

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

The sixth 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, Ms. Susan Carter Barnwell, Mr. John Cartwright, Ms. Eileen Fitzgerald, Mr. Dan Huff, Ms. Katrina Johnston, Ms. Janet Kuchler, Ms. Norma Stewart and Ms. Jean Wolff.

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. Kathy Mitchell - Collection Development Coordinator, and Ms. Miriam Mitchell – Administrative Assistant.

Call to Order: The meeting began at 3:02 p.m. with a quorum present.

Public Comment: None.

Minutes of September 10, 2008:

MOTION: Ms. Fitzgerald 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 & Communications: Ms. Dunn reported that the Board of Trustees received a letter from the Native Island Business and Community Affairs Association; however, it did not relate to Board matters.

Librarian's Report: Attached to these minutes.

Financial Report: Attached to these minutes. Mr. Zaryczny added that the Library has begun a quarterly financial review. This means we are looking at our budget quarterly and making line-item adjustments to make sure that we spend our budget in a timely manner which may prevent our being penalized. Also, Beaufort County is implementing a three-year budget process. These activities are meant to improve Library and County financial planning.

After reviewing the General Ledger report, Ms. Stewart asked what the expenditures to Ingram Library Services are for. Ms. Kathy Mitchell explained that Ingram Library Services is a book vendor from which we buy most of our designated books. Ms. Stewart also wondered why although Fraser Fund-Bluffton has no dollar value, it is still reported on the General

Ledger. Ms. Mitchell responded that the fund's dollar balance has been spent out and it is up to the Board to decide whether to continue to include the fund on the General Ledger report.

ACTION ITEM: Ms. Kuchler recommended that the Fraser Fund-Bluffton be removed from the General Ledger report.

Committee Reports:

Advocacy: Ms. Kuchler commended the Beaufort Branch Friends of the Library for their outstanding job. She thanked Ms. Paula Loftis and Mr. Bernie Kole for the advocacy to promote the City of Beaufort's and Town of Port Royal's participation in Library impact fees.

Corresponding Secretary: Nothing to report.

Facilities: Reported in the Librarian's Report.

FOL: Ms. Kuchler stated the **Beaufort Branch Friends** have decided they would have information about the Library in the *Beaufort Gazette* at least every other week. Mr. Cartwright stated that he did not attend the last Beaufort Branch Friends' meeting but did work on the book sale, which raised \$28,623. The Boy Scout volunteers worked the book sale at night.

The **Hilton Head Branch Friends** are meeting today, November 12. Ms. Fitzgerald reported that their annual meeting and tenth birthday/anniversary party, along with a book sale from 10 a.m. until 4 p.m., will take place on Saturday, November 15, 2008.

Ms. Stewart reported that the **Bluffton Branch Friends** had their annual meeting on Sunday, November 9, 2008 and local photographer Mr. Greg Smith showed pictures of Bluffton and made a presentation about protecting wildlife on the May River.

Foundation: Ms. Dunn said that this Board is still in the development state and consists of a small group of people. Ms. Wolff reported that the Foundation Board worked on their Gift Processing Policy and Procedures and focused on ways to accept payment through credit card donations. Mr. Ross Jones, Treasurer of the Foundation Board, recommended using PayPal to accept credit cards for payment. Mr. Jones and Ms. Miriam Mitchell are completing the process of getting PayPal set up. Having PayPal should prove to be especially helpful for collecting monies during the Capital Campaign and the *Grow Our Library Foundation Tournament (G.O.L.F.)*. The Foundation Board also discussed the policy of how to disburse funds so that all members clearly understand who has authority to sign and at what monetary level.

Ms. Wolff stated that the Board is serious about beginning the 2009 G.O.L.F. Tournament early so that they can start publicizing the event. After discussions with Hampton Hall, Cat Island and Traditions, the Golf Committee decided that the tournament will be held on Monday, May 4, 2009 at the Dataw Island Club - Cotton Dike Course.

Ms. Stewart asked if the Foundation Board had considered additional solicitations in the memory of Ms. Hillary Barnwell. Ms. Miriam Mitchell stated there would be Hillary Barnwell and Terry Alderman endowment memorials published in the *Beaufort Gazette*.

ACTION ITEM: During discussion of placing memorials in the *Beaufort Gazette*, Board of Trustee members recommended that the Foundation pay for more memorials in newspapers south of the Broad, such as the *Island Packet* and *Bluffton Today*.

Ms. Wolff said that the Foundation Board members realize that all the current Board members reside north of the Broad and a more diverse membership is needed for this Board. Ms. Dunn stated that she and Mr. Woody Rutter have approached half a dozen people who live south of the Broad but have found it difficult to get people interested when there are so many other visible activities and projects.

Foundation Board members authorized the Foundation to pay for hors d'oeuvres for the kickoff fundraiser for the Capital Campaign for the St. Helena Branch Library which was held at Joe and Nancy Dennis' home in Bermuda Bluff on Thursday, October 30, 2008. Cassandra Gillens, a local artist, donated a painting and Mr. and Mr. Anthony Pernice of Bluffton donated a magnum of wine. Ms. Sandra Saad made a presentation and approximately 50 people attended. The Dennis' invitation list included more than 250 friends and Mrs. Dennis addressed each envelope in calligraphy. When fundraising, Ms. Wolff believes it is important to including residents who are connected with the community because they can provide firm contacts.

Discussion followed about whether solicitation for the St. Helena Branch Library is in conflict with the Capital Campaign solicitation.

Ms. Sherry White, a local interior designer, will host the next event for the Capital Campaign for the St. Helena Branch Library at her speculative "Tree House" in Palmetto Bluff.

Mr. Cartwright expressed concern about how donations for the Foundation and the Library are being separated. Ms. Miriam Mitchell explained that although all monies go into the same checking account, she earmarks them in accordance with donors' express wishes per personal notes, letters, pledge cards, etc. Mr. Ross Jones, the Treasurer, records them accordingly in the checkbook. Ms. Fitzgerald asked if the Barnwell and Alderman endowments have been directed to a specific project and Ms. Mitchell explained that these funds have to remain in the bank for a three-year period before the interest is disbursed. There has been limited discussion about where these funds will be used and these decisions will come closer to the maturity dates and after more discussions with the families and the Foundation Board.

Impact Fees: Reported in Librarian's Report and also under "Committee Reports-Advocacy."

Library Services: In Ms. Wendy Allen's absence, Mr. Adams stated that they are developing a large teacher mailing list so teachers can be advised about children's programs and literacy classes, etc. Mr. Adams explained that we have not progressed as desired on this project because there is a problem with the technology. The problem is there is a spam limit on County e-mails; however, MIS is working to either enable sending a larger distribution list or break the contact information into more lists.

ACTION ITEM: Ms. Fitzgerald stated that a gentleman at the Hilton Head Computer Club helped her when she prepared the mailing for the American Association of University Women she will contact him about helping us.

As part of the Library's long-range plans to promote the coordination of public library services, Mr. Adams and Ms. Ileana Herrick, the Library's newest American citizen, designed and Ms. Sandra Saad had printed 1,000 Spanish rack cards. Mr. Adams and Ms. Herrick distributed approximately 700 of these rack cards to restaurants, laundromats, beauty parlors, and they plan to distribute some to churches. Mr. Adams passed out a diagram/graphic which showed the business locations where the rack cards were placed. This is a way to get the Library message to the Spanish speaking population.

Mr. Adams reported about his participation in Lady's Island Elementary's "Dress Like a Pirate Day," on Friday, October 31, 2008, which was an alternative to Halloween. He dressed like a pirate, sang songs and read stories to approximately 134 children. Mr. Adams plans to replicate this program at the St. Helena Branch on November 19, 2008.

Membership Committee: In Ms. Patsy Hand's absence, Ms. Dunn reported that Ms. Hand and Mr. Huff have not found anyone to replace Ms. Jan Johnson who resigned from the Board of Trustees on November 6, 2008. Ms. Dunn stated that Ms. Johnson has accepted a position as an academic librarian, so she will not be available to consult with the Board. Ms. Johnson represented County Councilman Herbert Glaze's District 8. Councilman Glaze is aware of the vacancy and is looking for a replacement.

Web Site: Mr. Adams stated that by the end of 2008, his intention is to have the totally separate Spanish website running parallel to the current website. Mr. Adams and Ms. Herrick are finalizing rough drafts. When Mr. Huff asked how many branches have Spanish-speaking employees, Mr. Adams responded that Beaufort, Hilton Head and St. Helena branches have Spanish-speaking employees.

Mr. Adams explained that the website will be affected by implementation of Evergreen. The files are being transferred from SIRSI into Evergreen. Once Evergreen is active, there will be more flexibility about how the website looks. Mr. Dennis stated that Ms. Halle Eisenman continues to innovate very well, i.e., she posts hurricane and storm warnings, holidays, and branch library functions.

Old Business: Nothing to report.

New Business: The Board of Trustees made the following motions:

MOTION: Ms. Fitzgerald made the motion to accept the "2009 Library Closings." Ms. Kuchler seconded and there being no further discussion, all Trustees voted to adopt the motion.

MOTION: Ms. Kuchler made the motion to accept the "2009 Meeting Dates." Mr. Huff seconded and there being no further discussion, all Trustees voted to adopt the motion.

Ms. Jan O'Rourke reviewed the Meeting Room Policy and asked for the Board to accept the new policy. This policy revision came about to allow the Library to expand our potential

partnerships with professional organizations, commercial entities and other community groups. Ms. Johnston asked whether a “non-profit community group with a cultural, educational or community welfare emphasis” would be allowed to use a meeting room for a fundraiser. Ms. O’Rourke replied that is determined by making sure that the use reflects the Library vision, mission and that the program will fit our goals; use of the meeting rooms for fundraising is limited to Beaufort County Library activities. Ms. Kuchler proposed that the title of the policy should be amended to read “Meeting Rooms of the Branches of the Beaufort County Library Policy.”

MOTION: Mr. Huff made the motion to accept the policy with the title amendment to read “Meeting Rooms of the Branches of the Beaufort County Library Policy.” Ms. Kuchler seconded and there being no further discussion, all Trustees voted to adopt the motion.

Mr. Zaryczny explained that a sample meeting room partnering agreement will be forwarded to the County Attorney to make sure that it is appropriate. After the County Attorney approves the agreement, the Library will use the form to sign off on an agreement/memorandum of understanding with other organizations wishing to use the meeting rooms.

Ms. Jan O’Rourke discussed the revised Privacy Policy which references the *USA Patriot Act*. The *Act* clarifies what South Carolina privacy law is and identifies what personal information we can and cannot share. Ms. O’Rourke will provide staff training as well as a form for front-line staff to obtain permission to share personal information. There is a link from the policy to the Privacy Policy Guidelines.

For anyone concerned about the contents of the Privacy Policy, Mr. Zaryczny commented that this gives the Friends of the Library and citizens of Beaufort County opportunities to have conversations, send e-mails and letters to their legislative representatives in Columbia.

MOTION: Ms. Kuchler made the motion to accept the Privacy Policy. Ms. Stewart seconded and there being no further discussion, all Trustees voted to adopt the motion.

Ms. Dunn thanked Ms. Gloria Cartwright and Ms. Patsy Hand for co-chairing the Capital Campaign. This Capital Campaign is a big responsibility and Ms. Dunn looks forward to the Board’s involvement. Ms. Kuchler stated that she enjoyed reading the beautiful document that Ms. Sandra Saad created, “Our Journey to Turn the Page, St. Helena Branch Library @ Penn Center,” which is the Capital Campaign Document, dated November 2008-December 2011. Mr. Zaryczny explained that this document fully lays out the campaign plan by stating, among other things, activities, designated areas, and naming opportunities. Mr. Zaryczny said that he and Ms. Saad met with Mr. Gary Kubic, Beaufort County Administrator, who approved the draft. Mr. Zaryczny asked the Board of Trustees to approve this document and then it will be presented to the Foundation Board for approval.

MOTION: Ms. Jan Kuchler made the motion to accept the draft of “Our Journey to Turn the Page, St. Helena Branch Library @ Penn Center,” the Capital Campaign Plan Document, dated November 2008-December 2011. Mr. Cartwright seconded and there being no further discussion, all Trustees voted to adopt the motion.

When Mr. Zaryczny reported in the Librarian's Report about approving an Evergreen Consortium Agreement, he explained that the State Library is drafting an Agreement for library directors to sign which will be used to hire Equinox (a consulting firm). These signatures are essential for Equinox to assist with the conversion to the Evergreen Integrated Library System and to be eligible for Library Services and Technology Act (LSTA) funding. Library directors will meet on November 21, 2008 to collect signatures on this Agreement. Mr. Zaryczny asked for approval from this Board to authorize his signature on the Agreement.

MOTION: Mr. John Cartwright made the motion to authorize Mr. Wlodek Zaryczny to sign the Evergreen Consortium Agreement created by the State Library which will be signed by library directors and will be used to hire Equinox. Ms. Wolf seconded and there being no further discussion, all Trustees voted to adopt the motion.

Ms. Dunn reminded all Trustees to give their Beaufort County Council Board reappointment information to Ms. Miriam Mitchell before leaving the meeting.

Ms. Kuchler said she particularly enjoyed reading about the Bluffton Branch's "Playaway" (which is a test market), Hilton Head's "Booktalking with Halle," Lobeoco's "Literacy Night at Whale Branch" and St. Helena's "Library Scavenger Hunt." Ms. Molter encouraged Board members to attend Lobeoco's "Fit to a T Osteoporosis Seminar" which will be facilitated by a doctor from the Naval Hospital. This seminar will be at 1 p.m. on Saturday, November 22, 2008 and door prizes will be t-shirts.

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

The meeting was adjourned at 4:40 p.m.

Respectfully submitted,


Wlodek Zaryczny
Director of Library