

**Beaufort County Library
BOARD OF TRUSTEES
MINUTES OF MEETING
Held March 09, 2011 3:00 p.m.**

The second scheduled meeting for 2011 was held at the Beaufort Branch Meeting Room; 311 Scott's St., Beaufort, SC.

Attendants:

Trustees:

Ms. Theresa Dunn-Chair; Ms. Janet Kuchler; Ms. Susan Carter Barnwell; Mr. John Cartwright; Ms. Eileen Fitzgerald; Ms. Jean Wolff; Mr. Charles Morse; and Ms. Patsy Hand.

Library Staff:

Mr. Wlodek Zaryczny, Library Director; Ms. Jan O'Rourke, Assistant Library Director; Ms. Maria Benac, St. Helena Branch Manager; Ms. Fran Hays, Beaufort Branch Manager; and Ms. Cathy Parsons, Administrative Assistant.

County Staff:

Mr. Alan Eisenman, Beaufort County Finance Department

Guests:

Ms. Lynne Miller, Hilton Head Branch Friends President; and Mr. Bernie Kole, Beaufort Friends President.

Call to Order: The Beaufort County Library Board of Trustees' meeting of Wednesday, March 9, 2011 was called to order at 3:07 p.m. with a quorum present.

Public Comment:

None.

Minutes of January 12, 2011:

RECOMMENDATION: Ms. Fitzgerald made a recommendation for a change on page 3, under Grants. The wording should be changed from "Hilton Head Foundation" to "Community Foundation of the Low-Country". The motion was seconded by Ms. Kuchler. There was a unanimous vote by the Trustees.

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

Correspondence and Communications:

Ms. Wolff reported that a letter had been sent to Ms. Valerie Donaldson to inform her that because she has only attended 1 (one) Trustee meeting since her appointment that she was being removed as a Trustee. Ms. Donaldson did receive the letter, but Ms. Wolff has received no response from her. Mr. Herbert Glaze (Ms. Donaldson's nominator) has been notified and will be seeking someone to fill Ms. Donaldson's vacancy.

Librarian's Report: Attached to these minutes.

Mr. Zaryczny reported that the Library now has 21 (twenty-one) personnel vacancies with 2 other full-time persons leaving. County Council and Library Administration are still discussing reduction of service hours. One former employee from the Lobeco Branch has requested to come back to Lobeco; the request has been approved, and the paperwork has been submitted.

Automation:

Mr. Zaryczny announced that 4 (four) new library systems have been added to the SC Lends Cooperative. The major upgrade that we have been anticipating will go live in October or November. Mr. Zaryczny shared that 7 (seven) other libraries have expressed an interest in joining, but that would not happen until next year. Mr. Zaryczny stated that the size of a library is not a factor in determining if that library can join the Cooperative, the requirement is that they pay the membership fee and comply with the SC Lends contract.

Mr. Zaryczny stated that tagging for RFID is in process. The Bluffton Branch is the first Branch to start the process as their location will require the least amount of renovation. Hilton Head Branch will require renovation to be able to handle the installation of equipment. The book jobbers that we currently use will be pre-tagging all new items that we order.

Mr. Zaryczny stated that the Library has purchased 3 Apple I-Pads and they are being used successfully at the reference desks of Beaufort, Bluffton, and Hilton Head libraries.

Capital Improvements:

Mr. Zaryczny reported that the Library met with Liollo Architects on January 13th. The size of the new St. Helena Library has been reduced from 30,000 square feet to 23,500 square feet. An informative brochure regarding the new St. Helena Library was presented to the Trustees. Mr. Zaryczny stated that although the size of the Library has

been reduced, it would still be as functional as the larger Branches. On April 26th a Bid Presentation will be made to County Council. The anticipated groundbreaking will be in August with opening day scheduled for October 2012. Ms. Kuchler asked if the Trustees should attend the April 26th presentation to County Council and Mr. Zaryczny responded that their presence would be welcomed.

State Aid & Lottery Funds:

Mr. Zaryczny stated that upon the request of APLA (Association of Public Library Administrators SC), he and Ms. Saad did visit the Beaufort legislative delegation regarding the continuance of State Aid for Public Libraries and support for the State Library. Mr. Zaryczny said that they were all very supportive. The State Library itself has had a 6% reduction in its budget.

County Budget:

Mr. Zaryczny stated that the County's budget is dire as the County's revenues continue to go down. This will impact all County departments, not just the Library.

Mr. Zaryczny addressed the Trustees in regards to Level of Service hours. He informed the Trustees that the Library wants to address the community's needs as much as possible, so the hours of the different branches would be staggered. Meetings continue with Mr. Morris Campbell, Mr. Bryan Hill, and the branch managers. BCL cannot continue to operate at its current level with the number of staff that it has. Mr. Zaryczny stated that the reduction of hours would occur within the current fiscal year.

Grants:

Nothing new to report.

Miscellaneous Items:

Mr. Zaryczny stated that the former BDC room is now being used as a meeting room. The Beaufort Friends will use the shelves in the meeting room for their book sales, and people could go in at times when the room is not being used for a meeting. Ms. Kuchler asked about the name of the meeting room, and Mr. Zaryczny stated that there are restrictions regarding the naming of a room.

Mr. Zaryczny stated that the Sheriff's Department is doing a safety inventory of the buildings in the County. A report of their findings will be submitted to County Administration in the future.

Financial Report: Attached to these minutes.

FY 2011 Status Report

1. County Funds:

Mr. Alan Eisenman from the County's Finance Department presented the January financial report for the Library to the Trustees. Mr. Eisenman said that this report was a summary of the budget, but he could provide a more in-depth report if the Trustees would need it. Mr. Eisenman went through the report with the Trustees and answered questions. He also stated that these financials would be posted on the County's website for the public to review.

2. Trustee Funds:

Mr. Zaryczny stated that there was nothing new to report.

Committee Reports:

Advocacy: Nothing to report.

Corresponding Secretary: Covered under Correspondence and Communication.

Facilities: Covered in Librarian's Report.

Finance: Covered in the Financial Report.

Foundation: Ms. Wolff stated that at the February Foundation meeting the members discussed their Certificates of Deposit. The Foundation members were updated on the St. Helena project. The members discussed updating the contribution cards. The Foundation's new bookmarks have been distributed to the Trustees. Ms. Wolff also announced that the Foundation's fashion show scheduled for March 28th is sold out. The Foundation's annual appeal raised \$13,665 and thank you cards have been mailed out.

Friends of the Library (FOL):

Ms. Miller, President of the Hilton Head Friends, told the Trustees that the FOL had a strategic planning meeting to cover the next 3-5 years. Ms. Miller told the Trustees that the FOL have 3 (three) goals... 1) to make the public aware that the FOL is separate from the Library; 2) to assist the Library staff wherever they can; and 3) to enhance the children's library to make it a safer, reader friendly area. She announced the Bravo Arts Festival will be in Hilton Head in May and the Writing Network will be helping. Ms. Miller also said that the FOL will be buying memory sticks for the Library to sell to the computer patrons should they need them.

Mr. Kole, President of the Beaufort Friends announced that they are updating their internal operations and electronic communications. The FOL has started an "Express Read" rental book collection. They are also looking into other methods of making books available to people, for example, book vending machines. The spring book sale will be

held in the Beaufort meeting room ("old BDC") on Saturday, April 30th. Mr. Kole announced that the FOL has been very successful with new memberships, and to date they have approximately 500 members. Books Sandwiched In has also been very successful. Ms. Wolff added that Mr. Kole circulated a Proclamation by the Mayor recognizing 2011 as the 25th anniversary of the Books Sandwiched In presentations. Ms. Wolff also added that Mr. Kole was successful in getting the Mayor to grandfather in the Fall Book Sale at the Waterfront Park with the usual Park rental fee being waived. Ms. Wolff added that Ms. Belinda Jones, the FOL representative for the St. Helena Branch reported that in their programming they are starting to see increasing numbers of Hispanic people.

Ms. O'Rourke announced the workshop called "Library 101" was held at the Bluffton Library and was well attended by Bluffton Friends members.

Library Services: No report.

Membership: Ms. Hand was pleased to announce that Mr. Charles "Mike" Morse was now on the Trustee Board representing District 4. Ms. Hand was sorry about Ms. Donaldson leaving the Board; that now leaves a vacancy for District 8.

Policy Review: Nothing to report.

School Liaison: Nothing to report.

Old Business:

Nothing to report.

New Business:

A. Strategic Plan - Ms. O'Rourke announced that the Trustees will receive a newsletter at each Board meeting updating them on the Strategic Plan. The Programming Team will focus on "One Book One Beaufort County"; senior services; website design; the summer reading program as well as other projects. The Technology team will devise training modules for staff and for customers.

B. Circulation Policy – Change to Fees. Ms. O'Rourke stated that this came about because of SC Lends. The idea is to standardize the circulation policy regarding fees. The staff committee decided that the easiest way to accomplish this is to charge a flat fee of 20¢ per day for both children and adult materials.

MOTION: Ms. Barnwell moved to approve the new rate of Library fees. Ms. Hand seconded the motion. There was a unanimous vote by the Trustees.

C. Computer and Internet Use Agreement - Ms. O'Rourke stated that the changes that were made to the policy were to reduce the length of the policy; to soften the language of the policy; and to standardize the language in the policy. Ms. O'Rourke pointed out the bold area on page 1 under "Access". Ms. O'Rourke said that this portion dealing with filtered / non-filtered computer access should go to the County attorney to be approved. She stated that the Board could approve the Policy with the acknowledgment that this one paragraph will go to the attorney.

MOTION: Ms Fitzgerald made a motion to accept the Internet policy with the provision that the County attorney address the Access issue. Ms. Kuchler seconded the motion. There was a unanimous vote by the Trustees.

D. Reference & Information Services Policy - Ms. O'Rourke stated that this policy needed updating and clarification as to what the reference service desk does.

MOTION: Ms. Fitzgerald made a motion to accept the new Reference Services Policy. The motion was seconded by Ms. Hand. There was a unanimous vote by the Trustees.

Other:

The Board was made aware that Sue Rainey, Clerk to Count, notified the Library that she needed an estimate of the number of hours each member worked in their subcommittees for the 2010 calendar year. Ms. Dunn asked the Trustees to contact the Library Administration office with that information within the next week.

Ms. Fitzgerald made a motion to adjourn. The motion was seconded by Ms. Hand. There was a unanimous vote by the Trustees.

The meeting was adjourned at 4:38 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Wlodek Zariczny', with a long horizontal line extending to the right.

Wlodek Zariczny
Director of Library

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