

**BEAUFORT COUNTY LIBRARY
BOARD OF TRUSTEES
MINUTES OF MEETING
HELD JANUARY 14, 2009, 3:00 p.m.**

The first scheduled meeting for 2009 was held in the Meeting Room of the Bluffton Branch Library.

Attendants:

Trustees:

Ms. Janet Kuchler (presiding), 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. Mary Jo Berkes - Hilton Head Branch Manager, Ms. Ginny Marshall - St. Helena Branch Manager, Ms. Gina Molter - Lobecko Branch Manager, Ms. Ann Rosen - Bluffton Branch Manager, Ms. Sandra Saad, Director for Development and Marketing, and Ms. Miriam Mitchell - Administrative Assistant.

Call to Order: The meeting began at 3:15 p.m. with a quorum present.

Public Comment: None.

Minutes of November 12, 2008:

MOTION: Mr. Huff made the motion to adopt the minutes as written. Ms. Susan Barnwell seconded and there being no further discussion, all Trustees voted to adopt the motion.

Correspondence & Communications: Ms. Kuchler passed around a letter from Burnidge Cassell Associates that contained an overview of the firm and information about their library planning and building projects. Ms. Kuchler asked Ms. Jean Wolff to thank them for sending this information.

Librarian's Report: Attached to these minutes.

In addition to the Librarian's report, Mr. Zaryczny reported that Ms. Saad recently completed a \$60,000 International City Managers Association (ICMA) grant which has a Public Library Innovation portion. The purpose of the grant is to support public libraries that make an impact on communities and to encourage public libraries to work closely with their local governments. ICMA will give eight to twelve grants nationwide. This was an on-line submission and the grant proposal request total came to \$58,870. Funding will be for one year with no guarantee for funding the next year. This was our opportunity to tell about building new relationships, strengthening existing relationships and getting money to address community needs. Because the library had a successful pilot project with teens called Teenzonely that has yielded a more than 50% increase in use of the library by teens, Ms. Saad used the community need of teens for the grant proposal. This is appropriate since the

high school dropout rate of our county is 40% and there is no organized after-school programming. The grant proposal is a video production course, "Teenzonely Leads to Success," that teaches teens to create a documentary of some type of service in the county. The purpose of this activity is to help teens develop different skills such as listening, teambuilding, communication, editing, project management, creativity, video production, etc. Part of the grant funds would be to retain a digital/media consultant to facilitate developing the curriculum along with two project investigators (Mr. Dennis Adams and Ms. Wendy Allen), who would spend five hours a week on this project. We would also hire an intern to help with the administrative work and coordination. We would train the teens who would train an additional group of teens to produce a public service announcement. When Ms. Johnston stated that she has a television producer friend from Hollywood, Ms. Saad responded that the television producer and other resources in the community such as retirees have great management skills to share. We hope this will be a standard program that becomes self sustaining and teens would be trained to run it. The third proponent not funded but formulated in the grant is outreach, and would allow BCL to work closely with the Historical Society, Penn Center and the Boys and Girls Club. This grant is very competitive so if we don't receive the award, we will shop around for other sources. Ms. Stewart commended Ms. Saad for doing such a good job.

Financial Report: Attached to these minutes. Mr. Zaryczny stated that although this financial report contains the Fraser Fund-Bluffton, it will be removed from future reports.

Committee Reports:

Advocacy: Ms. Saad distributed important dates, advocacy talking points (three-hole punched to go in the Trustee binders) and updated 2009 legislative delegation contact information.

Mr. Zaryczny reported that he and Ms. Saad will travel to Columbia SC on Tuesday and Wednesday, February 10 and 11, 2009 to participate in the South Carolina Public Library Appreciation Day (PLAD) activities. Instead of hosting a luncheon, they will meet with the Beaufort County Legislative Delegation in their offices where Ms. Saad will photograph the legislators reading their favorite books and discuss legislation impacting libraries. The meeting with newly elected Tom Davis will be the Library's first meeting with him.

Ms. Saad urged the Trustees to write personal letters to their representatives in observance of Public Libraries Appreciation Day, February 11, 2009. The two talking points are: (1) teens and (2) how libraries and their resources are more important during difficult economic times. Ms. Saad asked the Trustees to correct their copy of advocacy talking points to reflect a 27% cut in our State Aid library allocation. She suggested that each Trustee write five letters and include one asset and one deficit in the letters.

Ms. Saad circulated two copies of the first annual report, the "2009 Beaufort County Library Annual Report." Copies will be provided to stakeholders, members of County Council, our legislators, Trustees, Foundation Board and branch managers. This will be on the Beaufort County website in a .pdf format, so that it can be downloaded and printed. In addition, it will be available for viewing on Branch Vizios.

Our Third Annual Open House will be on Saturday, February 28, 2009 from 11:00 a.m. until 3:00 p.m. at all the Branches. This year there will also be some musical groups at the Beaufort, Bluffton and Hilton Head Branches. Ms. Saad asked for as many Trustees as possible to attend.

Ms. Saad announced that the Third Annual G.O.L.F. tournament will be on Monday, May 4, 2009, at the Dataw Island Club Cotton Dike Course. She asked the Trustees to contact Ms. Miriam Mitchell if they know anyone who would like to participate.

Ms. Saad shared updated Library circulation brochures which will be distributed immediately to the Branches. This will aid BCL in presenting itself to the public in a professional way. Ms. Stewart asked if these brochures will be placed in the County's Administration Building in the ante room. Ms. Saad responded that is a good suggestion that we will pursue.

Corresponding Secretary: Nothing to report.

Facilities: Reported in the Librarian's Report. Ms. Kuchler commented that it is evident that as our Library continues to grow, Mr. Zaryczny is working hard in the Library's behalf, especially during this difficult economic time.

FOL: Ms. Hand stated the **Beaufort Branch Friends** "Books Sandwiched In" has been very successful. Ms. Kuchler said that the focus on impact fees is taking a lot of time. Ms. Paula Loftis is collecting financial information about impact fees so when presentations are made, accurate numbers will be available to quote. Ms. Kuchler asked Ms. Hand to thank Ms. Loftis for her perseverance on behalf of the Library.

Mr. Huff reported a facilities problem on the second floor in the Friends' Room at the **Beaufort Branch**. For the second time, the pump that gets rid of extra water has not operated correctly which caused flooding and damage to books. The floor tile is also coming up. Mr. Zaryczny responded he and Public Works are aware of the problem. The situation is that two pumps have been revamped and they both broke down but a new pump has been ordered. Until the pump can be replaced, Mr. Zaryczny suggested that the Friends take the books off the floor. Ms. Stewart suggested that Mr. Zaryczny invite our new Mayor Billy Keyserling in to see the facility obstacles we are facing due to lack of funding of Impact Fees from the City of Beaufort.

Ms. Fitzgerald reported that she attended the meeting of the **Hilton Head Branch Friends** on November 11. These Friends are active, well organized and focused. They have been focused on the Film Seminar series which began on January 8 and their birthday party on Saturday, November 15, which was combined with the 10th Birthday Celebration Book Sale. The HH Friends are also preparing for Book Breaks, which begins on January 21. This Friends group had an increase in new members and the Bookstore continues to do well. Ms. Kuchler asked Ms. Fitzgerald to tell the Hilton Head Friends, that the Trustees sincerely appreciate the good work they are doing.

Foundation: Ms. Saad reported that she will meet in February with the co-chairs of the Capital Campaign, Ms. Hand and Mrs. Gloria Cartwright, to review timelines and the plan. Ms. Saad explained that because of the difficult environment we find ourselves in, there is a feeling of not always knowing the right way to proceed. We don't want to not step or step the

wrong way, so we are moving at a very careful pace. Mr. Zaryczny explained that there is a need for Ms. Saad and Ms. Miriam Mitchell to be pulled away from the Foundation so they can devote more time to the Capital Campaign, marketing efforts and educating the public about the Library, grants and library-specific functions. It is critical that Ms. Saad devote more of her time to functions that are Library specific. Having her expertise helped the Foundation but taking her time away from the Library functions has hurt the Library.

Ms. Saad explained that the Foundation was founded by very dedicated advocates and volunteers. They developed a great vision of what they wish to accomplish. Ms. Saad believes that while the Board leadership is still there, efforts need to be directed at getting five to ten new Board members. She described the potential member as being someone who wants to be actively engaged, to help the Foundation build a \$10 million endowment, perhaps is working in middle management, has community connections, willing to give and get a gift and has a network of acquaintances that they could get gifts from. One goal is to increase Board membership in order to increase the productivity of the Board. Ms. Kuchler remembered previous discussions about the Board needing membership representation from the Bluffton/Hilton Head areas because membership appears to be weighted. She asked the Trustees to think along the lines of a more universal and binding group and suggested that they and/or staff recommend names to broaden the base which would strengthen the Foundation. Ms. Saad stated that as new Foundation Board members are included, they will be given the job description so that they will understand their responsibilities.

ACTION ITEM: Ms. Saad agreed to e-mail the job description for Foundation Board members to all Trustees so that Trustees can describe the job to a potential applicant.

Impact Fees: Reported in Librarian's Report. Ms. Kuchler stated that it appears that the City is reluctant to participate. Mr. Zaryczny explained that Impact Fees apply only to new development. Since 1999, City Council members persist in refusing to participate: some claim that Impact Fees are double taxation. Ms. Fitzgerald noted that the City of Beaufort and Town of Port Royal have used Library services for many years without being fiscally responsible to the Library. Ms. Stewart believes that if the council members would look at the condition of the Library, they might understand the importance of fiscally supporting it. Ms. Kuchler encouraged the Trustees to keep working on this issue and commended Ms. Paula Loftis for her persistence.

Library Services: Mr. Zaryczny said that BCL will continue to provide quality service and increase adult services, such as programming that is available to the adult community. Ms. Wendy Allen is preparing for the summer reading programs. Ms. O'Rourke reported that the Adult Program Team met for the first time last month. Ms. O'Rourke explained that the purpose of this program is to develop best practices and provide adult programs, to look at our communities and see what partnerships we can develop, to acknowledge that we have a large adult population and see how we can address their needs and develop a long-term program for them. Given that we are facing difficult financial times, we need to creatively think how to provide adult programs.

When Ms. Fitzgerald asked if the Friends of the Library are included in these discussions because she believes that Friends of the Library should be providing adult programming direction; Ms. O'Rourke agreed. Ms. O'Rourke explained that although we do a stellar job in serving our children, we do not meet our mission requirements for serving the adult

population. Ms. O'Rourke is attending the Friends meetings, so she will become more knowledgeable about how to include them in adult training activities.

Membership Committee: During discussion about the Trustee vacancy for District 8, Ms. Hand reported no progress in finding a candidate. She intends to pursue discussions with Ms. Marshall and Mr. Huff. Ms. Kuchler said the Board would consider out-of-district candidates.

School Liaison: No report.

Web Site: Mr. Zaryczny stated that when the website is updated, the Library no longer will be linked with SIRSI. Ms. Halle Eisenman, our website specialist, is redesigning the website so that it will be constantly changing. Ms. Eisenman has added a moving font on the top left side which is the awareness building feature of the week.

Old Business: Nothing to report.

New Business: After discussion, the Board of Trustees made the following motions:

MOTION: Ms. Hand made the motion to approve serving of wine in April 2009 at the Beaufort Branch at the Volunteer Appreciation Party. Ms. Barnwell seconded and there being no further discussion, all Trustees voted to adopt the motion.

MOTION: Ms. Barnwell made the motion to approve accepting \$10,000 from the President of the Hilton Head Island World Affairs Council for the purchase of foreign affairs books for the Hilton Head Branch Library. Ms. Fitzgerald seconded and there being no further discussion, all Trustees voted to adopt the motion.

Mr. Zaryczny stated that Ms. Rosa Cummings, Technical Services Coordinator, is working to coordinate the transition to Evergreen which will require taking materials inventory at all Branches which must close on a rotating basis. When the dates are established, Mr. Zaryczny will send the Trustees an e-mail. Ms. Molter, who is chairing the RFID (Radio Frequency Identification) Implementation Committee, described some of the merits of the RFID system.

MOTION: Ms. Hand made the motion to approve closing the Library for inventory with dates to be determined. Ms. Johnston seconded and there being no further discussion, all Trustees voted to adopt the motion.

The Board was asked to approve receiving art from two artists for the Bluffton Library. These donations have already been approved by the three-member Bluffton Branch Art Committee, which consists of a Trustee, a Branch Manager, and a Friends' Board member.

After discussion, the Trustees agreed to vote on the motion to accept the four photographs donated by Mr. Greg Smith. The other artist, J.G. Mallett, wished to donate wooden intarsia Disney figures dated September 24, 2008. These are made of inlaid wood and are put together like puzzles, depicting Snow White and the Seven Dwarfs. Although Ms. Rosen believes that the artist has a copyright release, she does not have a copy of the release.

After further discussion about the Disney art and copyright laws, the Trustees decided to delay the approval of Mr. Mallet's art until a copy of the copyright release is on file.

MOTION: Ms. Johnston made the motion to approve the donation of photographs by Mr. Greg Smith for the Bluffton Library. Ms. Stewart seconded and there being no further discussion, all Trustees voted to adopt the motion.

MOTION ADDENDUM: Mr. Huff made the motion to add an addendum to the preceding motion that the Disney wooden pictures be accepted contingent upon receiving a copyright release. Ms. Hand seconded and there being no further discussion, all Trustees voted to adopt the motion.

MOTION: Ms. Stewart made the motion to approve the use of Impact Fees to fund the Radio Frequency Identification (RFID) Project. Ms. Barnwell seconded and there being no further discussion, all Trustees voted to adopt the motion.

Ms. Kuchler thanked the staff for the important work and phenomenal jobs they are doing and commended Ms. Saad for the impressive annual report. Ms. Miriam Mitchell thanked Ms. Jan O'Rourke and Ms. Ileana Herrick for getting the minutes to the Trustees in a timely manner, while Ms. Mitchell was on bereavement leave.

MOTION: There being no further business to come before the Board of Trustees, Ms. Stewart 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 4:40 p.m.

Respectfully submitted,



Wlodek Zaryczny
Director of Library