

Beaufort County Library  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
Held July 14, 2010, 3:00 p.m.

The fourth scheduled meeting for 2010 was held at SCE&G; 108 Robert Smalls Pkwy, Beaufort, SC

**Attendants:**

**Trustees:**

Ms. Theresa Dunn-Chair, Ms. Janet Kuchler, Ms. Eileen Fitzgerald, Mr. Dan Huff, Ms. Norma Stewart and Ms. Jean Wolff.

**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. Gina Molter, Lobeco Branch Manager; Ms. Wendy Allen, Youth Services Coordinator; Ms. Sandra Saad, Director for Development and Marketing; Fran Hays, Interim Beaufort Branch Manager; and Ms. Cathy Parsons, Administrative Assistant.

**Guests:**

Bernie Kole, Beaufort Branch Friends President.

**Call to Order:** The Beaufort County Library Board of Trustees' meeting of Wednesday, July 14, 2010 was called to order at 3:05 p.m. with a quorum present.

Ms. Dunn welcomed back Ms. Wendy Allen. Ms. Dunn also welcomed Mr. Bernie Kole.

**Public Comment:**

There was no comment.

**Minutes of May 12, 2010:**

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

**Correspondence and Communications:** Ms. Wolff indicted that there is no correspondence to be addressed.

**Librarian's Report:** Attached to these minutes.

Mr. Zaryczny reported that the Library is still short 15 personnel and anticipates another vacancy in August. Mr. Zaryczny explained Miriam Mitchell's appointment to Interim Director of Risk Management.

Mr. Zaryczny said there is a plan in place regarding the vacancies, which the Board has approved. He does not anticipate significant replacement of staff and whatever the Library does receive would not be adequate to address the service needs. Mr. Zaryczny stated that he has proposed signage in terms of how the County would word the issue of problematic service such as long lines and delays. Upon County approval, the signs would be placed appropriately. Ms. Stewart asked about using volunteers. Mr. Zaryczny explained that the positions require training and confidentiality but volunteers could help with shelving and some other tasks. Mr. Zaryczny said that SCLends has been a phenomenally successful program and because of its success it has caused an increase in costs for transporting materials statewide; that cost has now stabilized at approximately \$3100 a month. The Library hopes that the cost will be reduced by 20 - 30% because catalog records are being reviewed to eliminate duplications which would reduce costs.

Mr. Zaryczny stated that the RFID project is on hold. The project would have created a decreased load for circulation staff, but the Library can't move because it has to be approved by County Council and Finance Committee. The biggest hold up to the project is the City of Beaufort. All the other Branches have Cities that have impact fees, but the City of Beaufort does not.

VOIP (Voice Over Internet Protocol) – The County has a new internet access point for phone service. There have been some issues, and the MIS Department is trying to resolve those problems.

Regarding the Lottery and State Aid, Mr. Zaryczny thanked everyone involved in the statewide effort to override the Governor's vetoes on provision of State Aid and stimulus funding. Mr. Zaryczny said that the only drawback was that David Goble, State Librarian, recommended keeping money on reserve in case there are further cutbacks. The Library will probably be holding back around 25%. Mr. Zaryczny said that there are some unclaimed lottery funds, but the chances of the Library getting those are remote. Ms. Stewart asked if there was anything that they (the Trustees) could do, and Mr. Zaryczny replied that there was not.

Mr. Zaryczny said that the County budget is short and that all departments are being impacted. For the Library budget there has been a 9.2% reduction, most of which was taken from the Library materials budget.

**Capital Improvements:**

Mr. Zaryczny stated that the new hurricane resistant roof was in place at the Beaufort Branch. David Hughes, the CIP (Capital Improvement Projects) Director, is in charge of certifying the roof's hurricane stability. Hilton Head Branch has a large number of art items and books that have considerable value, so those items would be transported to the Beaufort Branch. Beaufort County's Emergency Services will acquire a 20 foot truck to move collectibles from Hilton Head, and then Bluffton to the Beaufort Branch. The MOU (Memorandum of Understanding) with Anderson, Greenville, and Spartanburg Counties will remain in effect, but there is a possibility that it may not be needed in the future.

Mr. Zaryczny said the St. Helena Branch project was moving quickly. The USDA has a timeline and that's driving the project forward. The bid completion should take place by the end of this year, and construction should be completed by December 2011. Due to several schematic design changes, the presentation Liollo Architects had planned for today's Trustee meeting has been postponed. Mr. Zaryczny informed the Trustees that there would be a special meeting for that presentation.

Mr. Zaryczny announced that the BDC (Beaufort District Collection) compact shelving installation has been completed. Grace Cordial (BDC Coordinator) can start the task of moving materials and furniture from the 1<sup>st</sup> floor to the 2<sup>nd</sup> floor. Ms. Cordial will close the BDC to the public July 19<sup>th</sup> to begin the move. The move will be completed by September 28, and planned ribbon cutting ceremony is scheduled on September 29<sup>th</sup>. County Council will be invited as well as other dignitaries. Ms. Saad gave credit to the Friends, the Foundation, and the Trustees for their assistance in making this project a reality. She said that a Representative from each group would get a pair of scissors for the opening ceremony.

#### **Grants:**

Ms. Saad reported that the biggest grants the Library has right now are those for the St. Helena Branch. The USDA grant/loan is \$8.5 million, and the CDBG (Department of Commerce) is \$1.5 million. The last of the documents are at the lawyers for review and should be signed at one of the next 3 Council meetings.

Ms. Saad said that the outstanding grant through the Foundation is the grant for the Library's WorkStarts initiative.

Ms. Saad reported that she is in the middle of the final application, due on August 5, for a \$75,000 grant for the FINRA Foundation via ALA.

Ms. Saad said that the Library is putting in an "Every Child Ready to Read" grant to the Hilton Head Island Foundation. The first round is August 1 and is for an award of \$35,000 - \$38,000.

Ms. Saad reported that the Foundation received an anonymous gift of \$30,000. \$25,000 of the gift is directed toward early childhood literacy at the St Helena Branch Library. The other \$5,000 is for the Foundation's technology support.

### **Miscellaneous Items:**

Mr. Zaryczny stated that the St. Helena Branch Library will be closed from July 22 until the end of the month as the school district is stripping and refinishing the floors. The staff of the St. Helena Branch will be working at the Beaufort Branch during this period.

Mr. Zaryczny said that the U.S. Department of Labor has encouraged all of its agencies to partner with libraries in Workforce development. Mr. Zaryczny stated that the Library has a good project and other agencies see libraries as real players in Workforce development.

**Financial Report:** Attached to these minutes.

### FY 2010 Status Report

#### 1. County Funds:

Mr. Zaryczny reported that there was nothing exceptional regarding the Funds.

#### 2. Trustee Funds:

Mr. Zaryczny explained to the Trustees that regarding First Citizen's Bank, page 3 of 3, the reason for the negative figure is that checkbooks were purchased in 2007 and 2008. He stated that the account balance is in fact above \$23,000, but the report generated may have been a little confusing in its presentation of the purchase of the checkbooks.

Ms. Stewart asked why the Library keeps the picture sales. Mr. Zaryczny responded that it is paid for by the County, it's owned by the County Library and the determination at the time was to keep it available to the public for sale. Mr. Zaryczny stated that the report is on a database so it is not additional work to include the sales in the monthly report.

### **Committee Reports:**

#### Advocacy:

Ms. Saad explained that Shannon Erickson was at the Statehouse fighting the veto battle, and that was why she wasn't able to attend the Library fundraiser. Ms. Erickson

reportedly said that it was just a tremendous effort on the part of everyone in South Carolina.

Ms. Saad also mentioned that September is Library Card sign up month. The Library is considering merging Library Card month with the program called "I Geek the Library" which is a national advocacy awareness program to let people know that libraries do not have enough funding. The idea has been presented to Library staff asking if we should take this on, and to date 65% are saying yes. If the Library decides to do this, there would be a meeting with the Gates Foundation, which is the coordinator in this area.

Corresponding Secretary: Nothing to report.

Facilities:

Mr. Zaryczny stated that he and other County personnel are looking into a new janitorial service contract. The committee has selected their top 3 candidates to interview. The Library has not been very pleased with the work of the current janitorial service.

Ms. Kuchler asked Mr. Zaryczny about the vacated area of the BDC. Is there an idea of cost involved in converting the area into a public meeting room? Mr. Zaryczny responded that the Library does not have the cost available at this time, but there is the possibility of ear-marking stimulus funds to help with the conversion.

Finance: Covered in the Financial Report.

Foundation:

Ms. Saad reported that the author luncheon with Dorothea Benton Frank was a huge success and very well attended. The Foundation raised a net of \$2700 after costs.

Ms. Saad reported that the Foundation is still raising money in silent mode for the new St. Helena Branch Library capital campaign. They have now raised an excess of \$100,000 some in capital dollars, some program funds.

Halle Eisenman, from the Library, is helping to re-work the Foundation website. The new website will be presented at the next Foundation Board meeting on August 20 for approval.

Friends of the Library (FOL):

Bernie Kole introduced himself as the current President of the Beaufort Friends of the Library. He told the Trustees that the Friends are eager to support the Library. The Friends have increased their budget commitment to the Library for materials and supplies. He said that the Friends enjoyed their work for the BDC and is looking

forward to the ribbon cutting on September 29th. He gave a report on upcoming FOL events.

Ms. Stewart addressed the Trustees regarding the Bluffton Friends. She announced that they did get their room darkening shades, however the shades will not go up. Once they are functioning correctly, they will work out very well.

Ms. Stewart consulted with Ms. O'Rourke, but reported that the Bluffton Branch had 22,000 children's books checked out for the month of June. Ms. O'Rourke said she didn't have the statistics with her, but would check.

**Action Item:** Ms. Stewart reported that the Friends discussed the Marks Refrigeration Program. If you get 100 votes from other people within the month you could get \$500. The Friends are postponing their participation until September. It was decided that information about the program will be sent to Ms. Saad and she will send it out.

Ms. Dunn reported for the Friends of the Hilton Head Branch. She said that she found the statistics in the June newsletter interesting. Ms. Dunn said that the Friends contributed over 1/3 of the total amount of money spent on library materials, supplies, and periodicals. She stated that the Library really does need their Friends groups.

Library Services: Ms. Stewart reported that Dennis Adams made an excellent presentation at the Bluffton Library on all the Library's databases.

Membership: Ms. Stewart reported a decision hadn't been made yet. There is paperwork for 1 candidate but unfortunately that applicant lives in Sun City not Bluffton.

Policy Review: Nothing to report.

School Liaison: Nothing to report.

Web Site: Mr. Zaryczny stated that Ms. Halle Eisenman is no longer the Web Site Administrator; she is now the Reference Manager at Hilton Head. He said that Halle is still helping out along with Ms. Gina Molter from Lobecko, and Ms. Laura Hayden from Beaufort. Mr. Zaryczny stated that the County is aware that this is a critical position.

### **Old Business:**

Social Networking Policy: Ms. Fitzgerald asked if the Trustees ever completed the Social Networking Policy. Ms. Saad responded that the Policy was completed and the Trustees voted to temporarily approve it. Ms. Dunn asked if someone would make a recommendation to approve it.

**MOTION:** Ms. Fitzgerald made a motion to approve the Social Networking Policy. Ms. Wolfe seconded the motion. There was no discussion. The Board voted and approved the policy.

Ms. Fitzgerald asked about the provisional approval regarding 4 year olds using the internet since they were allowed library cards at 4 years old. Ms. O'Rourke responded saying that she had hoped to have the revised Circulation Policies and Internet Policies for this meeting, but the policies hadn't been revised in quite a while and they need work. Ms. O'Rourke stated that the Trustees would have the revised policies at their September meeting.

**New Business:**

A. Liollo – St Helena – Penn Center Presentation: postponed

B. Strategic Plan 2011-2013 update

Ms. O'Rourke stated that by analyzing the results of the survey that was sent out, plus the results of the Focus group input, Beaufort County Library has selected 3 service responses:

The 3 services are:

1) Stimulate imagination and satisfy curiosity to foster lifelong learning through viewing, reading, and listening for pleasure.

Goal: Beaufort County residents will have the resources they need to explore topics of interest and continue to learn throughout their lives.

2) Make informed decisions by understanding how to find, evaluate, and use information in all formats.

Goal: Beaufort County residents will have access to resources in all formats and acquire the skills needed to search for, locate, evaluate and effectively use information to meet their needs.

3) Advance all forms of literacy for all ages.

Goal: Beginning at birth, Beaufort County residents will have the programs and services that enable them to enter school ready to learn and throughout life have the support they need to improve their literacy skills in order to meet their personal goals.

The new Mission Statement is:

The Beaufort County Library System serves and supports the community for learning, for leisure, for life.

The next step is to meet with each Branch library and the BDC to develop objectives to meet goals and service responses. Mr. Zaryczny added that it is a State requirement to have a Strategic Plan and the Library can not get State Aid without it.

Ms. Stewart stated that the Friends group is looking for a way to get people to join the Bluffton Friends. One of the ideas they had was to have best sellers available and, depending on your contribution to the Friends, would give you a ticket that would allow you to get a best seller and keep it for 3 weeks rather than the usual 2 weeks. They discussed the idea of a "Rent-A-Book" program that the Friends could support. The Bluffton Friends are waiting to hear from Ann Rosen regarding this idea. Mr. Kole said that the Beaufort Friends were looking into it as well. Mr. Zaryczny said all of the monies received from the program are funneled back into the Friends group rather than into the County coffer. Mr. Zaryczny said that the decision would be that of the Friends' Boards, and he saw the main problem as getting the initial start-up money. The books would be on a first-come-first-served basis. Ms. O'Rourke said that there are different types of rental programs and that during the meeting that she has with the Friends Presidents they could discuss these programs. Ms. Molter brought up the possible concern that patrons would question why they're paying taxes and still "paying" for books in a rental program.

Mr. Campbell addressed the meeting to thank everyone for their work during this difficult time. There are challenges in keeping the Library services at an acceptable level and on the Administration side they want to do all they can to help. Mr. Campbell said the Library staff should be commended, and remember that better days are ahead.

Ms. Kuchler made a motion to adjourn. The motion was seconded by Ms. Fitzgerald.

The meeting was adjourned at 4:24 p.m.

Respectfully submitted,

  
Wlodek Zaryczny  
Director of Library



\*An audio recording is available upon request if you would like to hear the meeting in its entirety.