

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – September 11, 2013 - 3:00 p.m.

The fifth scheduled meeting for 2013 was held at the Bluffton Branch Library.

Trustees:

- Attendees: Ms. Patsy Hand, Chair; Ms. Eileen Fitzgerald, Vice-Chair; Ms. Susan Barnwell; Mr. Douglas Brown; Ms. Elizabeth (Buffy) Camputaro; Mr. Bernie Kole; Ms. Peggy Martin; Ms. Lynn Miller; Ms. Yolanda Riley.
- Absentees: Ms. Jean Morgan, Ms. Anna Maria Tabernik.

Library Staff: Mr. Wlodek Zaryczny, Ms. Jan O'Rourke, Ms. Kathy Mitchell, Ms. Halle Eisenman, Ms. Deborah Johnson, Ms. Maria Benac, Ms. Traci Cox, Ms. Ileana Herrick.

County Staff: Mr. Gary Kubic, County Administrator; Mr. Bryan Hill, Deputy County Administrator; Ms. Alicia Holland, Interim Chief Financial Officer; Mr. Morris Campbell, Director of Community Services; Mr. Alan Eisenman, Financial Analyst.

Guests: Mr. Mike Morse, Friends of the Library; Mr. Zach Murdock, Island Packet.

Call to Order: The meeting was called to order at 3:03 p.m.

Ms. Hand introduced Ms. Elizabeth (Buffy) Camputaro as the new board member representing District 4 and announced that Ms. Anna Maria Tabernik will be representing District 6 .

Public Comment: Ms. Hand welcomed Zach Murdock from the Island Packet.

Minutes of June 26, 2013: Mr. Kole moved to accept the minutes as written. Ms. Martin seconded the motion. There was a unanimous vote.

Correspondences and Communications: None.

Librarian's Report: The report is attached. Ms. Benac stated that she is preparing for the first year anniversary celebration of the St. Helena Branch on November 8th.

Ms. Hand welcomed Mr. Gary Kubic, County Administrator; Mr. Bryan Hill, Deputy Administration; and Ms. Alicia Holland, Interim Finance Chief Officer.

Assistant Librarian's Report: Ms. O'Rourke reported that St. Helena Branch received a \$ 25,000 federal grant to create a makerspace called *Creation Station*. She added that \$ 5,400 of the grant funds will be used for honorariums and trainers. The Library Youth Services Unit has been working on a program to integrate 21st Century learning skills to address the new learning styles. The library is also identifying ways to reach out to children who are unable to visit the libraries.

Financial Reports: Attached to the minutes. Alan Eisenman briefly explained the financial reports for the period ended June 30, 2013.

<http://www.bcgov.net/departments/Finance/finance/documents/2013/Library%20Financials-%20June%202013.pdf>

Committee Reports:

Advocacy: None.

Corresponding Secretary: None.

Foundation: The next foundation meeting is September 23 at the Beaufort Branch. Ms. Hand reported that board members have been updating their donor list.

Friends of the Library (FOL):

Beaufort Branch: Mr. Kole announced the annual Book Sale during the September 27th weekend in the Beaufort Waterfront Park. Ms. Martin added that the members are working on the next *Books Sandwiched In* lunch event.

Bluffton Branch: Ms. Johnson reported that the Friends are working on special fundraising for the library.

Hilton Head Branch: Ms. Miller reported that the Friends received a grant of \$ 3,052 and another for \$ 600 for children's programming and library materials.

Library Services: Ms. Cox distributed copies of the fall newsletter which includes *One County Reads Civil War* events and regular library events from September to December. She added that the *Affordable Care Act(ACA)* starts officially October 1 and the library staff has been briefed on how to direct people to the ACA website. Ms. Cox added that each branch's Facebook page has been consolidated into one Library System Facebook page.

Membership: Ms. Hand announced the resignation of Mr. Dan Huff (district 2). The board will write a letter to Mr. Huff to show their appreciation for all his work on the Library Board and with the Friends of the Library. She also reminded members that District 9 is still vacant.

School Liaison: Ms. Fitzgerald reported that the library and the school district will collaborate in the Summer Reading Program. The school district will provide the reading list for the library as early as possible to plan accordingly.

Old Business: None.

New Business:

State Aid Agreement/Library Budget 2014 and Waiver: As required by the State Library, Ms. Hand and Mr. Zaryczny signed the State Aid Agreement in the presence of a quorum of the Board. A waiver was also signed in the presence of the board since the library budget was not in

compliance in terms of *personnel* and *information services*. Mr. Kole made a motion to approve the State Aid Agreement and the waiver. Ms Martin seconded. There was a unanimous vote.

Waiver for non-compliance of hours of service: An additional waiver has been signed since the library does not comply with the 68 hour service at one branch as required by the State Library.

Request for additional county funds: The Beaufort and Bluffton branches are recommended for increased hours so there is a branch North of the Broad River and a branch South of the Broad River open 50 hours. Mr. Zaryczny explained briefly that the request for \$ 300,000 includes additional staffing, operating expenses and a third party consultant (see attachment). Ms. Hand made a motion for discussion. Ms. Martin seconded. Ms. Fitzgerald suggested that the \$ 300,000 be broken down into \$ 240,000 and \$ 60,000 for more clarification. Ms. Miller discussed her concern that the Hilton Head Branch was not included in additional hours request.

Mr. Kubic suggested that the Board should work not only in short term, but also in mid and long term planning for the future of libraries. He asked the board if they are interested in a referendum to create a millage for the Library system. Mr. Kubic added his support to the external consultant. He also recommended that the board begin discussions with the City of Beaufort to consider implementing impact fees. He concluded by praising the successful St. Helena Branch Library near the historical Penn Center.

Ms. Hand recalled the motion regarding the 50 hour request to the table for discussion and stated that the recommendation will be passed to Mr. Kubic for presentation to the County Council. Mr. Kole made a motion, and Ms. Barnwell seconded. All voted in favor, except for Ms. Miller, who opposed the motion. Mr. Kole made a motion with Ms. Fitzgerald seconding that the board reopen the impact fees discussions with the City of Beaufort. There was a unanimous vote.

State Library Standards: This item of the agenda will be discussed on the next Board meeting.

2014 Library Board Meeting Dates: The dates have been approved. Mr. Kole made a motion, Ms. Fitzgerald seconded. There was a unanimous vote.

Miscellaneous: Ms. Hand discussed the board's attendance at meetings. She stated members will be removed automatically after two or three consecutive absences. She added that ID name tags will be provided to the members.

Ms. Hand asked if there was any other business. Being none, the meeting was adjourned at 4:27 p.m. on a motion from Mr. Kole and a second from Ms. Martin.

Respectfully submitted,


Wlodek Zaryczny
Director of Library

LIBRARIAN'S REPORT

September 11, 2013

Staff/Staffing - Vacancies

Administration: FT Admin Assistant II (preliminary approval); **Beaufort:** PT Page (preliminary approval); **Bluffton:** FT Circulation Manager, 2 PT Library Asst. I (Circulation); **Hilton Head:** PT Page.

Automation –

SC LENDS (SC Library Electronic Network Delivery System) – The SC LENDS Strategic Planning Committee which met on August 23 decided to wait until early 2015 before adding any new member libraries. The possibility of increasing membership dues was also explored. A taskforce will investigate the requirements for adding a fulltime support staff person to SCLEND S.

RFID Project – St. Helena's drive-up materials return should be operational in October. The obstruction from a fire sprinkling pipe was corrected during the last week in August. Bibliotheca staff will be dispatched to install and operationalize the lift conveyor. County Council Community Services Committee and County Council approved a five-year Maintenance Contract for all Branches except St. Helena. Once the drive-up materials return is installed and operating successfully, a maintenance contract will be presented to Council for approval sometime this coming Fall.

IT System-wide & Meeting Room Upgrades – A bid for the Hilton Head Branch meeting room upgrade has been posted. Completion of the upgrade is expected by the end of December. The IT upgrade for all Branches excluding the new St. Helena Branch is currently on hold. Friends of Hilton Head, Bluffton and Beaufort have contributed funds to upgrade computers.

State Aid Grant & Lottery Funds –

Beaufort Library is designated to receive \$202,791.25 is lottery funds for FY14. This grant will be used to augment the Library's County Materials budget which is currently funded at \$125,000. The State Aid Grant has traditional been used to supplement our materials budget. I expect to receive an update about lottery funds for public libraries in the Spring of 2015.

County Budget -

The Library's FY14 budget is on track.

On Thursday, September 5 Jan O'Rourke and I met with Gary Kubic, Alicia Holland (Acting Finance Director) and Morris Campbell regarding library hours and the request for

additional FY14 funding. Library staff will review and address an array of issues concerning service, staffing, funding, usage, hours of service, etc.

Miscellaneous –

Beaufort County Library Strategic Plan 2013 – The plan will be extended out for an additional two years if funding for the requested Consultant, included in the Trustee request for a amended budget, is not hired.

One Year Anniversary of the new St. Helena Branch Library – planning has started for a celebration to take place during the second half of October.

ACA (Affordable Care Act) – Beaufort/Jasper/Hampton Comprehensive Health Services (BJHCHS) – Library staff met with representatives of BJHCHS to discuss the efforts of an Outreach & Enrollment grant to help the uninsured become insured under ACA. (Sign up will start October 1st.)

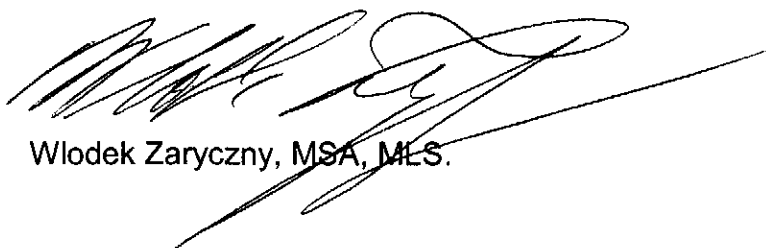
The Library will assist with this effort by doing the following:

- Display/Distribute brochures and other appropriate material relative to Outreach & Education.
- Hosting BJHCHS volunteer Certified Application Counselors (CAC) scheduled sessions to assist the uninsured (similar to what we do now for the VITA effort).
- Make the Library available for community or informational meetings to promote this effort.
- Survey staff to see who might be willing to take, complete and pass a test for a five (5) hour web-based course to become a volunteer CAC.
- After BJHCHS provides additional basic information about the ACA and how the uninsured access information to become insured, Library staff will direct interested customers to either appropriate BJHCHS CAC volunteers or sites.

The Board of the SC State Library has hired Mr. Hulen Bivens as the new State Librarian. Besides his MSLS, Mr. Bivens also has a law degree from Faulkner University. His work history includes his current position as the North Dakota State Librarian and Assistant Director of the Alabama State Library.

Beaufort County School District – On September 6 Jan O'Rourke and I attended the State of the Schools Breakfast. The program included a Guest Panel and remarks by Dr. Jeffrey Moss, Superintendent and Bill Evans, Chairman, Beaufort Board of Education.

Sincerely,



Wlodek Zaryczny, MSA, MLS.

FY14 Budget Amendment Request for Additional Funds as Approved at the 9-11-13 Library Board of Trustees Meeting

\$300,000.00	request for additional funds		
\$223,392.00	staffing for 50 hours at 1 branch North of the Broad River and 1 branch South of the Broad River;	BEA- 1 Ref Libr, 1 FT circ,1 PT circ BLU-1 FT circ, 1 PT circ	
	1 Assistant Systems staff per IT needs	1 assistant systems librarian	
\$16,608.00	additional operating	electricity, water & sewer,DP supplies, office supplies, postage	
\$240,000.00			
\$60,000.00	consultant	for Strategic Plan and mid to long term operational and facilities study per Gary Kubic	
\$300,000.00	grand total		
\$210,000	Vacancy Factor Projection		
			Sept. 13, 2013

Board of Trustees - Library Board
General Ledger
As of August 31, 2013

	Type	Date	Num	Name	Memo	Amount	Balance
First Citizens Bank (Total)							22,071.93
Alexander Dawson Fund							1,451.97
Total Alexander Dawson Fund							1,451.97
Alpha Delta Kappa							25.00
Total Alpha Delta Kappa							25.00
BDC Collection							616.67
Total BDC Collection							616.67
Bluffton Building Fund							6,227.70
Total Bluffton Building Fund							6,227.70
Bluffton Miscellaneous Fund							499.14
Total Bluffton Miscellaneous Fund							499.14
Clover Carolina Room Fund							1,852.72
Total Clover Carolina Room Fund							1,852.72
Greater Island Committee							439.13
Total Greater Island Committee							439.13
H Scheper Book Fund							4,290.65
Total H Scheper Book Fund							4,290.65
Hilton Head Rotary Fund							1,126.66
	Deposit	08/13/2013			Deposit	Contributions Income	500.00
Total Hilton Head Rotary Fund						500.00	1,626.66
Historical Society Fund							1,469.63
Total Historical Society Fund							1,469.63

Board of Trustees - Library Board
General Ledger
 As of August 31, 2013

	Type	Date	Num	Name	Memo	Amount	Balance
James @ Shannon Duffy							100.00
Total James @ Shannon Duffy							100.00
Kiwanis Club of Beaufort							185.52
	Bill Pmt -Check	08/14/2013	1208	Ingram Library Services	Accounts Payable	-31.10	154.42
Total Kiwanis Club of Beaufort						-31.10	154.42
Sally & Joseph Harrington							3,642.14
Total Sally & Joseph Harrington							3,642.14
Sarah Kessler Memorial							0.00
Total Sarah Kessler Memorial							0.00
Wendy Allen Memorial							145.00
Total Wendy Allen Memorial							145.00
First Citizens Bank (Total) - Other							0.00
Total First Citizens Bank (Total) - Other							0.00
Total First Citizens Bank (Total)						468.90	22,540.83

FY2014	BFT	Credit Card Beaufort Branch	HH	Credit Card H. Head Branch	BLU	Credit Card Bluffton Branch	LOB	Credit Card Lobeco Branch	STH	Credit Card St. Helena Branch	TOTAL
FINES & FEES											
July	\$ 1,511.31	\$ 541.37	\$ 2,324.69	\$ 166.00	\$ 2,526.53	\$ 406.16	\$ 258.80	\$ 38.00	\$ 1,092.65	\$ 106.03	\$ 8,971.54
August	\$ 2,024.26	\$ 499.14	\$ 1,984.36	\$ 151.14	\$ 2,378.83	\$ 389.73	\$ 279.96	\$ 41.41	\$ 861.94	\$ 88.81	\$ 8,699.58
September											\$ -
October											\$ -
November											\$ -
December											\$ -
January											\$ -
February											\$ -
March											\$ -
April											\$ -
May											\$ -
June											\$ -
TOTAL	\$ 3,535.57	\$ 1,040.51	\$ 4,309.05	\$ 317.14	\$ 4,905.36	\$ 795.89	\$ 538.76	\$ 79.41	\$ 1,954.59	\$ 194.84	\$ 15,243.33
COPIERS											
July	\$ 87.65	\$ -	\$ 92.45	\$ -	\$ 69.75	\$ -	\$ 17.55	\$ -	\$ 96.80	\$ -	\$ 364.20
August	\$ 144.50	\$ -	\$ 86.00	\$ -	\$ 123.25	\$ -	\$ 21.25	\$ -	\$ 29.70	\$ -	\$ 404.70
September									\$ -		\$ -
October									\$ -		\$ -
November									\$ -		\$ -
December									\$ -		\$ -
January									\$ -		\$ -
February									\$ -		\$ -
March									\$ -		\$ -
April									\$ -		\$ -
May									\$ -		\$ -
June									\$ -		\$ -
TOTAL	\$ 232.15	\$ -	\$ 178.45	\$ -	\$ 193.00	\$ -	\$ 38.80	\$ -	\$ 126.50	\$ -	\$ 768.90

INTEREST REVENUE											
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.12
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.19
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.31
Convenience Fee											
July	\$ -	\$ 14.89	\$ -	\$ 4.57	\$ -	\$ 11.17	\$ -	\$ 1.05	\$ -	\$ 2.92	\$ 34.60
August	\$ -	\$ 13.73	\$ -	\$ 4.16	\$ -	\$ 10.72	\$ -	\$ 1.14	\$ -	\$ 2.44	\$ 32.19
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ 28.62	\$ -	\$ 8.73	\$ -	\$ 21.89	\$ -	\$ 2.19	\$ -	\$ 5.36	\$ 66.79
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -