

Beaufort County Library
BOARD OF TRUSTEES
MINUTES OF MEETING
Held November 9, 2011 3:00 p.m.

The sixth scheduled meeting for 2011 was held at the Beaufort Branch Library; 311 Scott St., Beaufort, SC.

Attendants:

Trustees:

Ms. Theresa Dunn-Chair; Ms. Susan Carter Barnwell; Ms. Jean Wolff; Ms. Eileen Fitzgerald; Mr. Dan Huff; and Mrs. Norma Stewart.

Library Staff:

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

County Staff:

Mr. Morris Campbell, Director of Community Services; Mr. Joshua Gruber the County Attorney; and Mr. Alan Eisenman from the Finance Department.

Guests:

Ms. Lynne Miller, President of the Hilton Head Friends of the Library; and Mr. Douglas Brown.

Call to Order: The Beaufort County Library Board of Trustees meeting of Wednesday, November 9, 2011 was called to order at 3:05 p.m. with a quorum present.

Ms. Dunn introduced Mr. Douglas Walter Brown III, who is in the final process of being approved to serve on the Board of Trustees.

Public Comment: None.

Minutes of September 14, 2011:

MOTION: Mr. Huff made a motion to accept the minutes as written. Ms. Wolff seconded the motion. There was a unanimous vote by the Trustees.

Correspondence and Communications: None.

Librarian's Report: Attached to these minutes.

Mr. Gruber, County Attorney, addressed the Trustees letting them know that he was available to answer any of their questions regarding any legal issue concerning the Library. He talked with the Trustees about fines and fees and told the Trustees that the Library would need to determine if it was worth the time and money to prosecute for library fines; intentional destruction or vandalism of Library property could also be prosecuted. Mr. Gruber told the Trustees that it is advisable that the Libraries post for patrons the statute stating that the patron could be prosecuted for unreturned materials or the destruction of Library property (South Carolina Code of Laws; Title 16; Chapter 13; Article 1; Miscellaneous Offenses; Section 16-13-330 to Section 16-13-360).

Mr. Gruber also stated that there is a statute in Section 4939 that addresses funding for libraries. He said that basically the statute says that the funding of County libraries is determined at the discretion of County Council.

Mr. Gruber spoke with the Trustees about the Home Rule Guide Book supplement that recently came out from the South Carolina Association of Counties and how that may or may not play into Beaufort County Ordinances. Mr. Gruber stated that the powers and duties of the Trustee members are set out in Section 4936. He stated that the Trustee Board can and should advise County Council but the Board does not have the authority to take action.

Mr. Gruber answered a question regarding minors left on the premises, saying that the Library has an obligation to warn all patrons (customers) about potential dangers that could cause harm. Mr. Gruber stated that he doesn't believe that there is a law requiring the library staff to take on the responsibility of staying with a child left at the Library but only to keep them from any known harm, but, it would be in the County's best interest to be sure the child is taken care of. Mr. Adams stated that it had been customary that a staff person stay with the child (under the age of 14) until a parent or guardian comes to pick them up, but he had wondered about the liability.

Mr. Brown asked Mr. Gruber if he should get personal liability insurance to serve on the Board of Trustees. Mr. Gruber told him that as a volunteer Board member he does not need personal liability insurance. If a Trustee is taking action as a Board member then he/she is covered under the Library's liability policy, and is also covered under the South Carolina Tort Claims Act so long as the Trustee is acting under his/her official capacity. Mr. Gruber stated that the Friends are an independent organization, separate and apart from County government so they would not be covered under the County's policy.

Personnel:

Mr. Zaryczny said that at this time there are 5 vacancies based on the new LOS (level of service) roster. The Library has been authorized to fill those 5 positions: the Youth Services Coordinator in Administration; Beaufort Children's Services Librarian; Hilton

Head PT Circulation Representative and 2 Bluffton PT Page positions. All of the positions have been posted.

Automation:

Mr. Zaryczny announced that SC Lends (SC Library Electronic Network Delivery System) – Evergreen Version 2.1.1 installation process began on November 8th. The process should be completed by November 10th. While the installation is in process materials are being checked out manually and materials being returned during this 2 day period will not be charged any late fees. This new version is a major upgrade and it will have a new look and will offer many enhancements.

Mr. Zaryczny stated that the RFID project has had no changes. The Automated Materials Handling System installation is still scheduled for late November. The PC Reservation/Print Management system has had some modifications and is still being tested at the Beaufort Branch.

The Hilton Head Friends are working on a grant proposal that would enhance IT functionality at the Hilton Head Library. The grant amount is approximately \$40,000. Hilton Head does not have Impact Fees available to fund this project, so the grant is vital. The Grant application has been accepted.

Mr. Zaryczny stated that as far as the Bluffton Library goes, the plan is to use Impact Fees for their IT upgrades which would cost approximately \$31,000 - \$32,000. He said that a second possibility that they are considering is having a server that would be able to interact with up to 75 PC's that are available for the public.

State Aid & Lottery Funds:

Mr. Zaryczny said that there is no change regarding State Aid and Lottery Funds.

County Budget:

Mr. Zaryczny stated that the Library is on track.

Capital Improvements:

St Helena Branch – the groundbreaking held on October 13th for the new St. Helena Branch was very successful. It is currently being televised on the County Channel.

Grants: Nothing to report.

Miscellaneous Items:

Mr. Zaryczny said that the acoustical renovations at Bluffton are proceeding and is currently in the bid process.

Mr. Zaryczny announced that the St. Helena Library will be closed on November 12 because the School is putting in a power control box and because of that the School will be closed for a 3 (three) day period and that includes one day when the St. Helena Library is open.

Mr. Zaryczny said that the Library still has the unresolved issue of the Computer and Internet Use Policy requiring that there be 1 (one) unfiltered computer in each Branch. We continue to wait for MIS to determine how to accomplish this.

Financial Report: Attached to these minutes.

FY 2012 Status Report

1. County Funds:

Mr. Eisenman walked through his report with the Trustees, explaining key portions of the report for them to be aware of. He stated that page 2 (two) was important because it shows where the Library stands regarding their budget. At this time the Library is under budget.

Mr. Zaryczny explained that some of the funds on the Impact Fees report have been encumbered; these are items that have already gone through the Technical Services department in the ordering of materials. The balance is what remains to be expended on the amount budgeted for the materials collection. Mr. Zaryczny explained that Impact Fees are designated for 4 (four) things: construction of a facility; to purchase land; furniture, fixtures and equipment; and for library materials.

Mr. Eisenman stated that the Trustee's account will stay at the First Citizens Bank, but the County's account has moved to the BB&T Bank.

2. Trustee Funds:

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

Assistant Director Report:

Ms. Dunn asked Ms. O'Rourke to elaborate on her Assistant Director's report regarding the Collection Development Conference. Ms. O'Rourke explained to the Trustees about the QR codes. These are little blue codes can be found on some products and if you have a mobile telephone you can scan over it with the phone and it will give you more information about the product. Ms. O'Rourke said that if the Library employed this type of technology with books, then the patron (customer) could get a synopsis of the book.

Ms. O'Rourke said that at the conference there was much talk about E-books, and there were vendors at the conference assisting with information about E-books and their products. Ms. O'Rourke stated that the Library is researching to determine which E-book vendor we should use.

Ms. O'Rourke said the conference addressed how reference services are changing. She said that the collections may be shrinking, but the services are not, they are being deployed in a different way. Ms. O'Rourke stated that because there are so many databases online that the library can reduce the amount of volumes they have in the reference collection.

Ms. O'Rourke stated that there was a very interesting segment on "Assistive Technology". She stated that the conference stressed taking a look at your Library in terms of its accessibility for the 7 (seven) types of handicapped persons.

Ms. O'Rourke said that she took a Webinar that has led her to "Participatory Librarianship". She stated that she has been unveiling it step by step, and that she introduced staff to the idea at Staff Development Day so they could see the possibilities of the concept. Ms. O'Rourke said that she has done a streamlined report of what it is, how you use it, and that information has gone out to all the staff. She said that the Library has a team called the BUILD committee which looks at emerging trends and how we can take those trends and implement them into our services. Ms. O'Rourke stated that all of 2012 will be involved in looking at this concept of "Participatory Librarianship".

Committee Reports:

Advocacy: Ms. Fitzgerald reported that she and Mr. Morse have met a few times to talk about Advocacy. She stated that Mr. Morse has met with his County Council representative and after his meeting she and Mr. Morse reviewed his talking points. Ms. Fitzgerald said that their suggestion to the Trustees will be that the Trustees go to their own Council person and possibly take a library patron or a member of the Friends with them so that the Council will be reminded that the public is concerned about the Library too. She stated that the Trustees voted to reduce Library hours, so it's difficult for them to go to Council and say "why did you reduce the hours?" Ms. Fitzgerald and Mr. Morse thought the Trustees could also work more with the Friends of the Library.

Corresponding Secretary: Ms. Wolff said that she had nothing to report, but she would send out the dates of next year's Trustees meeting to the Friends of the Library.

Facilities: Nothing to report.

Finance: Covered in the Financial Report.

Foundation: Ms. Wolff reported that the Foundation met in September and then again in October. She said the meeting in September was primarily about the groundbreaking

for St. Helena Library and their fundraisers. Mrs. Wolff reported that Ms. Saad has been looking at an organization called "Network For Good" which is a vehicle for taking in donations and getting them into the Foundation's bank using credit cards. Ms. Wolff reported that Ms. Saad has confidence in this organization based on the research she has done, but when the Foundation met on October 28th Mr. Vandersloot had some concerns. Ms. Saad will try to contact local organizations who have used "Network For Good" to get more information about them. Ms. Wolff reported that the annual appeal letters went out on November 4th.

Friends of the Library (FOL):

Ms. Dunn reported for Ms. Hand saying that Ms. Hand had attended the Beaufort Friends of the Library meeting and told them how much they are appreciated and promised that she would attend as many meetings as possible. The Beaufort Friends are currently in the process of revising their Mission Statement and are working on strategic planning that will help them to focus their energies toward successful support of the Library. The Friends raised \$23,000 at their last book sale.

Ms. Miller reporting for the Hilton Head Friends said that she and Ms. Saad were working on a grant application; and should they get the grant the Friends want to update the computer lab and purchase portable computers. The Friends are also talking about a campaign to boost their membership citing that this would be the perfect vehicle for the public to get their concerns about the Library to County Council. So they are talking about a "Love Our Library" campaign to be promoted around Valentine's Day. Ms. Miller stated that everything was in place for their "Book Break" program. Ms. Miller did state that their book sales are down by 27%.

Ms. Stewart, reporting for the Bluffton Friends, said that they have just had their annual meeting on Sunday (the Library opened especially for them) and unfortunately it was not a very well attended meeting. The Friends have added 4 (four) new people to their Board of Directors.

Library Services:

Ms. O'Rourke reminded the Trustees about the Smithsonian Exhibit. Ms. Amanda Brewer has been working tirelessly on the New Harmonies Exhibition, which will take place at the Beaufort Branch Library from December 17 – February 4th.

Ms. O'Rourke stated that the Programming Team has selected the titles for the "One Book One Beaufort County" and will meet next month to start their preparations for the subject. The main title is The Dressmaker of Khair Khana by Gayle Lemmon. It takes place in Afghanistan so all of the programming that they had planned to use for Three Cups of Tea remains valid. The teen recommendation is In The Sea There Are Crocodiles by Fabio Geda, the children's title is Afghan Dreams: Young Voices of Afghanistan written by Michael P. Sullivan. The programming team is hoping to get the

author Gayle Lemmon to participate; there will be lectures, discussions and other presentations. This program is supported by an LSTA Grant of \$18,000.

Membership: Ms. Dunn reporting for Ms. Hand said that she was encouraged by Mr. Glaze's efforts to fill his District Seat on the Board and she urges the Trustees to ask qualified persons to submit an application. It is important to have a strong full Board representing all of the County's Districts.

Policy Review: Nothing to report.

School Liaison: Nothing to report.

Old Business:

Nothing to review.

New Business:

A. Amnesty Period to Return Library Materials and Unique Management. Ms. Dunn asked the Trustees if they had read through the report that was provided, and if they were ready to discuss and make a motion to adopt the amnesty period. Mr. Zaryczny added that a staff recommendation to move forward with amnesty for a period of 1 (one) month starting in January had been included in the information. Mr. Zaryczny also stated that if the Board approves the amnesty that the recommendation would be taken to Community Services Committee and then to County Council. Mr. Zaryczny recapped for the Trustees that at the last meeting the suggestion of a Collection Agency was proposed to the Trustees to get materials back and to collect outstanding fines. The Trustee members then asked about providing an amnesty period first to see how many materials the Library could recoup before using a collection agency. Today the Library is recommending an amnesty period of 1 (one) month with the target date being the month of January; if however the approval process cannot be completed by January 1, then the Library would use the month of February. Mr. Zaryczny stated that the amnesty materials must be returned to a circulation representative, the material cannot be returned in a book drop because the new book drop system is not going to recognize that the material being returned is a part of an amnesty program. He stated that the program will last a month so patrons will have an opportunity to return materials to any of the branch libraries. Mr. Zaryczny stated that the amnesty will be announced via newspapers, the library website, County cable, signs will be posted at the library branches, through the schools, and possibly even the local churches.

MOTION: Ms. Fitzgerald made a motion that we have an amnesty plan that will be restricted to overdue materials returned to the Library and all associated fines and fees for those items. Patrons will have to return the items directly to the library circulation desk representatives for proper processing at the time of return, no returns to the book

drops, for a term of one month upon the approval of County Council. Mr. Huff seconded the motion and it was unanimously approved by the Board.

B. Sole Source – Unique Management. Ms. Dunn suggested that the Trustees vote on a sole source justification for Unique Management Services in the event that the Trustees wanted to use their services in the future. Mr. Zaryczny clarified that when a patron (customer) reaches the \$25.00 benchmark and the materials have been out for 60 days or more then the patron's information automatically goes to Unique Management; at that point a \$10.00 processing fee is attached to that patron record and that patron's costs; so there is no direct cost to the Library. If the library fine is not paid within 120 (one hundred twenty) days then the information is turned over to a credit reporting agency. The Library qualifies as a "budget neutral" client so we don't pay anything. Ms. Dunn stated that there is the possibility that with the amnesty the Library may not need the services of Unique Management, but she would welcome a motion that says that if the Trustees decided to use a collection agency, it would be the sole source of Unique Management.

MOTION: Ms. Barnwell moved that the Trustees pre-approve using the Unique Management Services as the sole source if we choose to go for collections. Ms. Stewart seconded the motion and it was unanimously approved by the Board.

C. Exhibit Display Case and Distribution of Literature Policy. Ms. Dunn notified the Trustees that there are 2 (two) changes made in that policy. Ms. O'Rourke stated that this is an update of an outdated policy. This update adds the Distribution of Literature within this policy.

MOTION: Ms. Barnwell moved that the Trustees accept the updated policy plus the 2 (two) changes that have been made. The motion was seconded by Ms. Fitzgerald and it was unanimously approved by the Board.

D. Meeting Dates and Closing Dates for the Library.

MOTION: Ms. Stewart made a motion to accept the Trustee meeting dates for 2012 as presented. Mr. Huff seconded the motion and it was unanimously approved by the Board.

MOTION: Ms. Fitzgerald made a motion to accept the Library closing dates as presented. Mr. Huff seconded the motion and it was unanimously approved by the Board.

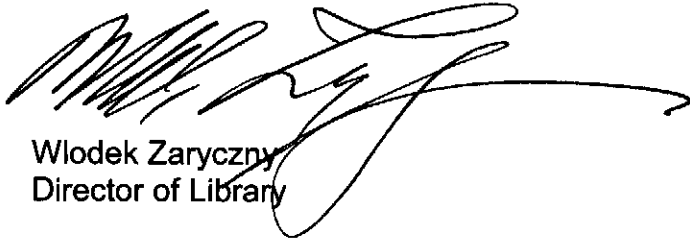
Other Business:

A. Hours Worked on Board and Conflict of Interest forms. Ms. Dunn asked that everyone get those to Ms. Parsons so she can submit her report to County Council.

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

The meeting was adjourned at 4:50 p.m.

Respectfully submitted,

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

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

January 11, 2012

Staff/Staffing -

Administration: FT Youth Services Coordinator, Dir. for Development/Marketing; **Bluffton:** 2 PT Circulation Assistants, 2 PT Pages; **Hilton Head:** PT Page

Automation –

SC LENDS (SC Library Electronic Network Delivery System) – ILS Evergreen Version 2.1.1 upgrade installation was completed on November 9.

RFID Project – AMH (Automated Materials Handling system) was installed at our three regional Branches. Some re-programming needs to be completed to address an issue with location designation after some items are checked in. Cash payment machines at self-checkout stations have been installed at Beaufort and Bluffton Branches. The PC Reservation/print management system continues to undergo testing at the Beaufort Branch.

E-books – Library staff has started setting up meetings with e-book vendors. Staff will evaluate such things as price, simultaneous/multiple patron access to titles, patron privacy, staff intensiveness vis-à-vis patron assistance and so on before selecting a potential vendor for BCL.

State Aid & Lottery Funds –

Nothing new to report.

County Budget -

The Library's budget is on track.

Capital Improvement Projects 2007-2017 (CIP) Plan –

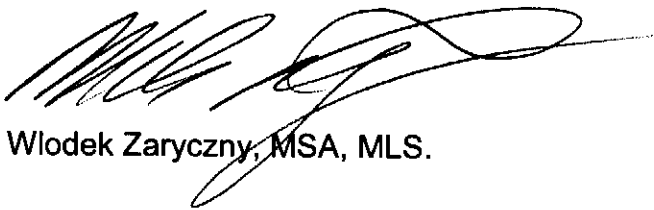
St. Helena Branch – construction of the facility is moving forward. A meeting with Liollo Architects, County and Library staff concerning FF&E (furniture, fixtures & equipment) is scheduled for Tuesday, January 17th.

Miscellaneous –

Bluffton Branch - Acoustical renovations for the large meeting room are tentatively scheduled for April 18 thru June 30, 2012.

Library Computer and Internet Use Policy –County MIS has completed necessary IT work in order for the Library to provide 1 filter free PC at each of our Branches. Stuart is currently testing the PC and will first deliver and test it for public use at the Beaufort Branch Reference Desk.

Sincerely,

A handwritten signature in black ink, appearing to read 'Wlodek Zaryczny', with a large, stylized flourish at the end.

Wlodek Zaryczny, MSA, MLS.