

Beaufort County Library
BOARD OF TRUSTEES
MINUTES OF MEETING
Held January 11, 2012 3:00 p.m.

The first scheduled meeting for 2012 was held at the Beaufort Branch Library; 311 Scott St., Beaufort, SC.

Attendants:

Trustees:

Ms. Theresa Dunn-Chair; Ms. Susan Carter Barnwell; Ms. Eileen Fitzgerald; Mr. Dan Huff; Mr. Douglas Brown; Ms. Patsy Hand; and Mrs. Norma Stewart.

Library Staff:

Mr. Wlodek Zaryczny, Library Director; Ms. Jan O'Rourke, Assistant Library Director; Ms. Maria Benac, Ms. Fran Hays; Mr. Dennis Adams; Ms. Gina Molter; Mr. Scott Strawn and Ms. Cathy Parsons, Administrative Assistant.

County Staff:

Ms. Sue Rainey, Clerk for County Council.

Guests:

Ms. Lynne Miller, President of the Hilton Head Friends of the Library; Mr. Bernie Kole, President of the Beaufort Friends of the Library; and Ms. Brenda Maddaluna.

Call to Order: Ms. Amanda Brewer took the Trustees on a tour of the New Harmonies Smithsonian exhibit before the scheduled meeting. The Beaufort County Library Board of Trustees meeting of Wednesday, January 11, 2012 was called to order at 3:07 p.m. with a quorum present.

Ms. Dunn recognized and welcomed the guests who were attending the meeting.

Public Comment: None.

Minutes of November 9, 2011:

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

Correspondence and Communications: None.

Librarian's Report: Attached to these minutes.

Personnel:

Mr. Zaryczny said that there was one correction on the report that he had submitted-- the Youth Services Coordinator position has been filled by Mr. Scott Strawn. Vacant positions now are the Director of Development and Marketing; Hilton Head PT Page; Bluffton 2 (two) PT Circulation positions and 2 (two) PT page positions.

Automation:

Mr. Zaryczny announced that the SC Lends (SC Library Electronic Network Delivery System) – Evergreen Version 2.1.1 installation was completed on November 9th and that the upgrade is helpful for staff.

Mr. Zaryczny stated that the RFID AMH (Automated Material Handling) system has been installed at the (3) three large branches. There are a few minor adjustments that need to be made. The cash payment machines have been installed at the Beaufort and Bluffton branches. The PC Reservation/Print Management system continues to have some problems and is still being tested at the Beaufort branch; the system will not be installed at the other branches until the problems have been resolved.

Mr. Zaryczny said that staff has started looking for vendors of E-books. The staff is looking at price, patron privacy; and simultaneous and multiple patron access to titles. The staff has started interviewing vendors and 2 (two) more vendors will be interviewed in January to see what options they have available. The Library will be approaching E-books slowly and methodically. Mr. Zaryczny said that the Library will begin with a 1 (one) year contract. He said that they are also exploring ways to finance E-books.

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 construction of the new St. Helena Library is on schedule; the contractor is organized and the work site looks good. There have been many pictures taken and they will be posted soon on the Library website. There will be a meeting with Liollo Architects on January 17th to discuss furniture, fixtures and equipment (FF&E).

Miscellaneous Items:

Mr. Zaryczny said that the acoustical renovations at the Bluffton branch are tentatively scheduled for April 18 thru June 30, 2012. Mr. Zaryczny stated that the new St. Helena branch will not face these challenges because they have hired an acoustical engineer.

Mr. Zaryczny announced that MIS has resolved the problem of the one unfiltered computer for each library branch. This computer is now being tested by the Library's Systems Specialist. Each PC will be in proximity of a controlled desk and if staff sees something inappropriate they will shut the computer down. The computer will also have a privacy screen for anyone walking by. An announcement will not be made to publicize the availability of this computer. If a patron is having difficulty getting to a site that they need or want, then the reference desk will make that computer available to them.

Grants: Nothing to report.

Financial Report: Attached to these minutes.

FY 2012 Status Report

1. County Funds:

Mr. Zaryczny said that there was nothing out of the ordinary with the Library's budget. He said that he was waiting for Finance to provide guidelines for the preparation of the FY13 budget. Last year the Library was required to submit 3 (three) different scenario's but Mr. Zaryczny was not sure that this would be the case for the upcoming fiscal year.

Mr. Brown said that he was having a difficult time understanding the numbers presented in the Finance Report. Mr. Zaryczny stated that at the next meeting the Trustees could address that concern with Mr. Eisenman and he (Mr. Eisenman) could customize the report so that it would be easier for the Trustee's to interpret.

Ms. Stewart asked about the \$6,000 in the Bluffton Building Fund. Mr. Zaryczny stated that the money may be used for working on the patio area of Bluffton branch.

Ms. Stewart asked that since the fines and fees have gone down, what are the circulation figures compared to last year. Ms. O'Rourke responded that the circulation numbers were down a little compared to last year. She stated that most of their numbers were down and they're trying to understand why. She said that because the statistics are down it doesn't mean that they are doing something wrong; it may be that they're doing something differently.

2. Trustee Funds:

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

Ms. Sue Rainey, Clerk to County Council addressed the Trustee's. She explained to the Trustees that the Council per a Template Ordinance keeps statistics on all the Boards within the County regarding attendance, gender, ethnicity, and the north/south balance, among other things. Ms. Rainey stated that the Council is now asking for longevity and more recently the number of hours that a Board member is spending in Board meetings; this is for the Tort Insurance. The purpose of this is to find a common denominator across all County Boards. She clarified that in regard to the question of how many hours were devoted to the Board, the number should be actual "seat time" not preparation for the meeting, travel time to the meeting, nor computer time in lieu of an actual meeting. It also does not include any special event that the Trustee attends as a representative of the Board of Trustees.

Mr. Zaryczny asked Ms. Rainey if she had knowledge regarding the redistricting and what impact it would have on the Trustees. Ms. Rainey stated that after the election in November, Council will go through all the members and applicants to Boards and get in touch with voter registration, noting the new Council districts. When a member comes up for re-appointment, if that members' district has changed then the member is not eligible for that particular district seat any longer unless he/she is approved for out of district appointment. Mr. Zaryczny asked Ms. Rainey about the following situation. He stated that the Board now has 3 (three) vacancies and if someone is appointed to one of those positions now, then would that Board member serve until their term of office expires. Ms. Rainey confirmed that statement. Ms. Stewart asked that for the new district(s) the Library Board would need a representative for that new district; would that representative be added after the elections? Ms. Rainey said yes, the representative would be added after the elections.

Committee Reports:

Advocacy: Nothing to report.

Corresponding Secretary: Nothing to report.

Facilities: Nothing to report; already covered.

Finance: Covered in the Financial Report.

Foundation: Ms. Dunn reported that the Foundation is holding a fundraiser on March 5, 2012 and she is taking reservations for the event. This will be a fashion show at Colleton River with a silent auction and lunch. The tickets are \$45.

Friends of the Library (FOL):

Mr. Kole reporting for the Beaufort Friends announced that the "Books Sandwiched In" had just had their 26th anniversary. They had 175 people attend their last program. The program is free; you bring your lunch or buy your lunch there. This program has been a good way to get new members for the Friends. The Beaufort Friends now has over 400

members. Ms. Hand made a comment that the Teen Board presenter at the last program did a wonderful job. Mr. Kole stated that they have put CityTreks.com onto their website so people can see podcasts of the Books Sandwiched In programs.

Ms. Miller reporting for the Hilton Head Friends said that their "Book Break" program would begin again in the next week. She said that Jane Upshaw from USCB would be speaking. Ms. Miller said that the movie program will begin the week after the Book Break program. Ms. Miller stated that because the Friends revenues were down that they would be campaigning in February with the theme of "Love Your Hilton Head Library". The Friends are also planning an After Hours event on March 2, 2012 from 5:00 – 7:00 p.m. for both new and old Friends' members; Library staff members will be there as well to tell the guests about all the new things at the Library. Ms. Miller stated that they have investigated PayPal and are considering using them on their donation website.

Ms. Stewart, reporting for the Bluffton Friends, said that they have not had a meeting since their annual meeting in November. She said that Mr. Kubic wants to have the meeting room renovations done during this current year's budget.

Library Services:

Ms. O'Rourke provided a progress report on the Strategic Plan and told the Trustees that this information would give them an idea of what Library Services will be doing in 2012.

Ms. O'Rourke stated that the Programming Team has selected the titles for the "One Book One Beaufort County". The main title is The Dressmaker of Khair Khana by Gayle Lemmon. The teen recommendation is In The Sea There Are Crocodiles by Fabio Geda which is a true story that has been fictionalized. The children's title is Afghan Dreams: Young Voices of Afghanistan edited by Michael P. Sullivan. The Programming Team is hoping to get the author Gayle Lemmon to participate via a live conference. There will be lectures, book discussions; a film series; Ms. Amanda Brewer is researching music; and Ms. Gina Molter will be conducting an essay contest. This program is supported by an LSTA Grant of a little more than \$18,000. The Programming Team is working on dates now, but they are hoping to start it in conjunction with the Summer Reading Program and it will end in the month of October.

Membership: Ms. Hand welcomed Mr. Douglas Brown as an official member of the Trustee Board. She said that there are 3 (three) positions yet to be filled but they are closing in on 2 (two) of those positions.

Policy Review: Nothing to report.

School Liaison: Mr. Adams stated that there are 2 (two) new conduits that the School Liaison Community might want to explore and be a part of—1) One Book One Beaufort

County because of the teen and children's title; and 2) the Homework Center which will be kicking off on January 28, 2012 in St. Helena.

Old Business:

Mr. Zaryczny stated that the Amnesty proposal has been approved by County Council but there is not enough time to prepare for it for the January/February timeline that the Board had originally voted on. He stated that the staff is now recommending the month of April for Amnesty if the Board would approve it.

MOTION: A motion was made by Ms. Barnwell to offer Amnesty during the month of April. The motion was seconded by Ms. Hand and it was unanimously approved by the Board.

New Business:

A. Social Networking Policy – Mr. Adams stated that this is a new policy and their first attempt at defining the multiplying resources of Social Networking. He said that social networking is so much more than Facebook or Twitter, and most of it is interconnected. Ms. O'Rourke added that once the Board approves this policy that it would be taken to the County attorney for his approval.

MOTION: A motion was made by Ms. Hand to approve the Social Networking Policy. The motion was seconded by Ms. Barnwell and the motion was unanimously approved by the Board.

Mr. Zaryczny reminded the Trustees that the Policy would now go to the County Attorney and if he has any modifications to the Policy then it would be brought back to the Board for their reconsideration.

B. Election of Officers –

Ms. Dunn nominated Ms. Hand to be the new Chairperson of the Board of Trustees. The nomination was seconded by Ms. Fitzgerald and the motion was unanimously approved by the Board.

Ms. Kuchler nominated Ms. Stewart as the Vice-Chairperson of the Board of Trustees. The nomination as seconded by Ms. Fitzgerald and the motion was unanimously approved by the Board.

Other Business:

A. Update Committee appointments – The new chairperson will make those appointments either at the next meeting or when some of the vacancies have been filled.

B. Meeting Dates and Closing Dates for the Library - revision. Because of scheduling conflicts and the renovations being done at the Bluffton Library a few of the meeting locations had to be changed.

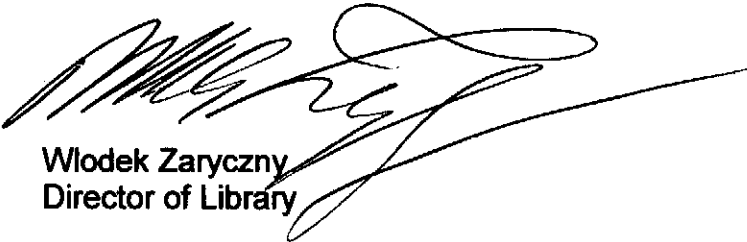
MOTION: Ms. Barnwell made a motion to accept the meeting location changes. Ms. Fitzgerald seconded the motion and it was unanimously approved by the Board.

C. Recommendation of New Trustee. It was decided that because the Trustees did not receive the candidate information until that morning that they needed more time to make a decision. The Trustees will make their recommendation at the next meeting.

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

The meeting was adjourned at 4:35 p.m.

Respectfully submitted,



Wlodek Zariczny
Director of Library

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

LIBRARIAN'S REPORT

March 14, 2012

Staff/Staffing -

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

Automation –

SC LENDS (SC Library Electronic Network Delivery System) – 3 additional County Libraries, Clarendon, Chester and Lee, were approved by the Executive Board for Membership. Possible migration is scheduled for April.

RFID Project – AMH (Automated Materials Handling system) installations at Hilton Head and Bluffton Branches appear to be working well. Beaufort Branch will get an extended runway for its AMH which will rectify location designation issues when items get checked in. Cash payment machines at self-checkout stations are undergoing some problem resolution reprogramming. An upgraded PC Reservation/print management system will be installed at the Beaufort Branch, which is promised to address some of the issues with the current system. Once we are assured that it works properly, PC Reservation will be pushed out to our other Branches.

E-books – Library staff has selected 3M Cloud Library as the supplier for BCL's e-book collection. Starting date for customer e-book downloading/reading is tentatively set for May.

State Aid & Lottery Funds –

Nothing new to report.

County Budget -

The Library's budget is on track.

Capital Improvement Projects 2007-2017 (CIP) Plan –

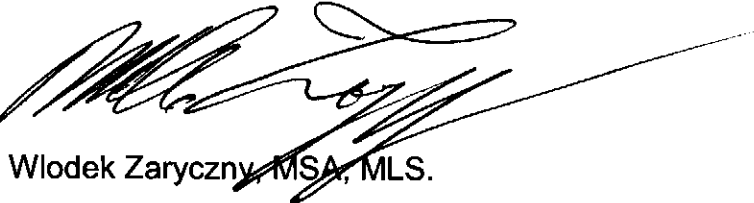
St. Helena Branch – construction of the facility is moving forward. A meeting with Liollo Architects, County and Library staff concerning FF&E (furniture, fixtures & equipment) was held on Thursday, March 8th. Another meeting with Liollo will be scheduled to review selections.

Miscellaneous –

Bluffton Branch - Acoustical renovations for the large meeting room are scheduled for April 17 thru June 30, 2012.

Library Computer and Internet Use Policy –Stuart Forest completed testing the unfiltered PC that was installed at the Beaufort Branch. Unfiltered PC installation will be scheduled. SC Code requires that each of our Branches provides one unfiltered PC to its service community.

Sincerely,



Wlodek Zariczny, MSA, MLS.