

**BEAUFORT COUNTY LIBRARY
BOARD OF TRUSTEES
MINUTES OF MEETING
HELD MARCH 11, 2009, 3:00 p.m.**

The second scheduled meeting for 2009 was held in the Meeting Room of Ameris Bank, 2348 Boundary Street, Beaufort SC.

Attendants:

Trustees:

Ms. Theresa Dunn-Chair, Ms. Susan Carter Barnwell, Mr. John Cartwright, Ms. Eileen Fitzgerald, Ms. Patsy Hand, Mr. Dan Huff, 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. Gina Molter - Lobeco Branch Manager, Mr. Dennis Adams-Information Services Coordinator, Ms. Wendy Allen-Youth Services Coordinator, 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 January 14, 2009:

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

Correspondence & Communications: Ms. Wolff reported that she is writing a letter to Mr. and Mrs. Joseph Harrington to thank them for donating \$10,000 from their book acquisition fund for foreign affairs special books.

Librarian's Report: Attached to these minutes. Regarding staffing, Mr. Zaryczny added that the IT position is filled and there is a possibility that the Beaufort District Collection position may be filled by staff from another County department. Mr. Zaryczny also stated that the \$121 million state aid that was to be held back has been reduced to \$49 million. Ms. Mitchell reported that the fire drills held on March 3 and 4 got good reports for speedy evacuations. The Beaufort Branch was cited by the Fire Marshal for storing boxes of combustible materials (books and IRS forms) in the stairwells and these have been removed from the stairwells.

Financial Report: Attached to these minutes. Mr. Zaryczny reported that we are spending down our non-personnel parts of the budget and the materials budget needs to be spent out so that we can take inventory. As positions are vacated, the County accumulates funding to keep employees on staff. Mr. Cartwright asked about the small amount of money generated by the picture sales, who owns the pictures on the walls and if they are for sale. Mr. Zaryczny explained that we own all the pictures/paintings on the walls of the library branches and they have been appraised and are part of the Library inventory. Mr. Adams added that we collect money by selling reproductions of a primitive view from Whitehall to downtown Beaufort. This is the only existing version of that view because the original, which was destroyed in a fire, was done 100 years ago by then Senator Christenson. The reproductions are for sale for \$10 and are available in the lobby of the Beaufort Branch. When Mr. Cartwright asked if they could be circulated among the branches, Mr. Adams responded that they are perceived as a local interest item for North of the Broad. Ms. Kuchler stated she believes these reproductions would sell well at St. Helena and South of the Broad. Mr. Zaryczny commented that because these reproductions were printed with Beaufort County funds, any monies collected from these sales would go back to Beaufort County and not to the Friends.

Committee Reports:

Advocacy: Mr. Cartwright said that residents of St. Helena are excited about the progress of the St. Helena Library plans. He expressed appreciation for the support of Mr. Zaryczny and Mr. Kubic and for Clemson's magnificent efforts on behalf of this campaign.

Ms. Kuchler commented that she attended the Foundation event on March 8, 2009 at the treehouse at Palmetto Bluff which had a good turnout. She stated that the Friends of the Libraries are asking support from County Council and other groups. With Ms. Sandra Saad spearheading the efforts, we see articles in the paper about the Library. Ms. Kuchler encouraged the Trustees to write letters to the newspaper or ask friends to send prepared letters to the newspaper.

Corresponding Secretary: Ms. Wolff reported that Mr. Adams sent the letterhead with the Library logo that she is using in her correspondence. Mr. Adams suggested conferring with Ms. Saad to pursue preparing a special letterhead to use for Trustee correspondence but Ms. Wolff believes that communications are not sent often enough to provide more distinctive letterhead for Trustees. For instance, once a year letters are sent to let the Friends know the Library schedules.

Facilities: Reported in the Librarian's Report.

FOL: Ms Wolff attended the **Beaufort Branch Friends** meeting which was held on Wednesday, March 4, 2009. Ms. Amanda Brewer, Reference Librarian at the Beaufort Branch, presented a project about partnering with the International Association of Beauforts which will be held on the waterfront and will promote recipes from all Beaufort locations. This presentation was to see if the Friends are interested in participating and paying part of the cost. This would be scheduled for National Library Week, April 13-18, 2009. Ms. Brewer informed Mr. Adams that some of the restaurants are interested in participating. Mr. Bernie Kole, Advocacy Chair of the Beaufort Friends, was advocating the day of the Friends' meeting and having lunch with Mr. Sam Murray, Mayor of Port Royal. Mr. Kole stated there

is no progress yet on impact fees, but he hasn't given up. Participants at Books Sandwiched In discussed asking some of the more popular "hot topic" former presenters to come back. They are also considering cutting back on the amount of food served because this is not an elaborate, full lunch program: they plan to serve cookies and sodas instead. Their annual meeting is scheduled for Saturday, April 25, 2009 and Mr. Zaryczny will be the speaker. They are also preparing for their book sale and have volunteers working two days a week marking books. The reported membership is 400+.

Ms. Fitzgerald attended the **Hilton Head Branch Friends'** meeting on Tuesday, March 10, 2009 and reported that they just completed book and film festivals. They are planning for their volunteer party and annual meeting. They are also doing very well in the book store.

Foundation: Ms. Mitchell reported that the Foundation sponsored a Tree House event from 2:00 p.m. to 5:00 p.m. at 32 Greenleaf Road in Palmetto Bluff, on Sunday, March 8, 2009, and more than 60 people attended this event. Ms. Sherry White of White Interiors volunteered this spectacular house for our event. Donations totaled \$1,498.50 and Two Tomatoes catered the event. Mr. Jim Caudill of Sonoma-Cutrer Vineyards in California and Mr. Jim Atkins of Court Atkins Architects donated wine, Ms. Louanne LaRoche donated an original painting, Mr. Richard Steedman donated an original wildlife photograph and Mr. Eric Horan donated two (2) wall calendars and the book, Lowcountry From A to Z, which contains Mr. Horan's photography.

Mr. Ross Jones was successful in getting Pay Pal set up for the Foundation for anyone wishing to donate on-line. Although John Donkersloot was not present at the last Foundation Board meeting, he sent word that the G.O.L.F. tournament is not getting the sponsorship it had last year because of the economy. Mr. Donkersloot asked that the Trustees help get sponsorships and players.

Ms. Sandra Saad did not attend the Foundation Board meeting but sent a report stating: the Foundation received \$20,000 from an existing donor from St. Helena, she is making changes in the Gift Processing Policies and Procedures to distribute to Foundation Board Members, and a Dataw ticketed event is being planned. The website project is still on-going due to workload of Beaufort County Library staff regarding conversion to a new Integrated Library System (ILS) and new website design of the Beaufort County Library. Ms. Saad attended a one-day workshop in Columbia to pursue a \$500,000 grant for technology, computers and bricks and mortar for the St. Helena Branch Library Capital Campaign. Ms. Saad will meet with representatives of the Coastal Community Foundation, Ms. Edna Crews - Regional Director and Mr. Rick Hendry - Vice President of Programs, to discuss qualifying for funding from the Beaufort Fund. Ms. Mitchell and Ms. Saad sold used cook books donated to the Hospitality Association at "Cooking with Books" on Saturday, March 14. Mr. Zaryczny, Ms. Saad and Ms. Mitchell met with the legislative delegation (everyone except Representative Curtis Brantley) on Tuesday and Wednesday, February 10 and 11, 2009 to support Public Library Appreciation Day (PLAD). Ms. Wolff reported that the Foundation Board is still looking for new Board members. Using Ms. Kuchler's original list, Ms. Kuchler and Ms. Wolff will provide a list of Sheldon area fundraisers who helped get the Lobeco Library started.

Mr. Zaryczny believes that Ms. Sandra Saad and Ms. Mitchell cannot afford to continue to spend three-fourths of their time on Foundation business because part of their job is to market and promote the Library, seek grants, etc.

Impact Fees: Ms. Kuchler affirmed that the City of Beaufort and Town of Port Royal probably will not approve impact fees. Mr. Zaryczny added that in addition to our Friends' support, some of our County Councilmen are also trying to persuade Beaufort and Port Royal to participate.

Library Services: Ms. Allen distributed a report and briefly described the (1) status of First Steps strategic planning, (2) volunteer story readers' training by Jean Morgan, Children's Manager of the Hilton Head Branch Library, and (3) Summer Reading plans. She also welcomed Melinda Vest as the new Lobecko Branch Library's Children's/Reference Librarian. Ms. Allen stated that working with the Clemson students on the charrettes for the St. Helena Branch Library at Penn Center was "...fun, invigorating and very educational."

Membership Committee: Ms. Patsy Hand reported that in December 2008 at the request of Councilman Herbert Glaze, Ms. Valerie Donaldson sent an application for Board Trustee. Today, the Community Services Public Safety Committee chaired by Councilman Bill McBride is meeting to discuss the nomination. The Committee will place Ms. Donaldson's name in nomination at the March 16, 2009 County Council meeting and vote on her nomination two weeks later on March 30, 2009. Ms. Hand expects Ms. Donaldson to be approved and welcomed at the May 13, 2009 meeting of the Board of Trustees. Ms. Dunn thanked Ms. Hand for her continued persistence.

School Liaison: No report.

Web Site: Mr. Adams has launched "Beaufort County Works" on the Beaufort County web site. This is the Library's unique contribution to job seekers and small business entrepreneurs and is an on-line referral site in Spanish and English. Mr. Adams is also working with the Neighborhood Outreach Connection, which is the former Latin American Council of South Carolina. This new entity has an expanded role of serving the entire community and bringing services into distressed neighborhoods, rather than asking people to go to offices. The program center and office is a rented apartment at The Oaks. An example of one project was at Hilton Head Gardens where, using volunteer day laborers, they cleaned out the bramble around the pond and built a playground. Mr. Adams will mail the Trustees a copy of the first newsletter, *The Neighborhood Bulletin*, which was prepared by Mr. Adams, Ms. Ileana Herrick and Ms. Lolita Huckaby, formerly of *Beaufort Today*; one side is English and the other side is Spanish. The newsletter is financed through membership and also through a grant from the Community Foundation of the Lowcountry. Ms. Fitzgerald explained that if the Latin Council had not changed its focus, it would no longer be eligible for this grant money. Ms. Fitzgerald stated that close to the St. Francis thrift shop, there is a Head Start program (in Sandalwood) and she suggested including this area in the story readers' schedules and Summer Reading.

Mr. Adams described the Power Point presentation he made to the Sea Island Rotary Club on Tuesday, March 3, 2009. The topic was "Library Resources in a Troubled Economy." Mr. Adams made the Rotary presentation available for the Rotary chapter's web site, County Councilman Paul Sommerville and all Beaufort County Library staff. Mr. Adams and Ms. Herrick are working on developing the independent and smaller Spanish website.

The State Library Foundation fund's first priority is the Summer Reading materials. Ms. Dunn asked about the State Library Foundations' funds with regard to applying for monies for the Public Library Foundation of Beaufort County.

Mr. Cartwright asked if a presentation would be developed about the St. Helena Library that Trustees can present to groups. Mr. Zaryczny responded that there are several things we need to wait for. For instance, the architect should be hired in order to be the facilitator for the program and also to prepare a design concept for the community. We also need Clemson University's final presentation and follow up material on the charrette. Another step is to coordinate the message with the Penn Center. In addition, we need to make sure that Ms. Rosalyn Browne- Director of the Penn Center Museum and Mr. Walter Mack-Penn Center Executive Director are involved. Mr. Zaryczny expects all submittals to be in by mid-April, the architect selected by mid-May, and shovel in the ground by the end of the year.

Old Business: Mr. Zaryczny stated that we have not yet received a copyright release for the Disney art donation. This agenda item will be placed on the May 13, 2009 Board of Trustees' agenda for reconsideration.

New Business: BAG Interest Funds – The Public Library Foundation Endowment Growth Project. The Library receives interest from a \$250,000 endowment and the Library is allowed to expend only the proceeds from the interest, so every year the Board of Trustees decides how to spend the interest funds. The last two years the interest has been used to support the Library Foundation to grow their Endowment Fund.

Ms. Dunn has received the Endowment Fund interest, which is \$2,495.21. She has also received an invoice in the amount of \$2,321.17 for the annual maintenance fee for the Blackbaud Database for records maintenance and management. Discussion followed about the Library Board of Trustees either (1) using most of the money to cover the annual maintenance fee for the Blackbaud program or (2) using all the BAG Interest Funds for a third appropriation to the Foundation to continue to grow the Endowment program. Mr. Zaryczny explained that the Blackbaud program was purchased expressly with the Foundation in mind to track donors and maintain Foundation files. Mr. Zaryczny also stated that the Library owns this Blackbaud program and has already paid \$15,000; but in addition, the program also requires an annual Blackbaud maintenance fee. Mr. Zaryczny believes that funding the Blackbaud fee with the Endowment interest funds is expected on a regular, annual basis, but this decision is up to the Board of Trustees. Ms. Sandra Saad and Ms. Mitchell received training in Raiser's Edge, which will track donations and relationships to benefit the Foundation. Ms. Mitchell stated that no additional training is needed but it is important to get the system up and going. The Trustees discussed paying one-half of the BAG interest money to the Foundation and one-half for the Blackbaud maintenance fee.

Ms. Kuchler asked whether using the money to cover the annual maintenance fee for Blackbaud would come to be an "expected" source of money from the Board. Ms. Kuchler believes that the more often this fee is given in consecutive years, the more it will become "expected." She suggested funding the Blackbaud maintenance fee for another year but prefers not to honor it on an annual basis. Ms. Kuchler believes it is important for the Board to remain flexible in the event they choose to give the interest funds to another preferred or essential Library project.

MOTION: Ms. Fitzgerald made the motion to give \$2,321.17 of the BAG Interest Funds to pay this year's Blackbaud maintenance fee. Ms. Hand seconded and there being no further discussion, all Trustees voted to adopt the motion.

Mr. Zaryczny asked what the Trustees preferred to do with the balance of \$174.04. The Trustees responded they preferred to leave it where it is.

Library level of Service – Reduction Alternatives – Before presenting reduction alternatives, Mr. Zaryczny reviewed a Beaufort County Library revenue report. He explained that the three (3) levels of progression in his reduction alternatives proposal were ranked in order of severity. Mr. Zaryczny recommended that the Trustees approve this proposal in the event that the Library loses several people in a relatively short period of time. Discussion followed about what might happen if there is a need to go beyond the third level. When Mr. Cartwright asked how we propose to inform the public about the drastic changes, Mr. Zaryczny responded that we would inform County Administrator Gary Kubic, members of County Council, Public Information Officer Suzanne Larson, Friends of the Libraries, associations that we partner with, the newspapers, and the information would also be on our vizios, web site, etc.

MOTION: Ms. Kuchler made the motion to approve the proposed library level of service reduction alternatives. Ms. Wolff seconded and there being no further discussion, all Trustees voted to adopt the motion.

Other:

Penn Center Charrettes - Using a Power Point presentation, Mr. Zaryczny described the Penn Center charrettes which were held from February 11 through February 14, 2009. The presentation showed photographs of the students working on their design concepts. Mr. Zaryczny explained that Clemson University students were separated into three teams. The teams began the project by walking the sites of both sides of Martin Luther King Boulevard to determine all viable sites appropriate for a facility. They looked at the historic and non-historic sides of Martin Luther King Boulevard. After they walked the sites, they considered three sites on the non-historic area. Mr. Zaryczny explained that if a facility is located on a historic area, it will require additional preservation issues. A preservation group from the State spent one day working with each team to ensure that preservation requirements were met. There were seven designs (although Team B did not get its design on the electronic version). Each team was allowed more than one facility (building) design and there were diverse designs presented. Professor Lynn Craig from Clemson University's School of Architecture, and Mr. Wayne "Cooter" Ramsey, a local architect, teamed up to do their own design and site selection. Each team looked at a site analysis and considered aspects such as: What is a tree line like? What impact will it have on neighboring buildings? How tall or low should your building be? What is the size of the footprint? What direction will the sun come from? What type of landscaping will you have? What side of the building do you put parking on? How do you enter the facility? Mr. Zaryczny also showed the Trustees conceptual models of what the proposed facility would look like. An effort was made to tie in the trail system with the library for educational purposes. Two staff employees were assigned to each design team in order to use the minds of the staff to determine what makes (or doesn't make) sense for a library. One design was presented by David Moore, who designed the Greenville Public Library.

Strategic Plan – Ms. O'Rourke reviewed and explained the two goals in the new plan: (1) Community Literacy, consisting of Family Literacy and Homework Help Centers, and (2) Building Community Awareness. Ms. Fitzgerald suggested that this strategic plan also incorporate Beaufort County's goals for literacy.

MOTION: Ms. Barnwell made the motion to adopt the 2009 Strategic Plan for the Beaufort County Library with consideration given to Beaufort County's goals for literacy. Ms. Fitzgerald seconded and there being no further discussion, all Trustees voted to adopt the motion.

Ms. Dunn thanked the Branch Managers for their reports.

There being no further business to come before the Trustees, Ms. Hand made the motion to adjourn the meeting. Ms. Johnston seconded and there being no further discussion, all Trustees voted to adjourn the meeting.

The meeting was adjourned at 4:58 p.m.

Respectfully submitted,


Wlodek Zaryczny
Director of Library