

Beaufort County Library
BOARD OF TRUSTEES
MINUTES OF MEETING
Held September 8, 2010, 3:00 p.m.

The fifth scheduled meeting for 2010 was held at Palmetto Electric; 1 Cooperative Way, Hardeeville, SC.

Attendants:

Trustees:

Ms. Janet Kuchler-Chair, Ms. Susan Carter Barnwell, Mr. John Cartwright, Ms. Eileen Fitzgerald, Mr. Dan Huff, Ms. Norma Stewart, and Ms. Theresa Dunn via telephone.

Library Staff:

Mr. Wlodek Zaryczny, Library Director; Ms. Jan O'Rourke, Assistant Library Director; Ms. Mary Jo Berkes, Hilton Head Branch Manager; Ms. Gina Molter, Lobecko Branch Manager; Ms. Wendy Allen, Youth Services Coordinator; Mr. Dennis Adams, Information Services Coordinator; Maria Benac, St. Helena Branch Manager, and Ms. Cathy Parsons, Administrative Assistant.

Guests:

Lynne Miller, Hilton Head Branch Friends President.

Call to Order: The Beaufort County Library Board of Trustees' meeting of Wednesday, September 8, 2010 was called to order at 3:03 p.m. with a quorum present.

Ms. Kuchler asked that the items of New Business be heard first because Ms. Dunn was joining the meeting via telephone.

MOTION: Ms. Barnwell made the motion to approve this agenda order change. Ms. Fitzgerald seconded the motion.

New Business:

- A. Approval of State Aid Agreement and Library Budget Form for FY 2011.

Mr. Zaryczny read the State Aid Agreement to the Board.

MOTION: Ms. Fitzgerald made the motion to approve the signing of the State Aid Agreement. The motion was seconded by Ms. Stewart. All Trustees voted to adopt the motion.

B. Circulation Policy draft

Ms. Molter addressed the Trustees, explaining to them that the goal for the new Circulation Policy was to reduce the size of the document and to make it clear, and easier to locate items. Ms. Molter told the Trustees that the biggest change to the Policy was the "Visitor Card". The Visitor Card will now be a 4 (four) week card rather than a 3 (three) week card. Other changes were as follows: a table of contents was added; clarity in the description of non-residents working for Beaufort County through schools and other government agencies; videos and DVD's will be circulated for 1 (one) week rather than 2 (two) weeks; items that are 6 (six) months old or less will not be available for holds outside of the BCL system; and the appendix for fines and fees has been condensed.

Ms. O'Rourke explained the regulation on page 2 of the Circulation Policy regarding a resident with no physical address. She stated that because of the economic times homelessness is an increasing situation. The Library wants to serve these persons, but recognizes the problem of getting its materials back. Therefore, an organization (such as a church or a soup kitchen) would be asked to sponsor the customer. Ms. O'Rourke stated that there will be a form that the customer must present to the Library staff from a recognized organization and then the customer can obtain a library card. The organizational sponsor would accept responsibility for late fines, lost and/or damaged materials.

MOTION: Ms. Fitzgerald made the motion to approve the new Circulation Policy. The motion was seconded by Ms. Barnwell and there being no further discussion, all the Trustees voted to adopt the motion.

Public Comment:

None.

Minutes of July 14, 2010:

MOTION: Mrs. Fitzgerald made a motion to accept the minutes and then discuss. Mr. Cartwright seconded the motion.

Ms. Stewart asked that the minutes be amended in 3 (three) places:

1. Page 1, last sentence, to read: "Ms. Wolff indicated that there is no correspondence to be addressed."

2. Page 2, 3rd paragraph, last sentence, to read: "All the other Branches have communities that have impact fees, but the City of Beaufort and Town of Port Royal does not."
3. Page 5, last sentence, to read: "He said that the Friends enjoyed their work for the BDC and are looking forward to the ribbon cutting on September 29th."

MOTION: Ms. Fitzgerald made the motion to approve the amended minutes. Mr. Cartwright seconded the motion 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 reported that the Library is short 16 (sixteen) personnel and anticipates another vacancy. He announced that Dennis Adams, Information Services Coordinator, will be retiring. Mr. Zaryczny thanked Dennis for all the years of service he has given to the Library System.

Mr. Zaryczny stated that he had requested that the County fill some positions, but was told that he would need to wait. Mr. Zaryczny then stated that he'd asked the County about a reduction in hours, but again the County asked him to wait. In the meantime, Mr. Zaryczny stated that signs have been posted at the Branches alerting customers of unavailability of staff at service desks and longer lines.

Automation:

Mr. Zaryczny announced that SC Lends will be adding 4 (four) additional library systems to the cooperative in December.

Mr. Zaryczny stated that RFID remains on hold.

Mr. Zaryczny reported that The County's VOIP (phone system) continues to have some problems. He also announced that the traditional fax machines will be eliminated soon, and faxes will be sent through the VOIP system.

Capital Improvements:

Mr. Zaryczny reported that the bid documents for the St. Helena Branch are nearing completion. The Library is still waiting for the USDA to release the funds. The CDBG Grant funds for \$1.5 million have been released to the County.

Mr. Zaryczny announced that the BDC is on schedule with the ribbon cutting ceremony planned for September 29th.

State Aid & Lottery Funds:

There is no new information to report.

County Budget:

Mr. Zaryczny reported that this year's budget has \$46,000 fewer dollars to spend for library materials. In the next fiscal year there will be another 10% reduction in the budget.

Grants:

Mr. Zaryczny announced that the Library will be applying for the FEMA Pre-Disaster Mitigation Grant. If awarded the grant, the monies would be used for installation of structural improvements of the Beaufort Branch, such as windows, to strengthen the building. The award will be made at the end of spring next year. The County is determining what level hurricane the Beaufort Branch building can withstand. If a hurricane comes towards us that is ranked higher than the level the building can sustain, then the Memorandum of Understanding (MOU) agreements are in place to move the art and collectibles to those facilities.

Mr. Zaryczny stated that some staff will be assisting the Parks and Leisure Service (PALS) organization with the Recovery Plan after a hurricane disaster. PODS, which are facilities within the County that have the ability to service the community, would be opened first for emergency personnel, and then later for the residents who need them. The Bluffton Library has been designated as a POD and would be used in the recovery effort. In the future the St. Helena Branch would be designed as command headquarters for recovery for that part of the County.

Miscellaneous Items:

Mr. Zaryczny announced that the Staff Development Day scheduled for October has been cancelled and the Branches will be open for business.

Ms. Berkes asked if anyone had heard of a group called "Shadowed Hope". No one present had information about them. Ms. Fitzgerald said that she would try to find out more about the group through city permits or other avenues.

Financial Report: Attached to these minutes.

FY 2011 Status Report

1. County Funds:

Mr. Zaryczny reported that there was nothing exceptional regarding the County Funds. He did mention a reoccurring issue regarding money that is donated to the Library for a

special memorial or project. If a check is written to "Beaufort County Library" that check must go into the Library Trustees' account. Mr. Zaryczny stated that anyone wishing to make a donation to the Library should write the check to the Friends group or the Library Foundation. This information will be relayed to the Friends and the Foundation at their next meeting.

2. Trustee Funds:

Mr. Zaryczny reported that because of the reduction of funding overall; that the Library will be asking for a waiver from the State Library regarding their "Maintenance of Effort". The State Library requires that we not receive less funding than in the second year prior. The Library will be several hundred thousand dollars less. The State Library wants to look to see that other County departments are also being reduced and that the Library itself isn't being penalized.

Committee Reports:

Advocacy: Nothing to report.

Corresponding Secretary: Nothing to report.

Facilities: Covered in Librarian's Report.

Finance: Covered in the Financial Report.

Mr. Zaryczny added that because of the reduced level of funding for new acquisitions, and because impact fees from Bluffton have been exhausted, customers will have longer waits for new books. A Book Rental Collection could help to address the budget shortfall and reduce the waiting lists for best sellers. The rental program would be conducted through the Friends groups. Ms. Kuchler acknowledged the idea, and said that it was discussed at the last Trustee meeting.

Foundation:

Nothing to report.

Friends of the Library (FOL):

Ms. Miller, President of the Hilton Head Friends, told the Trustees about upcoming events at the Hilton Head Branch.

Ms. Miller announced to the Trustees that Maryellen Ham, President of the Bluffton Friends, successfully contacted the County Council to have Wes Newton sign a Proclamation for a Friends of the Library Week (October 17-23). The Proclamation will be signed on October 11th at 4:00 p.m. in the County Council chambers.

Ms. Stewart said there was nothing to report for the Bluffton Friends of the Library.

Ms. Kuchler reported that she had received an email regarding the Beaufort Friends of the Library. She said that because of its length that she would email the letter.

Library Services: Ms. Allen reported the statistics for the children's summer reading program.

ACTION ITEM: Ms. Kuchler suggested that the youth statistics as well as the adult statistics be reported to County Council.

Membership: Ms. Stewart reported that Weston would like another month to find someone in his district to serve on the Board.

Policy Review: Nothing to report.

School Liaison: Mr. Adams reported that he went to the Hilton Head High School to help with database classes.

Web Site: Mr. Adams reported to the Trustees that he didn't feel that this category was necessary anymore. He explained that if there was something significant to report it could be addressed at the next meeting.

Old Business:

Mr. Huff reminded the Trustees of the Beaufort Friends of the Library book sale on September 24, 25, and 26th.

Mr. Cartwright asked about the Daufuskie project. Mr. Zaryczny explained that because of the present economy the project was on hold.

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

The meeting was adjourned at 4:15 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.