

**Beaufort County Library
BOARD OF TRUSTEES
MINUTES OF MEETING
HELD MAY 13, 2009, 3:00 p.m.**

The third scheduled meeting for 2009 was held in the Conference Room of the Hilton Head Branch Library, 11 Beach City Road, Hilton Head, SC.

Attendants:

Trustees:

Ms. Theresa Dunn-Chair, Ms. Susan Carter Barnwell, Mr. John Cartwright, Ms. Valerie Donaldson, Ms. Patsy Hand, Mr. Dan Huff, Ms. Katrina Johnston, Ms. Norma Stewart, and Ms. Jean Wolff.

Library Staff:

Ms. Jan O'Rourke - Assistant Library Director, Ms. Mary Jo Berkes - Hilton Head Branch Manager, Ms. Marlene Coleman - Beaufort Branch, Ms. Ginny Marshall - St. Helena Branch Manager, Ms. Ann Rosen - Bluffton Branch Manager, Ms. Gina Molter - Lobeco Branch Manager, 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. Ms. Dunn welcomed Ms. Donaldson, the new Trustee representing County Council District 8. Ms. Dunn stated she is very impressed with Ms. Donaldson's background and is delighted she is here.

Public Comment: None.

Minutes of March 11, 2009:

MOTION: Ms. Barnwell 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 & Communications: None.

Librarian's Report: Attached to these minutes. In Mr. Wlodek Zaryczny's absence, Ms. O'Rourke gave the Librarian's Report. Ms. O'Rourke stated that, regarding Library vacancies, Building Codes employees may be transferred to the Library. Ms. O'Rourke attended the Advanced Workstation in Education (AWE) Early Literacy Station presentation and commented that although there wasn't a quorum present, the Bluffton Friends will likely approve the purchase of five stations in the near future. Included in the Board package mailed for the May 13 meeting, was a memo prepared by Ms. O'Rourke and sent to Mr. Gary Kubic titled "Preliminary Report on Beaufort County Library Meeting Rooms Use." Ms. O'Rourke explained that she will convene a committee to consist of two Trustees, Ms. Janet Kuchler and Ms. Dunn, and three staff members Mr. Zaryczny, Mr. Dennis Adams, and Ms. O'Rourke. The purpose of this committee is to review all examples of meeting room policies and create a policy that is succinct. Ms. O'Rourke will also revise the meeting room registration form to include the purpose of the meeting, title of the program presentation, and

whether the meeting is open to the public. The registration form may be ready for Trustee approval for the July 8, 2009 Board meeting.

Financial Report: Attached to these minutes. Upon review of the financial reports, Ms. Stewart asked when amounts for the collection of the fines and fees were increased because she didn't notice much difference. Ms. Coleman responded because of the fee increase, we will be ahead financially at the end of the fiscal year. Mr. Huff commented that the April (Income Tax month) dollar amount collected for Copiers was twice as much as in any other month, except for Bluffton, whose increase was in February. When Ms. Stewart asked what "Sally and Joseph Harrington's' money is for," Ms. Dunn responded that it is for foreign affairs books and is in honor of Mr. Harrington's parents who enjoyed the Library.

Committee Reports:

Advocacy: Ms Saad reported that this year there will be a different strategy to advocate for increasing funds to County Council. One Trustee south of the Broad and one Trustee north of the Broad will thank Council members for their continuing Library support. In addition, each Trustee will present one statistic. Ms. Saad stated that the Friends' Boards will follow the same approach.

Corresponding Secretary: Nothing to report.

Facilities: Reported in the Librarian's Report.

FOL:

Ms. Wolff attended the **Beaufort Branch Friends** meeting on Wednesday, March 4, 2009. She reported that advocacy efforts continue without good results, but the efforts are to let the Town of Port Royal and City of Beaufort Councils know we are still interested in receiving impact fees. There was a discussion about whether the Certificates of Deposit (CDs) which are coming due in June and July 2009 should be cashed in and the money used for Library support. Ms. Wolff noted that if the CDs are reinvested, it will be on a short-term basis. The Friends also discussed that this is extra money, a one-time effort, and may not be offered again. Although it was apparent that the CDs were to be used for the St. Helena Branch, this intent had never been formalized.

Ms. Coleman attended the May meeting and stated the Friends did not discuss the CDs but they did discuss shelving for the Beaufort District Collection (BDC) because the BDC is complete with the exception of the shelving. Ms. O'Rourke stated that the Friends have made generous offers for shelving for the BDC; however, Ms. O'Rourke noted that Mr. Wlodek Zaryczny has previously stated that he believes it is incumbent upon the County to fund this project. Ms. Grace Cordial's contingency plan is, if the funding for the shelving is not granted by October 2009, to start moving some of the collections upstairs to the new BDC room. Ms. Hand stated that the Clover Club is very interested in the BDC collection and is willing to help financially. Ms. Stewart recommended that the Trustees should talk with their County Council representatives "behind the scenes" about the BDC to help them understand that everything has been halted, including the shelving.

Ms. Coleman reported that the Beaufort Branch Friends approved \$47,000 for this fiscal year for the three Library branches north of the Broad and will decide how best to use the funds. Ms. Wolff added that they had a positive experience with their book sales and membership this year.

Ms. Stewart asked about the space provided at the Beaufort Branch for the Administrative staff. When Ms. Coleman asked if the space in the storage room had been approved for retrofitting, Ms. O'Rourke responded there were no plans to do so. Ms. O'Rourke explained that this represents a funding issue: when the staff was asked to prioritize the greatest needs, this fell to the bottom of the list when the Okatie project was given a higher priority.

Mr. Huff reported that the Beaufort Branch Friends had their most successful April book sale, over \$4,000. In comparison, Ms. Dunn commented that the Hilton Head Branch gets an average of \$3,000 per month and Ms. Rosen stated that the Bluffton Branch gets an average of \$400-\$500 monthly. The Bluffton Branch has also initiated a book consignment that brings in an average of \$200-\$400 a month. Mr. Huff explained that the Beaufort Branch has two book sales: one in April which collects about \$4,000 and one in September, which collects about \$30,000. The Beaufort Branch table averages about \$1,400 monthly. The workers price and store the books in the "Friends Room," on the second floor of the Beaufort Branch Library. Regarding the fire hazard and putting the donated books in the stairwell, Mr. Huff explained that there is now a nice metal container in which patrons can place books they wish to donate for resale. Ms. Mitchell commented that the Library staff is being very diligent about keeping the books out of the stairwell.

Ms. Johnston attended the **Bluffton Branch Friends** meeting on Tuesday, May 12, 2009. She reported that she was very impressed with the AWE Early Literacy Stations; however, the Friends could not vote because there was no quorum present. Because the purchase has to be made by the end of May 2009, the Friends will hold a special meeting with a quorum so they can vote on the purchase.

Ms. Dunn attended the **Hilton Head Branch Friends'** annual meeting on Tuesday, May 12, 2009 and reported that Angie LeCleur from the Citadel Library spoke about the grand tour that her grandmother took with relatives in 1890 to 1910 to Egypt and Cartoon. The Hilton Head Branch Friends had a successful volunteers' luncheon in April and about 100 attended. They will also increase the money for periodicals because the periodicals budget has been cut. The Hilton Head Friends presented a new slate of officers for the coming year.

Foundation: Ms. Wolf attended the last two Foundation meetings and reported that PayPal has been set up although it needs final adjustments, such as a monthly payment option and specific projects selections. The website redesign target date is September 2009, after the rollout of Evergreen. There has been discussion with potential Board candidates.

The Blackbaud system, a very sophisticated tool for tracking donor and relationship information management, is configured and ready for inputting. Ms. Wolf stated that in the past, there was not a data base of donors from the Lobeco Branch opening event, which is located in the Seabrook-Sheldon area; however Ms. Janet Kuchler had the list and shared it with Ms. Wolff, who has turned it over to Ms. Sandra Saad to include in the Raiser's Edge database. Board members also discussed preparing a bookmark which would be included

with books as they are checked out and which would publicize and raise awareness about the Foundation.

The GOLF tournament was cancelled due to lack of participation: there were four foursomes from Brays Island and one from Dataw Island. The expenses were covered in the operating budget of the Foundation, so the \$3,800 monies turned back was profit: Mr. John Donkersloot would like to follow-up to discuss whether the GOLF tournament is the proper project to pursue. He learned that the Boys and Girls Club golf tournament was also cancelled due to lack of participation. Ms. Wolff heard, "Dataw people would not play in the tournament because they will not pay to play at their own course." Ms. Wolff cited the positive example of the Beaufort Marine Institute (BMI) croquet tournament at Bray's Island which was held this weekend. She stated that with less than half of the people there this year, they made \$38,000.

The Foundation Board members were briefed on the 10+ grant requests Ms. Saad and Ms. Miriam Mitchell are working on to get funding for St. Helena. The date set for the fundraiser at Dataw Island is Saturday, October 17, 2009. Ms. Saad suggested some ways that the Trustees can help with the event such as planning to attend, fill a table, give gifts, solicit items for the auction, etc. Ms. Saad distributed a Report to the Trustees describing the activities and projects of Development and Marketing.

Impact Fees: No report.

Library Services: Ms. O'Rourke reported that Mr. Dennis Adams has been working on "Beaufort County Works" and Ms. Wendy Allen is preparing for summer reading. Ms. Marlene Coleman is the Project Manager for the new Evergreen computer system which will go live on May 28, 2009 and Mr. Pete Schramm has completed the training manual. Ms. Saad distributed a flyer, "Please bear with us...." that the Circulation Representatives will give to patrons to let them know about the transition.

Membership Committee: Ms. Hand commented that with the addition of Ms. Valerie Donaldson as the newest member of the Board, the Board is now a full board. She also told the Trustees that a new Trustee orientation will be held on Wednesday, May 27, 2009, from 9:30 a.m. until 12:30 p.m. in Mr. Zaryczyn's office.

School Liaison: No report.

Web Site: The Foundation's new web site will be converted as of July 1, 2009.

Old Business: Ms. Rosen believes that the copyright for the hand-carved wooden Seven Dwarfs Disney characters, which she presented to the Trustees for approval at the March 12, 2009 meeting at Bluffton, applies only to the pictures and does not pertain to the wooden figures. She noted that there has been no financial gain. Ms. Saad stated that the permission response should be forthcoming from Disney's Legal Department in the immediate future.

New Business: FY 2010 Budget. Ms. O'Rourke reported on the FY 2010 budget cuts. Ms. Stewart asked about a vehicle purchase shown on the budget report and Ms. O'Rourke explained that had been deleted from the line items.

Other: Ms. O'Rourke briefly explained the Strategic Plan Outline for 2010 - 2013. Ms. O'Rourke has asked the Branch Managers to provide names for each of the key areas and is also searching for stakeholders to make sure we have full representation of Beaufort County. Ms. O'Rourke plans to launch this in September 2009.

Ms. Dunn stated that there have been art donations for the Hilton Head Branch Library: two photographs by Mr. Richard Steedman and two paintings by Ms. Mira Scott. Mr. Steedman also donated a photograph to the Bluffton Branch Library.

MOTION: Ms. Hand made the motion to accept the art donations. Mr. Cartwright seconded and there being no further discussion, all Trustees voted to adopt the motion.

Mr. Cartwright stated how much he enjoyed the talented acting at the Volunteer Appreciation Party which was held on Friday, April 17, 2009 and described the event as "fantastic."

Ms. Dunn thanked the Branch Managers for their reports.

MOTION: There being no further business to come before the Board of Trustees, Ms. Barnwell made the motion to adjourn the meeting. Ms. Wolff 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