

Beaufort County Library  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
Held September 9, 2009, 3:00 p.m.

The fifth scheduled meeting for 2009 was held in the Meeting Room of the Bluffton Branch Library, 120 Palmetto Way, Bluffton 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. Norma Stewart.

**Library Staff:**

Mr. Morris Campbell-Director, Community Services; Mr. Wlodek Zaryczny-Library Director; Ms. Jan O'Rourke-Assistant Library Director; Ms. Mary Jo Berkes-Hilton Head Branch Manager; Ms. Marlene Coleman-Beaufort Branch Manger; Ms. Ginny Marshall-St. Helena Branch Manger; Ms. Ann Rosen-Bluffton Branch Manager; Ms. Gina Molter-Lobeco Branch Manager; Ms. Kathy Mitchell-Collection Development Coordinator; Ms. Sandra Saad-Director for Development and Marketing; and Ms. Miriam Mitchell-Administrative Assistant.

**Call to Order:** The Beaufort County Library Board of Trustees' meeting of Wednesday, September 9, 2009 was called to order at 3:10 p.m. following a Radio Frequency Identification (RFID) presentation by Ms. Molter.

Ms. Dunn welcomed Ms. Lynne Miller, new President of the Hilton Head Friends of the Library.

**Public Comment:** None.

**Minutes of July 8, 2009:**

**MOTION:** Ms. Fitzgerald 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:** None

**Librarian's Report:** Attached to these minutes. Mr. Zaryczny noted the vacancies throughout the Library and stated that we are losing employees through attrition, and the remaining staff members are asked to share the workload for the vacated positions. A three-phase reduction plan was presented to the Board at a previous Board meeting.

Mr. Zaryczny described some of the benefits of the SC Library Electronic Network Delivery System (SC LENDS), such as patrons being able to check out books from any of the other seven participating libraries.

The Okatie Village facility has been reduced from 62,000 sq. ft. to 35,000 sq. ft. and the hours of operation from 60 to 40. When Mr. Zaryczny met with the developer, Mr. Jim Robinson, he produced an abbreviated plan, which would allow everything we need on a smaller scale.

Mr. Zaryczny stated that the move of the Beaufort District Collection (BDC) to the second floor of the Beaufort Branch has been delayed because of the lack of adequate shelving, which would cost approximately \$85,000. The BDC has lost valuable archival collections because of the lack of adequate shelving. In addition to the fundraiser hosted by the Beaufort County Library, the Beaufort Historical Foundation, and the Public Library Foundation of Beaufort County; the Friends of the Beaufort Branch have committed \$20,000 for shelving, which will be paid in November 2009.

**Financial Report:** Attached to these minutes. Ms. Stewart asked: How much did the overdue rates go up and by what percentage? How much is circulation up? Ms. Stewart believes that people are being more conscientious about bringing books back, so they don't have to pay a larger fine.

**ACTION ITEM:** Ms. O'Rourke stated she would provide circulation figures for the next Board meeting.

Mr. Zaryczny explained that the financial reports contain information about funds that have been consolidated and/or eliminated as much as possible. These are endowment funds that are either renewed on a regular basis or expended. Discussion followed about how information about the Public Library Foundation is disseminated. Ms. Saad explained that planned gifts are management and financial planning heavy: there are many types of vehicles for people to use to make a planned gift.

**ACTION ITEM:** Ms. Stewart suggested that the Friends of the Library insert an ad in their newsletter about the Foundation being a receptacle to receive donations

**Committee Reports:**

**Advocacy:** Ms. Saad described the advocacy efforts by Ms. Miriam Mitchell and herself on behalf of the St. Helena Branch project. They met with the following individuals: Dr. Leonard McEntyre (a founder of the Gullah-Geechee Institute Program), Program Director of SC State University; Rev. Whittaker Middleton, Vice President of Claflin University; Mr. Larry Holman, President of the Black Chamber of Commerce; Dr. Jane Upshaw, Chancellor of USC-Beaufort; and members of the Legislative Delegation. Ms. Saad and Ms. Mitchell are also planning other visits.

**ACTION ITEM:** Ms. Fitzgerald suggested that in order to see how much advocacy is being done, she would appreciate the Trustees informing her of their efforts so that she might prepare a report to share with the Board.

**Corresponding Secretary:** No report.

**Facilities:** Discussed in Librarian's Report.

**Finance:** Covered in the Financial Report.

**Foundation:** Ms. Dunn reported that the Foundation will meet on Friday, October 11, 2009, and Ms. Sally Steedman is a new Board member prospect from Hilton Head. Ms. Steedman has received the new board member orientation, has participated in a Foundation fundraiser, is a

donor to the Hilton Head and Bluffton branches, and will participate in the St. Helena Capital Campaign.

Friends of the Library (FOL):

Ms. Hand attended the meeting of the **Beaufort Branch Friends** and told them how appreciative the Board of Trustees is for their dedication, commitment and support, i.e., the BDC bookshelves pledge for \$20,000. Ms. Hand stated that the Friends are preparing for their book sale the weekend of Saturday, September 25-27, 2009, which will be held at the Waterfront Park, in Beaufort.

**MOTION:** Ms. Kuchler made the motion to ask Ms. Jean Wolff, Corresponding Secretary, to thank the Beaufort Branch Friends on behalf of the Board of Trustees for the \$20,000 when it is received. Ms. Barnwell seconded and there being no further discussion, all Trustees voted to adopt the motion.

Ms. Johnston attended the meeting of the **Bluffton Branch Friends** on Tuesday, September 8, 2009. Because of the proposed new meeting room policy, the FOL is concerned that there will be poor turnouts at future Bluffton FOL meetings because wine will not be allowed.

Ms. Johnston stated that she was very impressed with an Apple presentation she saw; and as a result of the presentation, the Bluffton FOL would like to give the Library Branch five (5) Apple computers for teenage use. The computers cost approximately \$7,000+, and the Bluffton FOL do not understand why the Library will not accept the gift. Mr. Zaryczny explained we are restricted by County policy, which is established by the Management Information Services (MIS) Department, to purchase only County-supported equipment. This means the County will support and service IBM, but not Apple/Macintosh; and patrons cannot access data bases on computers that are not County supported. Discussion followed about comparison of the Apple computers and the AWEs. Mr. Zaryczny explained that one main difference is that Apple/Macintosh computers need Internet and database access, while the AWEs do not.

Ms. Johnston commented that Ms. Ann Rosen, the Bluffton Branch Manager, had asked for "crowd control" because of the backup lines formed at the circulation desk. Ms. Rosen believes that the use of stanchions would make the circulation lines more manageable.

Ms. Miller reported that she presided at her first meeting as President of the **Hilton Head Friends**. Although two years ago she was unaware of the Hilton Head FOL, as the new President, she intends to get their name "out there" and make the meetings more interesting. She wrote and received a grant for \$1,000 for one AWE Early Literacy Station. Ms. Coleman commented that the Beaufort Branch experienced heavy AWE use: it had 800 users in July 2009. Ms. Miller stated that because the Long Cove community also gave a grant, they are asking for an accountability reporting, which she will provide.

Library Services: Ms. Kathy Mitchell distributed a summer reading progress report prepared by Ms. Wendy Allen, Youth Services Coordinator. Mr. Zaryczny stated the Library has had the most summer reading participants this year because of the tremendous response from families with children.

Ms. Saad reported for Mr. Dennis Adams that he will have a new monthly bi-lingual column on local history and lowcountry topics in La Isla. Also, "Answer Man" is transitioning to the Beaufort Library website as a 24/7 interactive blog with searchable archived articles.

Ms. Fitzgerald commented that when reading reports provided to Trustees, she sometimes sees references to stumbling blocks with school contacts: one example was the conflict with receiving the state-supported and school lists in a timely manner to prepare for summer reading.

**ACTION ITEM:** Ms. Fitzgerald would like to be contacted when there is a stumbling block, so that she can assist with making the relationship with the Library and schools go smoother. Ms. Fitzgerald believes Trustee involvement could help resolve conflicts.

**Membership:** Ms. Hand reported the Board is fully staffed but encouraged the Trustees to direct all interested people to fill out the "Membership Application" for Ms. Sue Rainey, Clerk to Council, to keep on file so there will be a base of applicants to draw from when a vacancy occurs. The applications are on line.

**Web Site:** Mr. Zaryczny reported that Ms. Halle Eisenman, Beaufort County Library Website Administrator, has been assigned to redesign the Beaufort County website. She will, however, continue to maintain the Library's website. Ms. Eisenman revised the Library website by making it user friendly and inviting, and has received compliments from other libraries about her work.

**Old Business:** None.

**New Business:**

To be in compliance with State Aid requirements, Ms. Dunn and Mr. Zaryczny signed the **State Aid Agreement and Library Budget Form** for the Beaufort County Library in the presence of the Trustees. The report reflects a 3.3% budget reduction.

Mr. Zaryczny stated that the major changes to the **Revised Meeting Room Policy dated September 9, 2009** (Policy) are (1) the elimination of serving wine at Library functions and (2) use of meeting rooms by public officials. After discussion about the wording of most of the sections, the Trustees passed the following two motions:

**MOTION:** Mr. Cartwright moved to name a Meeting Room Policy Committee (Committee) to review, edit, make recommendations, and present the resulting document to County Attorney Ladson Howell for approval of the proposed Policy. Ms. Barnwell seconded the motion and there being no further discussion, all Trustees voted to adopt the motion.

Ms. Fitzgerald, Ms. Kuchler, Mr. Cartwright, Ms. Barnwell, Mr. Zaryczny and Ms. O'Rourke volunteered to serve on the committee.

**MOTION:** In order to not delay implementation of the Meeting Room Policy dated September 9, 2009 until the Committee completes its work, Ms. Barnwell moved to adopt the current proposed Policy. After the Committee completes its work and the Policy is approved by the County Attorney, the revised Policy will be presented for adoption at a future Board of Trustees' meeting. Ms. Stewart seconded the motion and there being no further discussion, all Trustees voted to adopt the motion.

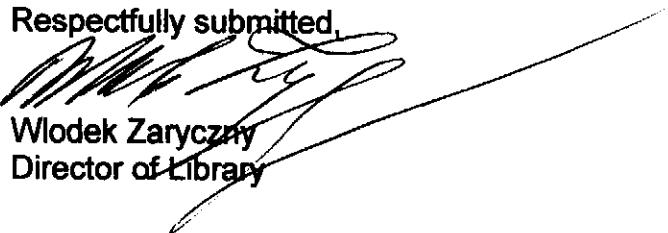
As Mr. Zaryczny reported in the Librarian's Report, the Daufuskie and Hilton Head Island impact fees are being considered to purchase a self-service library machine for a **Daufuskie Island Library Service**. This will be presented at a Daufuskie Island community meeting on Wednesday, October 7, 2009. To more fully inform the Trustees about this project, Ms. Kathy Mitchell provided a handout. Mr. Zaryczny described the self-service machine and stated that the cost of one machine is approximately \$15,000. To pursue this project, it will be necessary to collect information, distribute survey instruments, tabulate data, meet with community groups, and develop a level of service response to this community's needs. Plans are to provide additional information to the Board in November. Mr. Zaryczny asked the Board to authorize using impact fees for the project, but he will not know the dollar amount needed until a study documenting collection and service needs is completed.

**MOTION:** Mr. Huff made the motion to authorize Mr. Zaryczny to use impact fees to purchase equipment, furniture and collection for Library services at Daufuskie Island. Ms. Fitzgerald seconded the motion and there being no further discussion, all Trustees voted to adopt the motion.

**MOTION:** There being no further business to come before the Board of Trustees, Ms. Stewart made the motion to adjourn the meeting. Ms. Barnwell seconded and there being no further discussion, all Trustees voted to adjourn the meeting.

The meeting was adjourned at 4:55 p.m.

Respectfully submitted,

  
Wlodek Zaryczny  
Director of Library