

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

The fourth scheduled meeting for 2008 was held in the Children's Program Room of the Beaufort Branch Library.

Attendants:

Trustees:

Ms. Theresa Dunn (presiding) – Chairman of the Board, Mr. John Cartwright, Ms. Patsy Hand, Ms. Katrina Johnston, Ms. Janet Kuchler, and Ms. Jean Wolff

Library Staff:

Mr. Wlodek Zaryczny - Director of Library, Ms. Jan O'Rourke - Assistant Library Director, 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, Ms. Ann Rosen - Bluffton Branch Manager, Ms. Wendy Allen - Youth Services Coordinator, Ms. Kathy Mitchell - Collection Development Coordinator, and 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 and new Assistant Library Director: Ms. Dunn welcomed Mr. Dan Huff, prospective Trustee, and Ms. Jan O'Rourke, our new Assistant Library Director.

Minutes of May 14, 2008:

MOTION: Ms. Hand made the motion to adopt the minutes as written. Mr. Cartwright seconded and there being no further discussion, 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. Mr. Zaryczny explained that we have tried to spend all our County Funds budget as much as possible because if we don't spend the funds, they go back to the County. Mr. Zaryczny stated that we will have some of the Trustee Funds forever because they existed before the Library Foundation was established. Although we continue to get additional gift revenue, we encourage the public to donate to the Foundation, a 501(c)3.

Committee Reports:

Advocacy: Ms. Kuchler recommended that future presentations for budget hearings before County Council be coordinated and staged better than they were this year. Ms. Kuchler

believes the presentations did not work as well as last year's because staging was not done. To prepare last year, the presenters e-mailed each other to review and met for approximately a half hour before the County Council meeting so that there was no duplication. Mrs. Kuchler had the following four recommendations for next year: (1) the speakers should e-mail each other with exactly what they are going to say, (2) the presentations should be edited, (3) the edited versions should be sent back to the originators of the e-mails so everyone knows exactly what to say, and (4) the presentations should be timed so that the County Council buzzer will not ring on any speaker. Mr. Cartwright volunteered to be part of the Advocacy Committee and Ms. Kuchler welcomed him to participate.

Facilities: Mr. Cartwright asked about the status of the St. Helena project. Mr. Zaryczny reported that he was meeting with Messrs. Gary Kubic, Tony Criscitiello and Mark Roseneau on Thursday, July 11, 2008. The alternatives presented in the Librarian's Report included library operations at 40 hours rather than at 60 hours (currently at the other regional branches) in order to keep the project alive. The aim was to reduce the cost of the project and in the event that Act 388 is modified and the cap is partially or totally released, we could add hours or build on to that facility.

Mr. Zaryczny stated that Mr. Criscitiello had indicated that the Southern Beaufort Development Committee had discussed a library at Okatie Village adjacent to Okatie Elementary School. Unfortunately the project (next to Sun City) was abandoned when Act 388 became law.

ACTION ITEM: Mr. Zaryczny will send an e-mail to the Trustees to report the status of the meeting with Messrs. Kubic, Criscitiello and Roseneau concerning the St. Helena project.

Ms. Kuchler stated that a library in Okatie has the opportunity to have a building constructed which would be at no cost to the Library; however, the Library does not have the funds to staff the building. Because Administration and Technical Services are all jammed together, Ms. Kuchler recommended using the new building to move some of these employees to a central location. This will allow expansion of the vacated areas, and the result would be more user and staff friendly.

Fee Task Force: Mr. Zaryczny reported that County Council Chairman Weston Newton requested that the Board of Trustees delay the implementation of the fines and fees revised charges. The reason he requested this delay is because the County is doing a customer survey of all fines and fees that other departments are charging. Chairman Newton has invited our Chair Theresa Dunn to make a presentation to the Finance Committee on Monday, July 21, at 2 p.m, to explain the rationale for the increase in fees. Mr. Zaryczny has asked Ms. Sandra Saad and Mr. Dennis Adams to prepare a Power Point 5 or 10-slide presentation to assist the Trustees in making their presentation. Because the agenda for the Finance Committee meeting is tentative, Mr. Stewart Rodman, Chairman of the Finance Committee, will have to approve this agenda topic. Ms. Kuchler, Ms. Wolff, and Ms. Dunn agreed that was a good date for them.

Mr. Cartwright asked if the Board of Trustees is responsible for setting fines and fees. Mr. Zaryczny explained that the Library falls under State law and State law has authorized library boards to independently set fees and fines for library operations materials. Setting of fines and fees does not come under the purview of County Council. Although we are not asking for approval, Chairman Weston Newton has asked us to delay implementation. One Trustee issue is how the fees and fines are allocated since they do not return to the Library. Ms. Dunn stated

that the County Council believes the Board of Trustees serves in an advisory capacity only and does not accept the State ruling.

FOL: Ms. Johnston attended the **Bluffton Friends** meeting on Tuesday, July 8, 2008. They have two new board members and have more who have expressed interest. They are doing well financially.

Ms. Susan Barnwell attended the last **Hilton Head Friends** of the Library meeting held on Tuesday, June 10, 2008. Because Ms. Barnwell knew she would not be available for this Board of Trustees' meeting, she sent Ms. Dunn the information from the meeting. This information included the following: proposed board for the coming year, financial-budget statement, list of books included in the reference project for 2009, survey (to better understand the needs of people who use the library), and revised fees. Ms. Dunn stated that rather than distribute hard copies to all the Trustees, she would e-mail this information to anyone requesting it.

Ms. Allen stated that Mr. Dennis Adams reported that all three Friends' newsletters are now on-line.

Foundation: Ms. Dunn reported that the G.O.L.F. tournament was reasonably successful, and the profit was approximately \$4,600. The next Foundation meeting will be Friday, August 1, 2008. Ms. Wolff, Trustee Liaison, attended the Foundation Board meeting on Friday, June 20, and she reported that there was discussion about where to have the tournament next year. Foundation members told about the excellent support received from Hampton Hall. Although Hampton Hall did provide resources and support, Foundation members would like to find an "angel" to sponsor us at a golf club to eliminate the golf club fee. Another issue is the date of the next tournament. Ms. Wolff noted that a lot of people move north for the summer and may be gone by May: these people may not feel an "allegiance" or obligation to this locale. Ms. Wolff stated that Ms. Sandra Saad had attended a national fund raising conference and presented information about the direction in which the Foundation should go. For instance, one recommendation is for the Foundation to develop a greater membership base by attracting people who have enough interests and contacts that they can personally approach prospects about supporting the Library and the Foundation. Ms. Wolff stated that the Foundation wants to increase their base by soliciting for wills and bequests; however the same "allegiance" situation may also exist in this case. People who are not attached to this area tend to favor institutions back home when making their wills and bequests.

Ms. Wolff reported that the Foundation was approached by the Hilton Head Wine and Food Festival to participate in a fund raiser. At this Festival, restaurants offer charities the use of their facilities on a cost-sharing basis as fund raisers for the particular organizations. Foundation members discussed whether they wanted to do these "little things." The Foundation is also considering looking for another signature event, or an "angel." Ms. Wolff gave as an example of a successful fundraiser, the Beaufort Marine Institute Croquet Tournament and Picnic at Brays Island held on May 3, 2008, which raised approximately \$50,000 for the Beaufort Marine Institute.

Impact Fees: Covered under "New Business."

Library Services: Report attached and combined with "Web Site."

Naming Rights: No report.

Membership Committee: Ms. Hand stated that she is delighted that the next time the Trustee list is printed, it will not have "Vacant" for Council District 11. She has known Mr. Huff for a long time and worked with him on the Friends' Board. Ms. Hand congratulated him on his nomination, is delighted that he will be joining the Board, and knows he will make wonderful contributions.

Web Site: Report attached and combined with "Library Services."

Old Business: Mr. Zaryczny promised he would send the Trustees a summary page for the upcoming budget and he apologized for not sending it; however, he was unable to send it because of complications. Mr. Zaryczny recognized Ms. Kathy Mitchell for her part in putting the budget/summary budget together and discussed the budget sheet Ms. Mitchell had prepared for this Board meeting. Mr. Zaryczny also recognized Mr. Tim Schauer, who worked with MUNIS to capture the budget information. Mr. Zaryczny reported that the good news is there is no reduction in personnel but Purchased Services and Supplies were reduced. We were able to use lapsed salaries for capital outlay items. An example of belt-tightening we may have to do is, for example, in training where we would have virtual meetings instead of in person. We have not yet received a final budget from the Finance Department.

New Business:

Circulation Policy – Change: Mr. Zaryczny pointed out that the change in policy is the addition of the CDs. Discussion followed about whether Beaufort County School District employees are State employees.

MOTION: Mr. Cartwright made the motion to adopt the "Circulation Policy – Change" as presented. Ms. Kuchler seconded and there being no further discussion, all Trustees voted to adopt the motion.

Impact Fees:

Shelving: Mr. Zaryczny explained that one Impact Fees issue, which is directly related to Act 388, is that either you use them or lose them; therefore, Mr. Gary Kubic has asked Mr. Zaryczny to address the issue of spending Impact Fees. The first area considered is shelving, and we received shelving quotes from Mr. David Chriscoe of Interior Systems, Inc. for the Hilton Head, Beaufort, and Lobeco Branches, and they were mailed with the Trustees' packages. Before revision of the Code, Impact Fees could only be used for materials (new collections for facilities) and construction of facilities. However, under the revised Impact Fees Code (2007) we may purchase property and also fixtures and equipment. Mr. Zaryczny needs approval of the Board for the Interior Systems, Inc. quotes for spending Impact Fees for shelving. After approval, Mr. Zaryczny will take it to Mr. Kubic and the Finance Committee.

MOTION: Ms. Hand made the motion to approve spending Impact Fees for the shelving described in the quotes provided by Interior Systems, Inc. for the three branches. Ms. Kuchler seconded and there being no further discussion, all Trustees voted to adopt the motion.

RFID: Mr. Zaryczny stated that the issue is where the money will come from for the purchase of the Radio Frequency Identification. While we expect Impact Fees to provide the majority of the funding, at the same time we are looking for a grant that would allow this purchase. Ms. Molter,

Ms. Coleman, Ms. Sandra Saad and Mr. Tim Schauer are working on this project. A problem with Impact Fees as they relate to the Beaufort Branch is that the City of Beaufort and the Town of Port Royal have refused to participate. As a result, the Beaufort Branch does not get Impact Fees. Mr. Zaryczny stated that the RFID is a good thing and what it does for inventory is incredible. He explained that, for example, RFID allows self checkout which reduces the impact on staffing, and some libraries in this country already have 90% self checkout. To pursue this project, we will also need to get cost figures and bid it out. In the meantime, Mr. Zaryczny needs Board approval in order to move forward.

MOTION: Ms. Kuchler moved that Mr. Zaryczny go ahead with the process to purchase the RFID. Ms. Wolff seconded and there being no further discussion, all Trustees voted to adopt the motion.

Ms. Kuchler complimented the Branch Managers on their informative and elaborate record keeping and reporting of events, which, among other things, helps the Trustees know details when they appear before County Council.


Ms. Dunn commented on how busy the Beaufort Branch was when she came in for the Board of Trustees' meeting, and there were a lot of children present. Ms. Allen explained that we are at the height of summer reading. Ms. Allen stated that approximately 15,000 children make up the school population, and about 3,000 children were enrolled in the summer reading program. This means that approximately 20% of the school population is participating in the summer reading program.

Other: Nothing to report.

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

The meeting was adjourned at 4:35 p.m.

Respectfully submitted,



Wlodek Zaryczny
Director of Library