny believes that it is not only important to attend budget meetings but also to constantly keep the issue alive.

Ms. Stewart stated that she spoke unsuccessfully with County Council members about exempting public libraries from Act 388. Ms. Stewart believes the reason is that they want the County to also be exempt from Act 388. When Mr. Zaryczny spoke with Tim Winslow, Sr., Staff Attorney for the South Carolina Association of Counties ("SCAC"), Mr. Zaryczny learned that SCAC approved exempting counties from Act 388 at their legislative conference in November 2007 and are lobbying to get it passed; however, lobbyists in Columbia believe that Act 388 will not be repealed to exempt counties. Mr. Zaryczny explained that he believes that exempting public libraries is different from exempting counties because of the education component. Exempting counties is problematic because of the counties' relationships to school funding and sales tax issues, etc. Mr. Zaryczny will continue to address public library concerns with our legislative delegation and SCAC. Ms. Dunn encouraged the Trustees to participate in the budget hearings as advocates on June 4 and 5, 2008.

Ms. Ginny Marshall reminded the Trustees about FOLUSA's (Friends of Libraries USA) 6th Annual Virtual March on Washington from May 12 – May 16, 2008. This is an opportunity for librarians to visit with their U.S. senators and representatives to discuss library issues. For librarians who cannot go to Washington, this allows a chance to advocate "virtually" through e-mail and/or letter writing. Issues to discuss are library funding, construction, funding for a St. Helena Branch at Penn Center and channels to address public library needs throughout the State.

Ms. Stewart wondered since forts are staffed by national parks people, if we made the St. Helena Library at Penn Center a library and a historical museum, is it possible that we could get federal funding to staff it. Mr. Zaryczny replied that we would not be able to get federal funding because the St. Helena Branch Library would play a supportive function to Penn Center, which already has a historical museum, and they want to preserve the integrity of their museum.

Facilities: Mr. Zaryczny reported that he received an e-mail from County Councilman Steven Baer stating he is keeping the Penn Center concept alive. Councilman Baer has written a draft proposal for a 12,000 sq. ft. library facility with the possibility of a future wing which would accommodate an additional 12,000 sq. ft. Councilman Baer has shared this document and has asked for responses. An issue and problem with this concept is: Councilman Baer uses .6 sq. ft. per capita as the standard but the reality is 1.25 is the sq. ft. per capita standard as listed in the County Comprehensive Plan. Mr. Zaryczny explained that the County was forced to use .6 sq. ft. because of the lack of funding of public library facilities and because Impact Fees cannot be used to make up the gap. By State law, we are required to stay at .6 sq. ft. per capita.

Fee Task Force: Ms. Wolff stated that the approach for the budget hearings will be to present statistics to show that our libraries are growing, and present testimonials from people

who use the library and would like to see improvements made in the library. A request to Beaufort County Administrator Gary Kubic to keep unexpended funds, e.g., lapsed salaries, and fee and fine revenues in the Library's budget is not an unusual or exorbitant request. This money would be used for the support of outreach programs, a special-use 15-passenger van and address deficiencies in the collections. Ms. Wolff stated that this van would be equipped for summer months' circulation materials, have some ability to register new Library patrons and have laptop computers. The laptop computers are important because this van would travel to areas in which homes might not have access to computers. The increase in the Library's fees and fines is projected to provide about an additional \$100,000.

ACTION ITEM: Ms. Wolff suggested getting statistics to document that there are areas in the County where it is unusual to have a computer in the home.

Ms. Stewart asked when the fees changes go into effect and if there will be a "free" day. Mr. Zaryczny responded that the Trustees approved the new fee schedule four months ago and the new fees will go into effect July 1, 2008. Because funding is an issue, there may be a public relations issue with having a "free" day, so the decision was made to have the "free" day sometime in the future.

Ms. Molter asked if Ms. Stewart would consider discussing the coffee kiosk idea with the Friends groups. Ms. Stewart responded that she had discussed this idea with the Bluffton Friends but they are too overwhelmed now getting organized and the Bluffton Branch Manager did not show interest.

ACTION ITEMS: Ms. Coleman stated she would bring the idea of a coffee kiosk to the Beaufort Branch Friends at their fall meeting and Mr. Morse said that he will bring the idea to the Hilton Head Friends at their next meeting on June 10, 2008. Mr. Morse believes the Hilton Head Friends might be interested in the idea because they have a good volunteer base with few projects and are looking at ways to expand their revenues.

FOL: Mr. Cartwright and Mr. Zaryczny thanked Ms. Wolff for the impressive meeting report she wrote for the **Beaufort Branch** Friends' meeting, which she shared with the Trustees.

Mr. Scott Strawn reported that the **Bluffton Friends** had a Volunteer Appreciation party on Tuesday, May 13, 2008 that was very well attended. The Friends of the Bluffton Branch has funded adult programs and youth services. The Friends also supported "Dia de los Ninos/Dia de los Libros" on April 30, 2008, and although it didn't appear in the English or Spanish press, 250 people attended. It was advertised through public service announcements on the Spanish-speaking radio. A survey determined that two-thirds of the people who attended had never been in any library within Beaufort County and three-fourths of the people had never been in any library. The Friends of the Bluffton Library will also fund "Teens Rock the Library" which is scheduled on Sunday, May 25, 2008.

Ms. Eileen Fitzgerald reported that Mr. Mike Morse, President of the **Hilton Head Friends**, is planning a meeting on behalf of the Hilton Head Branch Library with the Community Foundation of the Lowcountry to include Mr. Zaryczny and Mr. Gary Kubic. Mr. Morse reported that the Hilton Head Friends Beautification Committee (Ms. Carol Tate – Chair) besides being responsible for repairing the vandalism to the benches in front of the Library, the Committee also maintains a small garden outside the Library. Mr. Morse reminded the Friends that Councilman Baer was a former Library Board member and is an advocate for the

Library. He is conscientious and does a lot of preparation. The Friends discussed Act 388 and its impact on Library operations. Ms. Fitzgerald stated that the Friends are responsible for the increase in the number of books on the shelves. Ms. Fitzgerald explained that the Friends financially are in good shape and are looking at ways of moving their budget around in order to provide increased services and collections to the Hilton Head Branch Library this year. The Hilton Head Island Chamber asked that the Library increase its audio visual collection. Ms. Valerie Ford, Vice President and Special Events Chair, discussed the annual meeting which is on Wednesday, May 21, 2008, where Ms. Casandra King will be the speaker. Ms. Fitzgerald stated that the bookstore is doing well. Accolades are in order for repair of the air conditioning and Mr. Zaryczny thanked Mr. Morse for his strategic help in getting the HVAC in place. The Friends of the Library are maintaining information/record cards on the Friends volunteers. Mr. Morse believes that because the Friends effortlessly raise money through the bookstore and film program, now may be the time to start an annual fundraising effort, especially since the Community Foundation will help with startup.

Foundation: Mrs. Dunn reported that the major focus of the Foundation is the G.O.L.F. ("Growing Our Library Foundation") Tournament which will be held on Monday, May 19, 2008, at Hampton Hall Golf Club. She appealed for additional donors, players and invited the Trustees to attend the reception.

Impact Fees: Mr. David Chriscoe from Interior Systems will provide quotes for purchasing shelving and furniture for our branches. Funding will come from Impact Fees because by law, Impact Fees must be spent in seven years, otherwise they may be lost. Mr. Zaryczny wonders what the legal impact is for a county to collect Impact Fees to build facilities if it can't get the funds to operate those facilities as a result of the operating mileage cap imposed by Act 388. The Beaufort Branch Library, on the other hand, is struggling to get funding in order to make improvements to the Library. The irony is that since 1999, the City of Beaufort and Town of Port Royal have refused to give us Impact Fees, although the Beaufort Branch Library serves them.

Library Services: Ms. Dunn praised the Branch Managers for their thorough reports. Ms. Stewart commended Mr. Dennis Adams for his research and Mr. Zaryczny stated that Mr. Adams had done much of the research and prepared statistics for the School District report.

Naming Rights: No report.

Membership Committee: In Ms. Patsy Hand's absence, Ms. Dunn reported that Ms. Hand is exploring possibilities to replace Ms. Katherine Doctor, who represented the City of Beaufort. Ms. Hand would welcome Trustees' suggestions because she does not have any prospects. Ms. Mitchell told of a prospect, the owner of a local construction company, who may be interested and Ms. Dunn requested that Ms. Mitchell forward the information to Ms. Hand.

Web Site: Mr. Zaryczny reported that Ms. Halle Eisenman was hired as our web site administrator and these duties have been transferred from Mr. Dennis Adams. Ms. Eisenman is supervised by Mr. Tim Schauer, Systems Specialist. Ms. Eisenman also supports Mr. Schauer when he is not available and this schedule is working well.

Old Business: Mr. Zaryczny stated that we have received no additional information for the proposed budget for FY 2008-2009. The new positions we requested were not approved.

Because some of the technology needs we requested in the current year were rejected, we put them in the new recommendations for FY '09. In the meantime, we requested that our technology needs come out of our lapsed salaries and this was approved.

ACTION ITEM: Because some Trustees wanted to see the budget presented for approval, Mr. Zaryczny promised to provide by e-mail the one-page budget summary sheets that are prepared by cost center.

Ms. Stewart asked if there is a comparison of the relationship between growth needs in the school system and the growth needs of a library. Mr. Zaryczny responded that the relationships are different. Examples are Sun City and workers who have no direct relationship to schools. Mr. Zaryczny explained that we have a lack of infrastructure funding because of the general tendency of growth. School population and the overall population have been growing steadily. As a result, schools and public libraries are alike because both are lacking facilities.

New Business: Mr. Zaryczny believes there should be a campaign to get everyone, especially politicians, familiar with Act 388. He described attending a meeting sponsored by the Friends of the Libraries U.S.A. and was amazed at how many in attendance were not familiar with Act 388. Mr. Zaryczny appreciates the support he receives from the Trustees to continue promoting excluding public libraries from Act 388.

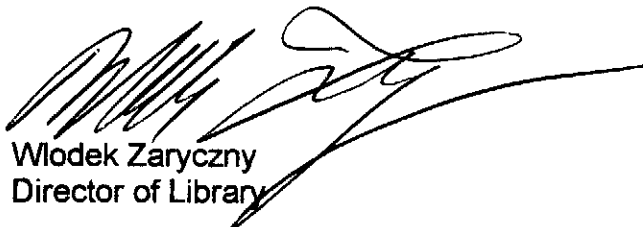
Other: Mr. Zaryczny reminded the Trustees that a schedule of the Trustees' meetings is included in the Resource Manuals. He explained that the schedule is presented for approval to the Board of Trustees at the last meeting of the calendar year along with a schedule of Library closures.

Ms. Molter announced that Saturday, June 14, 2008 is the 5th anniversary of the Lobeco Branch Library. A special celebration with food provided is planned to begin at 11 a.m. and Ms. Natalie Daise has been retained as a storyteller. Ms. Molter invited all trustees to attend.

MOTION: There being no further business to come before the Board of Trustees, Ms. Stewart made the motion to adjourn the meeting. Ms. Fitzgerald seconded the motion and all Trustees voted to adopt the motion.

The meeting was adjourned at 5:05 p.m.

Respectfully submitted,


Wlodek Zaryczny
Director of Library