

Beaufort County Library
BOARD OF TRUSTEES
MINUTES OF MEETING
Held May 11, 2011 3:00 p.m.

The third scheduled meeting for 2011 was held at the Hilton Head Branch Meeting Room; 11 Beach City Rd., Hilton Head Island, SC.

Attendants:

Trustees:

Ms. Janet Kuchler-Chair; Ms. Susan Carter Barnwell; Ms. Jean Wolff; Mr. Charles Morse; Mr. Dan Huff; Mrs. Norma Stewart; 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. Mary Jo Berkes, Hilton Head Branch Manager; Ms. Ann Rosen, Bluffton Branch Manager; Ms. Gina Molter, Lobeco Branch Manager; and Ms. Cathy Parsons, Administrative Assistant.

Call to Order: The Beaufort County Library Board of Trustees' meeting of Wednesday, May 11, 2011 was called to order at 3:00 p.m. with a quorum present.

Public Comment:

Mr. Zaryczny stated that Mr. Morris Campbell would not be able to attend this meeting, and Ms. Theresa Dunn is planning to join the meeting via telephone.

Minutes of March 9, 2011:

MOTION: Ms. Hand made a motion to accept the minutes. Ms. Stewart 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 said that there is a correction regarding personnel vacancies on the Librarian's Report. The Library system now has 25 (twenty-five) personnel vacancies; under Hilton Head it should read 1 PT page rather than 2 PT pages. Bluffton Branch

has the largest loss of staff. County Council and Library Administration are still discussing reduction of service hours and when that happens the Library may do more distribution of staff to help equalize Bluffton's staff shortages.

Automation:

Mr. Zaryczny announced that the SC Lends (SC Library Electronic Network Delivery System) upgrade will go live in October. This upgrade will include an Acquisitions Module.

Mr. Zaryczny stated that tagging for RFID has been completed at Bluffton, and that Hilton Head is near 98% completion. Bluffton Library had their security gates installed this past Monday. Hilton Head will close for a partial day for the installation of their gates. Mr. Zaryczny also stated that the RFID software is having compatibility problems with Evergreen, but this should be rectified soon. Mr. Zaryczny stated that there have been some problems at Bluffton in regard to paying fees and fines at the self-checkout machine. The RFID system is stopping patrons if they have fines or an expired card, but the screen doesn't tell them why they are being stopped, hence some patrons have become annoyed.

Capital Improvements:

Mr. Zaryczny reported that there has been a business merger involving Liollo Architects (they are now Watson/Tate/Savory/Liollo Architects) but the service has remained the same. The bid documents for the new St. Helena Library should be going out at the end of May.

State Aid & Lottery Funds:

Mr. Zaryczny stated that there is nothing new to report. The State Library is anticipating a 6% reduction in their budget and they are also losing staff. The State Library provides us with over \$1,000,000 worth of services from databases to delivery so it is absolutely critical that they get properly supported.

County Budget:

Mr. Zaryczny stated that the County's budget is dire. The County has asked all departments to submit a 10% reduction of their budget for the upcoming fiscal year and the Library has also submitted a proposed reduction for the current fiscal year which ends June 30th.

Mr. Zaryczny stated that the Library's loss of personnel has gotten progressively worse. He said that he had addressed the County Council at their March 29th meeting and that the Council has given its conceptual approval. Mr. Zaryczny said that he is hopeful that he will be contacted this week as to the implementation of the reduced service hours.

The reduced hours would begin on June 1, 2011. The Lobeco Branch Library hours will remain the same because a former employee has returned to work at the Branch.

Mr. Morse asked Mr. Zaryczny that when the notification to the public about the reduced hours is released if it will explain that the reduction of hours is due to lack of staff to operate the Branches, not a lack of money. Mr. Zaryczny replied that he was not at liberty to make an announcement, that all public announcements go from Ms. Sandra Saad, the Library's Development and Marketing Director to Ms. Suzanne Larson, the County's Public Information Officer and then to the County Administrator for his approval and then it is released to the press.

Grants: Nothing to report.

Miscellaneous Items:

Mr. Zaryczny announced that a decision will be made by Gary Kubic, County Administrator regarding furloughs. Salaried and hourly County staff may be required to take 5 furloughed days by June 30th. Mr. Kubic is expected to make an announcement by Friday, May 13th.

At the current St. Helena Library, renovation will be done at the St. Helena Elementary School Media Center which will impact the Library. The 2 (two) options open to the Library are to 1) close the Library for the entire renovation period which is June 18 to July 31; or 2) to close the Library 1 (one) week prior to the renovation and relocate the Library to the Early Learning area of the school, and then close 1 (one) week at the end of the renovation to move the Library back to its present location. The school district would provide free phone and internet services for the Library during this renovation period. The County Administrator, Gary Kubic is expected to give us an answer by Friday, May 13th.

Mr. Zaryczny stated that prizes for the Summer Reading Program have been reduced.

Financial Report: Attached to these minutes.

FY 2011 Status Report

1. County Funds:

Mr. Alan Eisenman's report for the Library shows that everything is in good order.

Mr. Zaryczny stated that he has presented Mr. Morris Campbell with the changes in the Library's budget to reflect the new reduction request.

Ms. Stewart asked why the amount collected for fines was down; is circulation down? Mr. Zaryczny stated that circulation is in fact up. He said that the reason the fines

collected numbers are down is because people are not paying their fines. Mr. Zaryczny stated that the Library is exploring the idea of a hiring a collection agency for library fines. Unique Management Services is an agency who works exclusively with libraries to recover library fines, fees and overdue materials without alienating patrons.

2. Trustee Funds:

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

Committee Reports:

Advocacy: Nothing to report.

Corresponding Secretary: Nothing to report.

Facilities: Mr. Zaryczny reported that Facilities Maintenance repaired a door at the Beaufort Branch because someone had tried to gain access through that door. The internet computers at the Beaufort Branch Library are being moved to the center of the main Library to PC accommodating tables. Also, at the Beaufort Branch Library, the old BDC is now being used by the Friends of the Library two days a week for book sales.

Finance: Covered in the Financial Report.

Foundation: Ms. Wolff stated that the Foundation has not met.

Friends of the Library (FOL):

Mr. Huff, reported for the Beaufort Friends that their spring book sale netted \$2,000 over what they normally make at their spring sale. Friends' members were very pleased that the sale was such a success.

Ms. Stewart, reporting for the Bluffton Friends, said that at their last meeting the discussion revolved around their certificates of deposit, finding someone to do their tax return, and other business items. Scott Grooms is planning a visit to help them come up with ideas to mitigate the problem of the acoustics in the meeting room.

Mr. Morse reported for the Hilton Head Friends, saying that he had attended their annual general meeting, which also happened to be their 40th anniversary. During their 40 years they have raised and contributed \$1.4 million, and have given out \$65,000 - \$70,000 a year in donations.

Mrs. Kuchler asked if the Trustees could put a letter to the editor into the newspaper thanking all the Friends groups for their continued support of the Library.

MOTION: Ms. Hand made a motion to write a letter to the editor thanking the Friends groups for their continued support of the Library. The motion was seconded by Mr. Huff. There was a unanimous vote by the Trustees.

Library Services:

Ms. O'Rourke announced that the Lions Club has donated \$1,000 for JAWS software for the visually impaired.

Ms. O'Rourke reported that an LSTA grant was written for the One Book One Beaufort County in 2012. The book selected was Three cups of Tea by Greg Mortenson.

Ms. O'Rourke stated that she and Mr. Dennis Adams had participated in a discussion held at Bluffton, with the sponsorship of the Bluffton Friends of the Library, called *Issues Forum* on the subject of "Immigration in the United States". She said that there were 16 people in attendance with a wide variety of opinions. Ms. O'Rourke said that it was a positive experiment and they plan to present another issue for the forum again in the future. Ms. O'Rourke said that they have written one into an LSTA grant as "America's Role in the World".

Ms. O'Rourke announced that the Library will be represented at the Senior Expo being held on May 18 at Burton Wells at 10:00 a.m.

Membership: Ms. Hand stated that the Trustee Board now has 2 (two) vacant seats—one in District 8 (Burton) and the other in District 7 (Lady's Island). Ms. Hand said that she had contacted Sue Rainey, Clerk to County Council, and learned that there are 13 applications on file, 1 (one) of those for District 7, and none for District 8. Ms. Hand asked the Trustees to encourage people to file an application, regardless of District.

Ms. Stewart asked the Trustees if they knew what would happen when the County re-districts. She assumes that the Board members will serve until their term expires, but what happens then?

ACTION ITEM: Ms. Kuchler asked Ms. Stewart to find the answer to that question and to report her findings to the Trustees at the next meeting.

Policy Review: Nothing to report.

School Liaison: Nothing to report.

Old Business:

A. Mr. Zaryczny stated that the Computer and Internet Use Agreement had gone to Mr. Ladson Howell, the County Attorney, and he has reviewed the policy. Mr. Howell determined that each Branch does need to provide 1 (one) unfiltered PC for the public.

The County's MIS department is working on how to provide this computer to the public equipped with a privacy screen and located in an area where it can be monitored by library staff. Another possible problem is that with an unfiltered computer the patron can download anything and that could potentially crash the County network so MIS is also investigating how to keep this from happening.

New Business:

Ms. O'Rourke presented the revised Patron Code of Conduct to the Trustees for their approval.

MOTION: A motion was made by Mr. Morse to accept the revision of the Patron Code of Conduct. The motion was seconded by Mr. Huff. There was a unanimous vote by the Trustees.

MOTION: Ms. Hand made a motion to adjourn. The motion was seconded by Mr. Huff. There was a unanimous vote by the Trustees.

The meeting was adjourned at 4:07 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.