

Beaufort County Library
BOARD OF TRUSTEES
MINUTES OF MEETING
Held September 14, 2011 3:00 p.m.

The fifth scheduled meeting for 2011 was held at Palmetto Electric; 1 Cooperative Way; Hardeeville, SC.

Attendants:

Trustees:

Ms. Theresa Dunn-Chair; Ms. Susan Carter Barnwell; Ms. Jean Wolff; Mr. Charles Morse; Mr. Dan Huff; Mrs. Norma Stewart; and Ms. Janet Kuchler.

Library Staff:

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

County Staff:

Mr. Morris Campbell, Director of Community Services.

Guests:

Ms. Lynne Miller, President of the Hilton Head Friends of the Library.

Call to Order: The Beaufort County Library Board of Trustees meeting of Wednesday, September 14, 2011 was called to order at 3:05 p.m. with a quorum present.

Most of the Trustees did not receive their meeting packets. Mr. Zaryczny made a statement to the Trustees explaining that the County uses an intermediary for their mailings because they are given a 2.5¢ discount per item. Mr. Zaryczny told the Trustees that he had talked with the County about the problem and learned that this is not the first occurrence of problems with the intermediary. The County has reported the situation to the Post Master who will in turn contact Atlanta who oversees this intermediary.

Public Comment: None.

Minutes of May 11, 2011:

Ms. Stuart asked that the minutes on page 6 (six), 5th (fifth) paragraph, be changed. After discussion, the Trustees asked that the audio of Ms. Stuart's report be reviewed.

MOTION: Ms. Barnwell made a motion to accept the minutes with the exception of the above mentioned paragraph. The above mentioned paragraph will be voted on at the next meeting. Ms. Kuchler seconded the motion. There was a unanimous vote by the Trustees.

After reviewing the audio of the past meeting, Ms. Stuart asked that the minutes on page 6 (six), 5th (fifth) paragraph, be changed to read: *"As a trustee, when your term is up, if you do not live in the district you represent due to redistricting, you may be replaced by County Council."*

Correspondence and Communications:

Ms. Dunn stated that Mr. Kyle Peterson, a reporter from the Island Packet, saw the agenda item of "Collection Agency for Library (Fines and Fees)" on the County's website and called both she and Mr. Zaryczny. As a result of those conversations, there was an article in the Island Packet on Tuesday, September 13th regarding the use of a collection agency.

Librarian's Report: Attached to these minutes.

Personnel:

Mr. Zaryczny said that at this time there are 27 vacancies based on our roster prior to the reduction of hours. Mr. Zaryczny stated that at the November meeting the Trustee's will not see the same listings of positions because most of those staff positions have been eliminated. The list that will be presented in the future will be based upon the new LOS (level of service). Mr. Zaryczny said that the Library has been authorized to fill 4 FT positions: the Youth Services Coordinator; Beaufort Children's Services Librarian; Hilton Head Circulation Manager and Bluffton's Children's Programmer position. 3 (three) of those positions have been advertised and applications are being received.

LOS (Level of Service):

The filling of 4 (four) vacant positions will help the Library address the needs of the community. There has been some shifting of staff. The Library customers are still trying to adjust to the new hours.

Ms. O'Rourke stated that some applications have already been received by the County and many applicants who are applying are over-qualified.

Automation:

Mr. Zaryczny announced that SC Lends (SC Library Electronic Network Delivery System) – Evergreen Version 2.1 will be launched on November 8th. This new version will have a new look, and will offer many enhancements.

Mr. Zaryczny stated that the RFID Automated Materials Handling system will be installed after the Evergreen upgrade. Once the staff have become comfortable with the new version of Evergreen, then the 3 (three) regional libraries will have the handling system installed. The Library has informed the vendor that we want the system tested thoroughly before installation.

Mr. Zaryczny said that PC Reservation and the print management system are still being tested at the Beaufort Branch and when the testing is complete it will be installed at the other Branches. When a patron needs to print, there is a coin-operated system that they can use without staff assistance. This is a staff saving function and the patrons seem to like it.

Capital Improvements:

St Helena Branch – Choate Construction from Pooler, Georgia has been awarded the contract to build the new Library. Choate has been encouraged to use local workers whenever possible. A meeting was held at the Penn Center including the USDA, the Department of Commerce, Penn Center, and the engineers and architects to discuss who's responsible for what aspect of the project. The groundbreaking ceremony will be held on October 13th at 11:00 a.m. Ms. Sandra Saad has been charged by Mr. Gary Kubic to coordinate the ceremony. This will not be a typical groundbreaking; this ceremony will be a big affair potentially bringing representatives from the White House, the U.S. Senate, the U.S. Congress, and many other state and local dignitaries. Invitations will be sent out soon and Ms. Cathy Parsons will be collecting the RSVP replies.

State Aid & Lottery Funds:

Mr. Zaryczny said that State Aid will be based on the 2010 census. The per capita amount will be 73¢ a large drop from when we were at \$2.25.

Mr. Zaryczny stated that public library lottery funds will be distributed at the fourth quarter of the Fiscal Year. A new requirement this year is that libraries must provide quarterly reports which document each of their expenditures.

Mr. Zaryczny addressed the question of Impact Fees use regulations. He stated that the most current Impact Fees regulations permit expenditures for collections, construction, FF&E (furniture, fixtures and equipment) and land. Therefore, we can use Impact Fees for collections.

County Budget:

Mr. Zaryczny stated that the Library has been instructed to use Impact Fees for materials for the Bluffton, Hilton Head and Lobecko Branches, but not for the Beaufort Branch because it doesn't have Impact Fees, or for the St. Helena Branch because of

the new Branch that's coming up. Funds for Beaufort and St. Helena will come from the State Aid money; we only use State Aid funds for collections.

Grants: Nothing to report.

Miscellaneous Items:

Mr. Zaryczny announced that Mr. Kubic has directed acoustical renovations for the Bluffton meeting rooms. The rooms will be closed after the local elections in November and reopen in January.

Library Computer and Internet Use Policy regarding the 1 (one) unfiltered computer in each Branch is still unresolved. We continue to wait for MIS to determine how to accomplish this.

Mr. Zaryczny distributed to the Trustees a copy of the County's organizational chart so they could get a better idea of all the departments in the County and who reports to whom. Mr. Zaryczny pointed out that the Library is just 1 (one) of dozens of departments in the County, so we compete for funds and resources with all those other departments. Mr. Zaryczny stated that it is the citizens and Friends groups who really have an impact of what happens at our level of service within the County. The Library Board of Trustees reports to County Council.

Financial Report: Attached to these minutes.

FY 2012 Status Report

1. County Funds:

Mr. Zaryczny stated that Mr. Eisenman was involved with the County audit and so he would be unable to attend today's meeting. Mr. Eisenman did want to assure the Trustees that he was available if they ever had any questions. Mr. Zaryczny stated that there was nothing new to report.

2. Trustee Funds:

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

Committee Reports:

Advocacy: Mr. Morse reported that he did have a meeting with Mr. Weston Newton, his Councilman. Mr. Morse said that he reviewed with Mr. Newton all of his points of concern regarding the Library. Mr. Newton seemed interested in the fact that the Library for the last 4 (four) years had not spent all the money allocated to it but that the money had been taken from the Library's budget and sent back into the general fund. Mr. Morse said that he and Mr. Newton talked about the new St. Helena Library being

funded for operation largely by budget reductions at the existing Branches. Mr. Morse said they discussed the elimination of staff positions, and he pointed out to Mr. Newton that when the time comes it will be harder to justify new staff than to have filled the vacant position. Mr. Morse said that he mentioned the fact that the Library was using Impact fees for books, and asked about using Impact fees to upgrade all the computers, but Mr. Newton didn't comment on that. Mr. Morse said that he asked if the Library would ever get back to normal, and Mr. Newton's response was that he didn't know, and that things could get worse rather than better. Mr. Morse suggested that the function of the Board of Trustees is to advise, monitor, advocate and report; Mr. Newton agreed with all of those things. Mr. Newton suggested that the Trustees give a formal report to the Council about the Library either annually or semi-annually, and strongly recommended that the Trustees talk to State Legislators about getting more funding. Mr. Morse stated that Beaufort County contributes more money in tax revenue than they get back. Mr. Morse said that it was a good meeting.

Mr. Morse said that as far as recommendations go, that he and Ms. Fitzgerald had met and talked about what could be done. They thought that the Trustees should establish a formal advocacy plan. This plan should include community support to strive to get back the Library's full hours of operation, fill all the staff positions, bring all computers both staff and public up to current standards, and to meet the 3.5% standard for books per person. Mr. Morse distributed a draft of the "Advocacy Proposal" for the Trustees to review. Mr. Morse agreed that the Trustees should address County Council with a report either once or twice a year. Mr. Morse also suggested that the Trustees schedule meetings with the Friends of the Library to talk with them. Mr. Morse stressed that this would be a BCL Board of Trustees' Plan not a BCL staff plan.

MOTION: The Board of Trustees asks the Advocacy Committee to come up with a formal advocacy plan and present it to the Board for approval. The motion was seconded by Ms. Barnwell. There was a unanimous vote by the Trustees.

ACTION ITEM: The Advocacy Committee is to come up with a formal advocacy plan and present it to the Board for approval.

Ms. Dunn thanked Ms. Miller for her article in the Sept/Oct Hilton Head Friends newsletter. Ms. Miller stated in the article that Library advocacy was important. Ms. Kuchler said that she believes people are reluctant to send a letter because they are not sure who to send it to; she suggested that if the Friends had a sample letter available with the contact name then maybe more of the public would send their comments to County Council. Ms. Miller said that it is frustrating though when comments are sent to Mr. Kubic expressing concerns about the library hours and Mr. Kubic only justifies why the hours have been changed. Ms. Miller's comment was we know why you did it, now "we want you to fix the problem".

Corresponding Secretary: Nothing to report. Ms. Dunn announced that Ms. Wolff has submitted her resignation [sic – to take effect after the November Trustee meeting], and she will be sorely missed.

Facilities: Nothing to report.

Finance: Covered in the Financial Report.

Foundation: Ms. Wolff reported that the Foundation will meet Friday, September 16.

Friends of the Library (FOL):

Mr. Huff announced that the Beaufort Friends of the Library will hold its annual fall Book Sale on September 23 - 25 at the Waterfront Park. He informed the Trustees that the Friends have put together boxes of 400 books as well as encyclopedias and dictionaries for the Boys and Girls Club for the opening of the Pat Conroy - Cassandra King Library. Mr. Huff reported that Mr. Conroy, being an ardent reader, spoke with at least 2 (two) County Councilmen while at the Boys and Girls Club. Mr. Huff suggested that Mr. Conroy might be a good spokesperson for the Library. Ms. Wolff announced that the FOL has changed their meeting time because of the change in Library hours. Ms. Wolff reported that the Friends support to the Library last year was in the area of \$60,000 at the Beaufort, Lobeco and St. Helena Branches. The bookstore has made about \$1000 since May. The Friends are disappointed with the response to the rental program and they're hoping that with publicity they can get the numbers up. Ms. Hays brought a fundraising idea to the Friends meeting in connection with the arrival of the New Harmonies Exhibition. Ms. Hays suggested that the Friends purchase the New Harmonies CD's in different disciplines to re-sell them during the Exhibition. Ms. Wolff announced that the Books Sandwiched In program was ready for another year and will be held at USCB. She also announced that the State Friends of the Library meeting will be held at the Hilton Head Library, September 17th from 10:00 a.m. – 2:00 p.m.

Ms. Miller reporting for the Hilton Head Friends said that the Friends would like to try a teen lease book program; the program would cost approximately \$3500 a year. They also got a lease agreement for non-fiction materials. The \$78,000 matching grant is pretty well spent out. In conjunction with the Humane Society the Friends is hosting a children's book drive for Toys for Tots. The event called "Paw Print" will occur on Oct 1 from 11:00 – 4:00. Ms. Miller said that in spite of the assistance from the Foundation the Summer Reading Program had only half as many kids signed up as last year, and of those who signed up only ½ actually finished the program.

Ms. Stewart, reporting for the Bluffton Friends, said that they have not had a meeting as of yet. The improvements in the meeting rooms will begin in November.

Library Services:

Ms. O'Rourke reported that Ms. Patricia Porter is chairing the Homework Help Center and the committee is recruiting volunteers to work with the kids. The Homework Help Center pilot will be conducted in Beaufort and then moving out to the other Branches.

The next WorkStarts breakfast will be held at the Bluffton Library on October 5th. This program has been very successful; the Library has done a lot in reaching out to partners in the community that work with job related resources. Mr. Dennis Adams and Ms. Gina Molter are going to participate in the Business to Business Expo next week and will showcase WorkStarts and the New Harmonies.

Ms. Amanda Brewer is working tirelessly on the National Humanities Council New Harmonies exhibition. The exhibition will be at the Beaufort Branch from December 17 – February 4th. Ms. Brewer made a presentation to the Community Services Division of County Council and her presentation was outstanding.

Ms. O'Rourke stated that the Programming Team has been encouraged to select an alternative book for the One Book, One Beaufort County rather than using Three Cups of Tea. The Team will select a book that focuses on Afghanistan because their programming was built around that topic.

Ms. O'Rourke stated that the Library has accepted another gift from the Lions Club of a Braille keyboard. The JAWS computer and keyboard is located at the Beaufort Branch.

Membership: Ms. Dunn reported that Ms. Jean Wolff has submitted her resignation.

Policy Review: Nothing to report.

School Liaison: Nothing to report.

Old Business:

Nothing to review.

New Business:

A. Collection Agency for Library (fines and fees). Mr. Zaryczny stated that Mr. Kyle Peterson, a reporter for the Island Packet, saw this agenda item on the County's website and called both Ms. Dunn and himself. Mr. Zaryczny said that there are many outstanding fines and fees and the Library needs and wants to get those materials returned. He estimates that approximately 75% of the outstanding accounts are for overdue materials, and to be able to retrieve those materials rather than expend funds to replace them is the goal. Mr. Zaryczny said that he wants to officially ask the Board's approval to pursue having a collection agency to retrieve materials and fines. Mr. Zaryczny explained that the expense for this service has not been budgeted.

Mr. Zaryczny outlined the process the agency would use. He stated that the agency would charge the customer an additional \$10 (ten dollar) processing fee once that customer's account goes above the \$25.00 (twenty-five dollar) threshold; and this fee is per customer not per item. The agency will send letters and will also attempt calling the

customer. The agency gets paid regardless if they recover the materials and/or fines or not.

Mr. Zaryczny stated that if the Trustees approve hiring an agency the procedure is to 1) get bids (is there a State contract; a cooperative contract or would it be sole-source?), 2) the bid is submitted to the Purchasing Department, 3) it goes to Community Services for approval, and then 4) it goes to County Council for approval. Mr. Zaryczny stated that to his knowledge there is only one firm that can access our database. Mr. Campbell said that if the County Council approves of hiring a collection agency then there would be a County contract with the agency but the funds would come out of the Library's budget. Ms. Kuchler stated that she is in favor of a collection agency, but she would like to see the fines and fees that the Library collects stay at the Library rather than go to the County's general fund. Ms. Wolff commented that she didn't think the Library could afford it at this time. Ms. Miller suggested having an amnesty day to try to retrieve as many materials as possible before involving a collection agency. Mr. Zaryczny said that on the recommendation of the Trustees, County Council needs to approve an amnesty day. It was decided to table this discussion until the next meeting.

B. The annual State Aid agreement was signed by Ms. Dunn. Mr. Zaryczny stated that he will write a letter to ask for a waiver because BCL does not meet the criteria this fiscal year.

ACTION ITEM: Mr. Zaryczny will write a letter to the State Library for a waiver of the State Aid requirements.

Other Business:

Ms. Janet Kuchler announced that she would be resigning at the end of the month.

MOTION: Ms. Barnwell made a motion to adjourn. The motion was seconded by Ms. Stewart. There was a unanimous vote by the Trustees.

The meeting was adjourned at 5:04 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.

LIBRARIAN'S REPORT

September 14, 2011

Staff/Staffing -

The following 27 vacancies are based on BCL's roster before hours were reduced. The staffing report for the November 9, 2011, Trustee Meeting will reflect the new LOS with reduced service hours.

Administration: FT Youth Services Coordinator, FT Web Administrator; FT Admin. Assistant Research Librarian, FT Development & Marketing Associate; **Technical Services:** 2 FT Tech. Services Assistants; **Beaufort:** FT Childrens Services Librarian, FT Administrative Tech, 2 FT Circulation Representatives, FT Circulation Representative – Children, PT Page; **Bluffton:** FT Reference Manager, FT PC Technician, 1FT Circulation Representative, 2 PT Circulation Representative, FT Children's Programs, 3 PT Pages; **Hilton Head:** FT Circulation Manager, FT Circulation Representative, PT Circulation Representative, 2 PT Pages; **Lobeco:** FT Children's Services Librarian.

The Library has been authorized to fill 4 FT positions: Youth Services Coordinator (BCL system), Children's Services Librarian (Beaufort), Circulation Manager (Hilton Head) and Children's Programmer (Bluffton).

Automation –

SC LENDS (SC Library Electronic Network Delivery System) – ILS Evergreen Version 2.1 will be launched on November 8. This new version will have a new look for customers and staff alike. It will offer many enhancements including communication software, report features and a new acquisitions module.

RFID Project – AMH (Automated Materials Handling system) will be installed in late November to ensure compatibility with Evergreen 2.1. Outstanding concerns with self checkout and payment stations are expected to be resolved with the implementation of 2.1. The PC Reservation/print management system is still undergoing testing at the Beaufort Branch.

State Aid & Lottery Funds –

State Aid to Public Libraries distribution will be based on the 2010 census with \$60,000 minimum per county remaining in effect; per capita is 73 cents or a total of \$118,901.82 based on a 2010 population of 162,233 for Beaufort County. There is the possibility of a reduction in State Aid if projected SC revenues decline. Public library lottery funds for Beaufort are estimated at \$19,937.60. Total projected State public library assistance to Beaufort is projected at \$138,839.42. A new requirement this FY is that libraries must provide quarterly reports which clearly documents each expenditure.

County Budget

The Library has been instructed to use Impact Fees for materials for Bluffton, Hilton Head, and Lobeco Branches. State Aid funds will be earmarked for Beaufort and St. Helena materials. We will explore the use of Impact Fees to upgrade the library's technology needs, e.g., public and staff PCs and flat screens, and to offer ebooks.

Capital Improvement Projects 2007-2017 (CIP) Plan –

St. Helena Branch – Choate Construction was awarded the contract to build the new St. Helena Branch. A Partnering Meeting was held on September 1st at the Penn Center. The purpose of the meeting was to bring together the parties engaged in the construction of the Branch, e.g., construction firm, engineers, architects, funders, County staff, and Penn Center, and to develop a work and reporting process. A Groundbreaking Ceremony will take place in mid-October.

LOS (Level of Service)

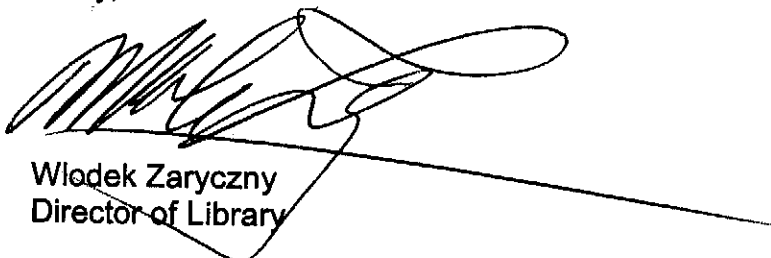
The filling of four vacant positions, which is in process, will help BCL address library service needs of the community. Customers are still trying to adjust to our new hours.

Miscellaneous –

Bluffton Branch - Gary Kubic has directed acoustical renovations for both meeting rooms. They will be closed after the November 8 election and reopen by mid January.

Library Computer and Internet Use Policy –No change - we continue to wait for County MIS to provide equipment and software alternatives in order to comply with the Internet Policy.

Sincerely,



Wlodek Zaryczny
Director of Library