

**BEAUFORT COUNTY LIBRARY
BOARD OF TRUSTEES
MINUTES OF MEETING
HELD SEPTEMBER 10, 2008, 3:00 p.m.**

The fifth scheduled meeting for 2008 was held in the Meeting Room of the Bluffton Branch Library.

Attendants:

Trustees:

Ms. Theresa Dunn (presiding) – Chairman of the Board, Ms. Susan Carter Barnwell, Ms. Eileen Fitzgerald, Ms. Patsy Hand, Mr. Dan Huff, Ms. Katrina Johnston, and Ms. Norma Stewart.

Library Staff:

Mr. Wlodek Zaryczny - Director of Library, Ms. Jan O'Rourke - Assistant Library Director, 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. Sandra Saad – Director for Development/Marketing, and Ms. Miriam Mitchell – Administrative Assistant.

Call to Order: The meeting began at 3:05 p.m. with a quorum present.

Public Comment: None.

Minutes of July 9, 2008:

MOTION: Ms. Johnston made the motion to adopt the minutes as written. Ms Hand 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. Ms. Stewart reported that although County Council passed the Okatie Village project in first reading, she believes there is a good chance "The Village" will not pass the remaining two readings. Ms. Stewart recommended that the Trustees send e-mails to Beaufort County Council Chairman Weston Newton explaining why we want this project to succeed. Mr. Zaryczny suggested that the Friends' boards and the Public Library Foundation of Beaufort County board should do likewise. Ms. Fitzgerald asked Ms. Saad to provide a draft of a letter addressing the issues and provide contact information for the County Council members.

ACTION: Ms. Saad confirmed that she would send a draft letter and contact information to the Trustees and the Friends' groups for guidance in preparing their own letters.

Ms. Stewart stated that the South Carolina Association of Counties (SCAC) plans to go to the South Carolina Legislature and ask that the counties and public libraries be exempt from the millage cap imposed by South Carolina's County Operating Budget Cap, Act 388 of 2006. Mr. Zaryczny explained that the SCAC went to the legislature last year and SCAC attorneys believe that such broad exemptions will not happen. They also believe that passage of a single type, service exemption is much more likely.

Financial Report: Attached to these minutes. Mr. Zaryczny commented that the current budget has not been released to the MUNIS budget system, but there are no changes in the budget. Mr. Zaryczny stated that although there has been some belt tightening of materials, there has been no reduction in level of service, and the Library received approval for replacement of the Lobecko Branch van. Ms. Stewart asked about the status of use of fines and fees and Mr. Zaryczny responded that the Trustee's Fines and Fees Committee planned to set up a meeting with Mr. Gary Kubic, Beaufort County Administrator, to discuss this issue.

Committee Reports:

Advocacy: Ms. Saad reported that Beaufort Friends of the Library, specifically Ms. Paula Loftis and Mr. Bernie Kole, other concerned citizens, and assisted by Ms. Miriam Mitchell, have prepared a letter of support for Impact Fees for the City of Beaufort and the Town of Port Royal. The letters are addressed to the respective council members as well as to those seeking office. The letter will have signatures from a variety of community organizations. The recipients of the letters will receive follow-up phone calls and appointments set to discuss Impact Fees. Ms. Stewart asked if the Beaufort Chamber of Commerce representative is a signer and Ms. Saad responded that the Chamber is not represented, but perhaps they will send a separate letter. The Trustees were provided with the report, "Calculation of City of Beaufort Impact Fees Withheld from the Beaufort County Library; 2000-2007, with Projections to 2020," dated August 12, 2008, which was prepared by Mr. Adams, Ms. Miriam Mitchell and Mr. Tim Schauer. This report provided data and statistics to document the potentially lost Library revenue because the City of Beaufort and the Town of Port Royal did not participate in the Impact Fees, unlike the Towns of Bluffton and Hilton Head, which have participated since 1999.

Ms. Saad showed newly prepared rack cards to the Trustees to let them know what the community will see at the Libraries. Ms. Saad stated that this is our way of reaching out to people that we don't know, such as visitors, in order to advocate our message.

Facilities: Covered in Director's Report.

FOL: Ms. Dunn reported that she attended the meeting of the **Friends of Hilton Head Branch Library** on Tuesday, September 9, 2008, and is impressed with the work they are doing. Ms. Dunn stated that one of their members has experience in fund raising and grants which should prove to be helpful. These Friends are discussing special events, the book store, and having an annual celebration on November 15. They are also preparing for Super Saturdays and Book Review. Ms. Dunn stated that Ms. Carol Morse (wife of Mr. Mike Morse, President of the Friends of the Hilton Head Branch Library) began conducting a survey to better understand the needs of patrons.

Information was collected in July 2008 and will also be collected in October 2008, January and April of 2009. One of the findings from the 360 responses was that 20% of the Library cardholders have out-of-state addresses. A separate survey of 169 responses disclosed that 55% of the clients at the Book Shop were non-residents, 15% of the people using computers were non-residents, and 60% Book Break attendees were non-resident. A Film Seminar survey of 227 responses revealed 50% of the participants were non-resident.

Ms. Dunn stated that if she could not attend the Friends' meetings she would e-mail Eileen or Susan to see if they would be available to attend.

Ms. Johnston and Ms. Stewart attended the **Bluffton Friends** meeting on Tuesday, September 9, 2008. Ms. Stewart reported that the Bluffton Friends voted to purchase room darkening shades/blinds for the lower windows and doors in the Bluffton Branch Meeting Room so they can have Movie Night. Mr. Zaryczny responded that Mr. Scott Grooms, Broadcast Specialist, has prepared a proposal which includes seating, changing microphones, speakers, and lights; and Mr. Grooms presented the proposal to Mr. Gary Kubic, Beaufort County Administrator. Mr. Zaryczny advised asking the Friends to hold off purchasing shades until we have a response from Mr. Kubic, because he is considering funding or splitting the cost of motorized shades that go from the top to the bottom.

Ms. Hand stated that she was out of town during the last **Beaufort Friends'** meeting and Mr. John Cartwright attended this meeting. Ms. Hand reported that the Beaufort Friends are preparing for their Book Sale at the Beaufort Waterfront Park under the Pavilion starting Friday, September 19, at noon through Sunday, September 21, 2008.

Foundation: On August 14, 2008, the Hilton Head Branch Library hosted the South Carolina Center for the Book 2008 Annual Awards Ceremony and The Public Library Foundation of Beaufort County provided refreshments. The Arts Council of Beaufort County received the award for Literary Arts Advocacy, Eileen Bergreen of Hilton Head Island Middle School received the Award for Teaching, and Mary Alice Monroe received the Award for Writing. All three winners were from the Lowcountry and two were from Beaufort County. Approximately 45 people attended and the Library received recognition from Columbia as a result of hosting this event.

Impact Fees: Reported under "Advocacy."

Library Services: Mr. Adams invited Ms. Allen to become a member of this committee because of her expertise in related topics, and Ms. Allen accepted. Ms. Allen reported that she and Mr. Adams met with Ms. Sherry Carroll--Reading Coordinator and direct liaison to the School District, and the Early Literacy Coordinator for an hour-and-a-half to discuss Library issues such as how to work more cohesively together. In the past Ms. Allen would sometimes find out from the children what books are on the required summer reading list, making it too late to order the books. Ms. Carroll agreed to provide a centralized, coordinated summer reading list for the schools in a timely manner so that everybody will be reading the same thing. This will allow Ms. Allen to get the materials ordered and the books on the shelf before the summer reading program begins. Ms. Allen is encouraged and looks forward to working with the contact at the School District.

Ms. Allen stated she is coordinating a group e-mail for teachers and media specialists so that information about Library programs can be shared with them, helping our relationship with the School District to keep improving.

Mr. Adams reported that a major activity planned for the Staff Development Day on Wednesday, October 15, 2008, is a Disaster Recovery Workshop. This will allow Library employees to get the feel for working with fire damaged, water damaged, and insect damaged materials that result from disasters. Testimonials from other entities have strongly supported this workshop.

Membership Committee: Patsy Hand stated that Jan Johnson, who represented District 8, has resigned from the Board of Trustees. Councilman Herbert Glaze is aware of the vacancy and would like to get a person from that district to fill the position. Ms. Sue Rainey, Beaufort County Clerk to Council, has no applications on file for this vacancy, and Ms. Hand would welcome suggestions from Board members.

Web Site: Mr. Adams stated that just as he collected photographic records of construction of the Bluffton and Lobeck Branches, he is also collecting photographic records of the Beaufort District Collection's second floor renovation.

ACTION: Mr. Adams has developed a Flickr gallery for the photographs on the website and he will send the link to Board members.

Mr. Adams explained that the intra-Library Spanish Committee was formed to give instruction to our staff and spread out information to the Spanish-speaking community. On Wednesday, September 17, the Library will launch a new site of on-line resources in Spanish, which will contain newspaper, legal aid, and instructions about how to get Spanish content. There will also be an article in the November 2008 issue of *La Isla* magazine about this database. Mr. Adams believes that promotion of these services is in keeping with our long-range plans to reach out to the Spanish community and is an example of how we are stretching the value of our services by addressing diversity.

Old Business: Nothing to report.

New Business:

Approval to serve wine at Bluffton Branch at the Adult Hogwarts Program on Thursday, August 14, 2008, and also at the Annual Meeting on Sunday, November 9, 2008:

MOTION: Ms. Stewart made the motion to approve serving wine at the Adult Hogwarts Program on Thursday, August 14, 2008 and also at the Friends of the Bluffton Library's Annual Meeting on Sunday, November 9, 2008. Ms. Johnston seconded and there being no further discussion, all Trustees voted to adopt the motion.

Challenged Materials Policy – Revision: Ms. Allen reported that the committee consisting of Ms. Molter, Ms. Mary Jo Burkes and Ms. Allen, improved the "Customer's Request for Reconsideration of Library Material" form by changing some of the older

language and phrases that could be taken two ways. Ms. Allen believes this was not a large revision but it was much needed. Ms. Allen explained that an example of one change is that a person is now required to read the entire work before they challenge in order to avoid someone's looking at only one paragraph and not understanding the context. The Committee also included a check list for the staff, branch managers, the Director, the Review Committee, and the Library Board of Trustees. The committee added a "Library Bill of Rights" translation into Spanish and a "Freedom to View Statement." Ms. Allen reported there are currently four challenges being addressed. The Library typically receives one or two challenges a year from different Library users throughout the County but the challenges are becoming more frequent perhaps due to the increasing population. Ms. Allen stated that no book has ever been removed, although some books have been relocated, and there has never been an appeal for reconsideration.

MOTION: Ms. Hand made the motion to accept the revised Challenged Material Policy. Ms. Fitzgerald seconded and there being no further discussion, all Trustees voted to adopt the motion.

Committee Assignments: Ms. Dunn asked Trustees to review the old list of committee assignments and indicate which committees they would like to serve on. She suggested that we have a new Grants Committee and that the History Committee be eliminated.

ACTION: Ms. Dunn asked that Trustees contact Ms. Mitchell to let her know which committees they prefer to serve on.

Okatie and St. Helena Reports:

MOTION: Ms. Stewart moved to accept the Facilities Committee recommendation to proceed with the Okatie Project. Ms. Hand seconded and there being no further discussion, all Trustees voted to adopt the motion.

Approval of State Aid Agreement: Ms. Dunn read the "State Aid Agreement and Library Budget Form for Beaufort County Library" and signed the form in the presence of the Trustees.

MOTION: Ms. Barnwell made the motion to approve the Agreement as reported. Ms. Fitzgerald seconded and there being no further discussion, all Trustees voted to adopt the motion.

MOTION: Upon the recommendation of the Capital Campaign Committee, Ms. Fitzgerald made the motion to proceed with the capital campaign. Ms. Hand seconded and there being no further discussion, all Trustees voted to adopt the motion.

Other: Ms. Stewart stated she was amazed to learn, when Ms. Rosen reported, that over 1,300 children and young adults signed up for summer reading. Ms. Allen added that in Hilton Head 675 kids and 39 teens signed up, totaling 714; in Beaufort 878 kids and 272 teens signed up, totaling 1,150; in Bluffton 1,330 kids and 220 teens signed up, totaling 1,550; in St. Helena 262 kids and 65 teens signed up, totaling 327; and in

Lobeco an estimated 130 kids and 20 teens signed up, totaling 150. Ms. Allen estimates that these totals are approximately 10%-15% of the school population. In addition, the two-year-old program and the adult program had a successful year.

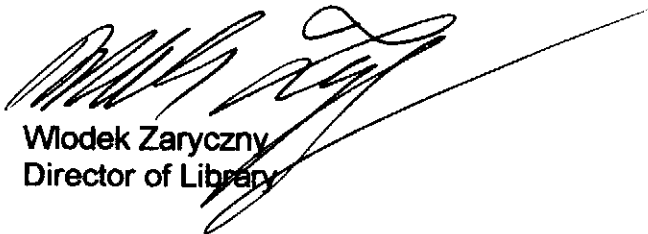
ACTION: Ms. Saad reported she plans to get this data into the newspapers.

Mr. Huff encouraged any Trustees not familiar with the Radio Frequency Identification (RFID) program to go by USC-B to see it being used. He explained one thing it does is to check out a stack of books at one time, which would speed up check-outs.

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