

Beaufort County Library
BOARD OF TRUSTEES
MINUTES OF MEETING
Held May 12, 2010, 3:00 p.m.

The third scheduled meeting for 2010 was held in 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. Eileen Fitzgerald, Mr. Dan Huff, Ms. Norma Stewart and Ms. Jean Wolff.

County Staff:

Mr. Morris Campbell, Director-Community Services.

Library Staff:

Mr. Wlodek Zaryczny, Library Director; Ms. Jan O'Rourke, Assistant Library Director; Ms. Mary Jo Berkes, Hilton Head Branch Manager; Ms. Ann Rosen, Bluffton Branch Manager; Ms. Gina Molter, Lobecko Branch Manager; Mr. Dennis Adams, Information Services Coordinator; and Ms. Miriam Mitchell, Administrative Assistant.

Call to Order: The Beaufort County Library Board of Trustees' meeting of Wednesday, May 12, 2010 was called to order at 3:10 p.m. with a quorum present.

Ms. Dunn welcomed Ms. Lynne Miller, President of the Hilton Head Friends of the Library. Later in the meeting, Ms. Dunn also welcomed Mr. Morris Campbell, Director of Community Services, and Ms. Maria Benac, the new Branch Manager of the St. Helena Branch Library. The Board members introduced themselves to Ms. Benac.

Public Comment: None.

Minutes of March 10, 2010: Ms. Fitzgerald stated that the minutes on Page 5, "Membership," should be changed to read "Ms. Dunn" instead of "Mr. Dunn."

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

Correspondence and Communications: Ms. Dunn reported that she received a letter of resignation from Ms. Katrina Johnston and County Council Chairman, Weston Newton, received a copy also. The letter explained that since Mr. Johnson retired as

Mayor of Bluffton, they are traveling and she will not be available to attend Board meetings. Ms. Dunn accepted the resignation with regret and commented that Ms. Johnston has been a very good Board member. Ms. Dunn noted that Ms. Wolff has replied to Ms. Johnston's letter of resignation.

Ms. Berkes explained that she resolved Ms. Susan Ferguson's problem that was explained in the Board minutes of March 10, 2010 by calling her and explaining to her in more detail why she couldn't keep the book. Ms. Berkes resolved the problem by loaning Ms. Ferguson her personal copy of the book. Ms. Dunn thanked Ms. Berkes for resolving that problem so quickly.

Librarian's Report: Attached to these minutes.

ACTION ITEM: When Radio Frequency Identification (RFID) is rescheduled on the County Finance Committee agenda, Mr. Zaryczny would like to invite the Trustees and staff to tour the new Southwest Chatham Branch of the Live Oak Public Libraries system in Savannah.

Mr. Zaryczny stated there will be charettes for St. Helena Library sometime during the first two weeks in June (the dates have not been determined) and a public hearing on Wednesday, May 19, 2010 at the Frissell Community House at Penn Center from 6:00 p.m. – 8:00 p.m. This meeting is required for the USDA application funding. This application is very complex and requires a variety of County departments to work through the steps. Ms. Sandra Saad has been assigned as the main facilitator for the application, with Ms. Mitchell's assistance.

Mr. Zaryczny added that we expect the Broadband grant award information, which is approximately \$950,000, to be announced in mid-June.

Financial Report: Attached to these minutes.

ACTION ITEM: Ms. Stewart asked for an explanation of how the First Citizens Bank has a negative total in the financial report. Mr. Zaryczny said he would find out the answer and get a reply for her.

Discussion followed about the Hilton Head Rotary Club, which donates each month, so that fund should be growing.

Mr. Cartwright asked about the status of the brochure that will explain how to appropriately give gifts to the Library Foundation or the Friends. Ms. Mitchell responded that Ms. Saad addressed that issue by describing a Planned Giving program to jumpstart additional revenue which will be a bequest program. More information and marketing materials, including a brochure that describes how to give, will be forthcoming. In the meantime, Ms. Saad encouraged all Trustees to consider making a Planned Gift. Ms. Mitchell explained that it is important for all the Trustees to participate

so that when Ms. Saad and Ms. Mitchell meet with potential donors, they can say the Trustees participate at 100%.

Committee Reports:

Advocacy: Ms. Fitzgerald reported that she and other Trustees attended the community meetings held at Penn Center in April.

Corresponding Secretary: Covered in "Correspondence and Communication."

Facilities: Discussed in the Librarian's Report.

Finance: Covered in the Financial Report.

Foundation: Ms. Wolff reported that she, Mr. Ross Jones, Treasurer of the Public Library Foundation of Beaufort County "PLFBC", and Mr. Earl Dietz, President of the PLFBC, also attended the community meetings in Frissell Hall at Penn Center on Monday through Wednesday, May 24-26, 2010 and were impressed with Mr. Alex Cohen of Liollo, the meeting facilitator, and Mr. Jay White, Liollo Associate. The walls of Frissell Hall were covered with flow charts of topics discussed. The attendance was good because of the contacts made with local ministers who encouraged members of their congregations to attend. One challenge for the project is transportation for the children. Ms. Wolff stated that transportation to the library was repeatedly discussed as an issue because children in the neighborhood rely on school buses for transportation and may not have other access to transportation. Another topic of discussion was RFID.

Also shared was information about the Beaufort District Collection (BDC) which will move upstairs at 311 Scott Street in Beaufort once the roof repair is complete and the compact shelving is installed. The grand opening is planned for October 2010 to coincide with Archeology Month.

Ms. Halle Eisenman has done the work necessary on the Foundation web site so it can be integrated with the County web site. Hopefully that will be helpful with directing funds coming into the Foundation to the proper place. Expectations are for the website to be completed by July 1.

Friends of the Library (FOL):

Ms. Wolff stated that Ms. Janet Kuchler attended the **Beaufort Branch Friends** meeting but had not discussed the meeting with her. Ms. Benac said that she and Ms. Molter attended and the Friends passed a budget of \$45,000 that will be used for the Beaufort, St. Helena and Lobecko Branch libraries.

Ms. Stewart reported that the **Bluffton Branch Friends** has purchased shades so movies can be watched in the large meeting room. Ms. Rosen explained that unfortunately the company's factory sent translucent shades rather than black-out shades. Ms. Rosen is expecting the new shades to arrive soon. Ms. Stewart stated that the members of the Friends are redesigning their brochure, so they are looking at brochures from other friends' groups throughout the country to get ideas. Ms. Stewart described how a charitable organization, funded by Marks Heating and Air Conditioning Company, gives \$500 every month to one non-profit organization on their list. She was pleased to report that the Friends have been approved to participate. She explained that an organization needs 100 votes to be selected to participate in the monthly drawing. Ms. Stewart will discuss this opportunity with Ms. Traci Cox, Bluffton Reference Librarian, and ask her, through Twitter and Facebook, to let the Trustees know that they can vote to receive this money monthly.

Ms. Miller reported that the **Hilton Head Friends** held their Annual Meeting was Tuesday, May 11, 2010 and new Board members were elected. They discussed having the Super Saturdays once a month. In order to have better communication with Friends members, they will publish their newsletter five times a year. They are setting up an inexpensive database. The World Affairs Council is planning two forums for book reviews for summer reading.

Library Services: Discussed under "VIII.B. Reference Services Policy"

Membership: Ms. Dunn reported that Mr. Dan Huff's reappointment to the Board of Trustees was approved by County Council and that Ms. Patsy Hand is aware of Ms. Katrina Johnston's resignation. Ms. Patsy Hand has discussed the vacancy with Ms. Stewart who has spoken with Ms. Maryellen Ham who made a recommendation.

Policy Review: Ms. O'Rourke stated that there was no report for this meeting but is preparing the Circulation and Internet Policies for presentation at the next Trustee meeting.

School Liaison: Mr. Adams reported that the School District Coordinator is attending the quarterly meetings of the LABC (Library Association of Beaufort County) and Ms. Fitzgerald stated that she would also like to attend.

Web Site: Mr. Zaryczny stated that Ms. Halle Eisenman, Web Site Administrator, applied for the Hilton Head Reference Librarian position and we are waiting for County Administration approval. This transfer creates a vacancy issue because our web site is dynamic and needs constant updating. Mr. Zaryczny said that Ms. Gina Molter, Lobece Branch Manager, and Ms. Laura Hayden, Beaufort Reference Librarian, may be able to help with the administration of the web site. Mr. Zaryczny shared that the Library gets more hits on its website than any other County department.

Old Business:

Social Networking Policy: Mr. Zaryczny recommended that the Social Networking Policy should be tabled until the next meeting and this will give some of the Trustees a chance to have social networking training.

ACTION ITEM: Mr. Zaryczny asked Ms. Mitchell to coordinate social networking training for the Trustees.

Reference Services Policy: Mr. Adams led the discussion about this policy draft (dated January 6, 2010). Board members discussed why proctoring is done in the Library.

MOTION: Ms. Stewart made the motion to accept the Reference Services Policy as amended. Mr. Huff seconded and there being no further discussion, all Trustees voted to adopt the motion.

New Business:

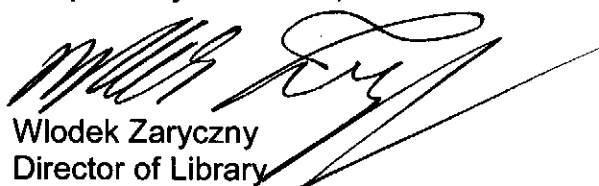
Ms. Benac announced that the Library will be using two new database products and passwords will be given out to patrons. Ms. O'Rourke stated that because children are allowed to get Library cards at age 4, the age for using the Internet based databases should be reduced to age 4, and she recommended that a motion be made to amend the policy. Mr. Zaryczny explained that the County "filters" sites, so there is less danger of children getting into undesirable sites.

MOTION: Ms. Fitzgerald made the motion to change the age of children using the Intranet to age 4. Ms. Barnwell seconded 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. Fitzgerald made the motion to adjourn the meeting. Mr. Cartwright 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