

Beaufort County Library
BOARD OF TRUSTEES
MINUTES OF MEETING
Held January 12, 2011, 3:00 p.m.

The first scheduled meeting for 2011 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, Ms. Norma Stewart, Ms. Jean Wolff; Mr. Dan Huff and Ms. Patsy Hand.

Library Staff:

Mr. Wlodek Zaryczny, Library Director; Ms. Jan O'Rourke, Assistant Library Director; Mr. Morris Campbell, Director of Community Services; Ms. Mary Jo Berkes, Hilton Head Branch Manager; Ms. Maria Benac, St. Helena Branch Manager, Ms. Ann Rosen, Bluffton Branch Manager; Ms. Fran Hays, Beaufort Branch Manager; Ms. Gina Molter, Lobeoco Branch Manager; Ms. Sandra Saad, Office of Marketing and Development; and Ms. Cathy Parsons, Administrative Assistant.

Guests:

Mr. Alan Eisenman, Beaufort County Finance Department; Ms. Lynne Miller, Hilton Head Branch Friends President, Ms. Maryellen Ham, Bluffton Branch Friends President; Mr. Charles "Mike" Morse, and Ms. Caroline Rothnie, ODM intern.

Call to Order: The Beaufort County Library Board of Trustees' meeting of Wednesday, January 12, 2011 was called to order at 3:05 p.m. with a quorum present.

Public Comment:

None.

Minutes of November 10, 2010:

MOTION: Ms. Hand made a motion to accept the minutes. Ms. Wolff seconded the motion. There was a unanimous vote by the Trustees.

Correspondence and Communications:

Nothing to report.

Librarian's Report: Attached to these minutes.

Mr. Zaryczny reported that the Library now has 20 (twenty) personnel vacancies with another full-time person retiring at the end of April. County Council and Library Administration will have a meeting next week to talk about a reduction of service hours. David Goble from the State Library stated that he would grant a waiver for the Bluffton Branch Library for a year in regards to their being the branch library that is not open for 66 hours per week.

Mr. Zaryczny stated that the former BDC room is now being used as a meeting room.

Mr. Zaryczny announced that the Beaufort Friends of the Library have approved funding to start a rental collection at the Beaufort Branch. The Friends will be contributing \$7500 to get the rental program started. The Beaufort Branch will be testing the rental program, and if it is a success it is possible that the program will be extended to the Lobecko and St. Helena Libraries. The Bluffton and Hilton Head Friends groups are observing to see how well this experiment works.

Automation:

Mr. Zaryczny announced that SC Lends upgrade that was scheduled for January has been postponed. In the meantime, 4 (four) new library systems will be joining the Cooperative. The upgrade shall proceed after a national Evergreen Conference that takes place in April.

Mr. Zaryczny stated that RFID was approved by the County Finance Committee. County Council has awarded the bid to ITG. Funding for the project will be through impact fees with the exception of Beaufort Branch (the City of Beaufort does not have impact fees) whose funding will come through CIP (Capital Improvement Projects). Weeding the collection is going on now in preparation for RFID, and the staff will be educated as to what to expect. Ms. Gina Molter is the project manager. Implementation will take approximately 9 months. ITG will be making a site visit next week. Mr. Zaryczny announced that volunteers could assist with the tagging of items in the collection.

Mr. Zaryczny stated that the Library has purchased 3 Apple I-Pads to be used at the reference desk at Beaufort, Bluffton, and Hilton Head libraries.

Capital Improvements:

Mr. Zaryczny reported that County Council accepted the USDA Grant for the new St. Helena Library at Penn Center. A meeting with Liollio Architects has been scheduled to review a new floor plan. The bid documents will be going out and then a contractor will be identified. The start date will be approximately 6 months from now, but before construction can begin the infrastructure must be in place. Mr. Cartwright said that he had heard many concerns from the public about the new Library and how it was

progressing. Ms. Saad said that once they have a master timeline in place she could prepare a formal communication of the plan so any questions by the community can be answered accurately.

State Aid & Lottery Funds:

Mr. Zaryczny announced that the State Library has approved the Library's request for waivers for the State Aid requirements for both the Budget and the Maintenance of Effort.

Mr. Zaryczny stated that public library supporters are planning to go to Columbia on January 19th to support the legislation for continuance of State Aid for Public Libraries. APLA (Association of Public Library Administrators) has asked that representatives from each library system attend. State Aid is critical to libraries. Mr. Zaryczny, Ms. Saad, and Ms. Rothnie are planning to represent Beaufort County Library. Mr. Zaryczny invited any available Trustee to accompany them to Columbia. Ms. Saad stated that they would like to meet with the legislators on a regular basis, perhaps once a month.

County Budget:

Mr. Zaryczny announced that County Finance will provide regular budget status reports at the Trustee meetings. Alan Eisenman, Financial Analyst for the County will be attending the Trustee meetings to present these reports.

Grants:

Ms. Saad introduced Ms. Caroline Rothnie, who is interning in the Office of Development and Marketing office. Ms. Rothnie has been assisting Ms. Saad for several months.

Ms. Saad announced that there would be a site visit at the Bluffton Branch Library on January 20th in connection with the Community Foundation of the Low-Country Grant proposal. This Grant would support the "WeeReads @ the Library" program.

Ms. Saad has applied for a \$3000 Putnam Publishing Grant to support the National Library Week activities. She has also applied for a \$1000 SunTrust Bank Grant which will also support National Library Week activities.

Ms. Saad said that we are still awaiting notification as to our request to the FINRA Foundation for approximately \$75,000 to support the "Smart Investing @ Your Library" program.

Ms. Saad announced that the national theme for National Library Week (April 10 – 16) is "Create Your Own Story @ Your Library". Ms. Saad said that this theme will work hand in hand with our own marketing campaign of "Change Your Life @ The Library". Ms. Saad stated that people are changing their lives every day through the Beaufort

County Library System and it's time to tell their story. Ms. Saad announced that a documentary and several promotional spots are going to be created and aired throughout our community, website, You-Tube, and on other media outlets. The Library's Open House will be held on Saturday, April 16th. Ms. Saad encouraged all Trustees to participate in this important event.

Miscellaneous Items:

None.

Financial Report: Attached to these minutes.

FY 2011 Status Report

1. County Funds:

Mr. Zaryczny introduced Mr. Alan Eisenman from the County's Finance Department. Mr. Eisenman presented his financial report for the Library to the Trustees. Mr. Eisenman said that in the future he would have the report available well in advance of the Trustee meeting so the Trustee's would have the opportunity to look it over more thoroughly. Mr. Eisenman clarified that the numbers presented are unaudited numbers. After going through the report with the Trustee's and answering several questions by the Board, Mr. Eisenman announced that the Library is well within its budget.

2. Trustee Funds:

Mr. Zaryczny stated that because of the Trustee's comments about the accounts showing a "0" balance being deleted from the Financial Report, he has inquired and learned that those accounts could not be deleted from the records. However on future Financial Reports produced for the Trustee meeting, those accounts will not appear.

Committee Reports:

Advocacy: Ms. Fitzgerald reported that other than the letter writing campaign, there was nothing new to report. Ms. Fitzgerald did suggest getting personal friends to assist with the letter writing campaign.

Corresponding Secretary: Nothing to report.

Facilities: Covered in Librarian's Report.

Finance: Covered in the Financial Report.

Foundation: Ms. Wolff stated that at the December 17th Foundation meeting the members discussed their website; revising their brochure and the letter that goes out for the Annual Appeal. It was announced that approximately \$11,000 had been raised

during its Annual Appeal. Ms. Stewart asked about advertising leaving a gift to the Foundation in a person's will. Ms. Saad stated that the topic had been discussed at a previous Foundation meeting and would be addressed again.

Friends of the Library (FOL):

Ms. Miller, President of the Hilton Head Friends, told the Trustees that at their next FOL meeting they would address the topic of how the Friends can better serve the Libraries in this current economic environment. Ms. Miller stated that the Friends felt that the children's room needed a "facelift" and that they are talking with a decorator (who is donating her time) about designing a reader's nook. Ms. Miller said the project would be financed through grants. A volunteer luncheon is also planned.

Mr. Huff, speaking for the Beaufort Friends announced that they had received 9 large cartons of Civil War books, some of the items being very rare. Mr. Huff said they are planning to use these items as their centerpiece for the spring book sale.

Ms. Ham, President of the Bluffton Friends of the Library, talked about "The Giving Tree" display at the Library. She said that a copper, brass or gold leaf is placed on the tree when a donation is made and the type of leaf is determined by the level of giving.

Library Services: Mr. Huff stated that there are activities coming up.

Membership: Nothing to report at this time.

Policy Review: Nothing to report.

School Liaison: Nothing to report.

Old Business:

Ms. Kuchler announced that the Meeting Dates and Locations have been approved via email and have passed unanimously.

Mr. Zaryczny announced that an amendment has been made to the Library Holiday Closings to allow Bluffton Branch to be closed on Easter Sunday.

MOTION: Ms. Fitzgerald made a motion to accept the Library holiday closing schedule amendment. The motion was seconded by Ms. Hand. There was a unanimous vote to accept the motion.

Mr. Zaryczny announced that he had talked with the County's attorney regarding the Meeting Room Policy amendment. Mr. Zaryczny presented the new policy to the Trustees. Mr. Zaryczny and Mr. Campbell agreed that this new policy would address any concerns.

MOTION: Ms. Wolff made a motion to accept the new Meeting Room Policy Amendment. The motion was seconded by Mr. Cartwright. There was a unanimous vote to accept the motion.

Ms. O'Rourke addressed the topic of volunteers assisting in the Libraries. She informed the Trustees that each Branch has a volunteer coordinator. She said that there are things volunteers can do to help, and a job description document will be available soon. Ms. O'Rourke stated that volunteers are very important, but they cannot do a job that is a designated library job. For instance, they cannot work at the reference desk, but could be program assistants, do translation work, help with computer training, as well as other functions in the Library.

New Business:

A. Mr. Zaryczny announced a Trustee Training in Charleston on January 27th. This training is free and lunch is provided. Mr. Zaryczny needs to know by the end of the week how many Trustees would be interested in attending this training so reservations can be made with the State Library. Mr. Dennis Adams will be driving the Library van to the Training and anyone who would like to ride with him is welcome.

ACTION ITEM: Get an attendance count for the Trustee Training in Charleston.

B. Ms. Kuchler announced that Mr. Charles "Mike" Morris has been nominated as a possible candidate for District 4 of the Board of Trustees. Mr. Campbell stated that Mr. Morris was nominated on Monday at the County Council meeting.

C. Ms. O'Rourke announced a workshop called "Library 101". This training class is an orientation class to educate Trustees, Friends, and staff about the basics of the library, how libraries are governed and funded, the standards that apply, and how trends impact libraries. The first workshop will be held in Bluffton on January 23rd.

ACTION ITEM: Email "Library 101" information to the Trustees.

Ms. Hand made a motion to adjourn. The motion was seconded by Ms. Barnwell.

The meeting was adjourned at 4:20 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.