

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – March 12, 2014 - 3:00 p.m.

The second scheduled meeting for 2014 was held at the St. Helena Branch Library.

Trustees:

- Attendees: Ms. Eileen Fitzgerald, Vice-Chair; Ms. Jean Morgan; Mr. Bernard Kole; Ms. Lynn Miller; Ms. Yolanda Riley
- Absentees: Ms. Anna Maria Tabernik; Ms. Peggy Martin; Ms. Elizabeth (Buffy) Camputaro; Mr. Joseph Bogacz.

Library Staff:

- Attendees: Mr. Wlodek Zaryczny, Ms. Jan O'Rourke, Ms. Kathy Mitchell, Ms. Deborah Johnson, Ms. Maria Benac, Ms. Belinda Blue, Ms. Traci Cox, Ms. Ileana Herrick, Ms. Kiani Major.

County Staff:

- Attendees: Mr. Bryan Hill, Deputy County Administrator; Mr. Morris Campbell, Director of Community Services; Ms. Suzanne Gregory, Employee Services Coordinator; Mr. Alan Eisenman, Financial Analyst.

County Council Member: Mr. Steven Fobes (District 10)

Call to Order: The meeting was called to order at 3:00 p.m.

Pledge of Allegiance: Acting Vice-Chair of the Board Ms. Eileen Fitzgerald led those present in the Pledge of Allegiance to the Flag.

Public Comment: None.

Minutes of January 8, 2014: Mr. Kole made a motion to accept the minutes. Ms. Morgan seconded the motion. There was a unanimous vote.

Correspondences and Communications: None.

Librarian's Report: The report is attached.

Assistant Librarian's Report: The report is addressed under New Business.

Financial Reports: Mr. Eisenman briefly explained the financial PowerPoint presentation for the period ended January 31, 2014 (Attachment).

Committee Reports:

Advocacy: The additional hours of libraries services have been a success in each Branch since day one. Members and Presidents of the Friends Groups have sent thank you notes to the County Council for the expansion of library hours. A good approach for library advocacy is sending emails (County website) to Council Members.

Corresponding Secretary: None.

Foundation: The Fashion Show Luncheon was very well attended (160 attendants). It is expected to realize high revenues as it has in prior years.

Friends of the Library (FOL):

- Beaufort Branch: Mr. Kole reported that the board is working on their next Annual Meeting. Also a committee is reviewing the actual *Mission Statement* since libraries are moving in a new technological direction (i.e. EBooks).
- Bluffton Branch: The Friends are looking for ways to increase new memberships; and are planning to set up a Booth at the Farmers Market in Old Town Bluffton.
- Hilton Head Branch: Ms. Miller mentioned her concern about the meeting room's renovations at this Branch. The situation is forcing Friends to reschedule programs in different locations at high cost. Also members are considering placing plate labels on computers purchased by the Friends, so the public is aware of Friend's contributions to the Library.

Library Services: The new library hours are publicized on Circulation desks, glass doors, and new staff is being trained to serve the public. Ms. Cox mentioned the implementation of free software *Augur* which allows Librarians or Circulation Staff to capture in real time snapshots of reference questions and the most frequent questions (i.e. EBooks).

Membership: District 9th and 2nd are still vacant. Letters looking for volunteers willing to serve District 9th and District 2nd may be publicized in the Bluffton and Beaufort Friends Monthly Newsletter respectively. The letters describe not only the application process and duties, but also the expectations of appointed members.

School Liaison: None.

Policies and Procedures: they are discussed under *New Business*. A special meeting will be held to revise the Bylaws since its last revision in 2002.

Old Business: None.

New Business:

Circulation policy: Corrections are made: 1) page 4, under CIR-4 heading-- numeral # 2- patrons may have up to 10 holds only for high use materials (DVD's, CDs). 2) Page 7, the cost of a full set of DVDs is \$ 35, and the cost of a replacement DVD is \$ 5. Mr. Kole made a motion to accept the policy with corrections. Ms. Morgan seconded. There was a unanimous vote.

3D Printer Use Policy: A policy has been developed to establish the usage of two 3D printers in the St. Helena Branch Library. A definition of a 3D printer has been added to the policy description. Ms. Fitzgerald mentioned the importance to setting up an appeal process since the *Library reserves the right to refuse any 3D printer requests*. Ms. Morgan made a motion to accept the policy with corrections and Mr. Kole seconded. There was a unanimous vote.

Updated Strategic Plan: Attached to the minutes. The new revised Plan prepares residents to succeed in the 21st century. Ms. O'Rourke explained briefly how this plan will make a difference in libraries services: training modules design, partnerships with the community and digital literacy among others. Mr. Zaryczny added that the Strategic Plan is a requirement from the State Library. This is a two-year extension of the 2011-2013 Strategic Plan. Mr. Kole made the motion to extend the plan for two more years. Ms. Riley seconded. There was a unanimous vote.

Library Budget:

Mr. Kole made a motion to accept the revised budget. Ms. Morgan seconded. The Library Budget Committee met three times to prepare the Library Budget of \$ 4.4 M to cover libraries needs. The revised budget is passed by the board with the knowledge that it may not be approved by County Council. There was a unanimous vote.

Voting for the Chair:

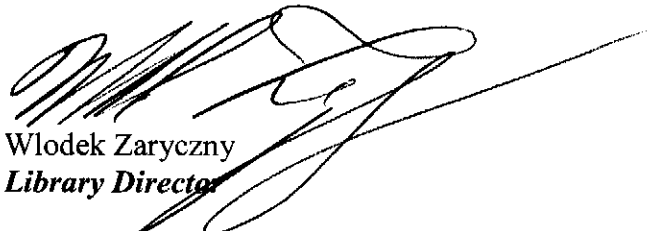
Mr. Kole has been elected as the new Chair of the Library Board.

State Aid:

Mr. Zaryczny explained briefly the *Letter* sent by Dr. Hulen E. Bivins, Director of The State Library, and the *State Aid Agreement* (see attachments).

Ms. Fitzgerald asked if there was any other business. Being none, the meeting was adjourned at 4:33 p.m. on a motion from Mr. Kole and a second from Ms. Morgan.

Respectfully submitted,



Wlodek Zaryczny
Library Director

LIBRARIAN'S REPORT

March 12, 2014

Staff/Staffing - Vacancies

Admin.: FT Youth Services Coordinator; **Technical Services:** FT Tech. Services Assistant; **Beaufort:** FT Branch Manager, FT Circulation Supervisor, PT Page; **Bluffton:** FT Children's Services Manager, FT Circulation Supervisor; **Hilton Head:** FT Circulation Rep.; **St. Helena:** FT Teen Librarian, FT Circulation Supervisor

Automation –

SC LENDS (SC Library Electronic Network Delivery System) – The SCLENDS Evergreen ILS (Integrated Library System) will be upgraded to 2.5 on April 21. The major change will impact the Acquisitions module. The SC LENDS state-wide conference planned to be held in York County is currently on hold.

RFID Project – Installation of St. Helena's drive-up materials return has been completed. The overhead conveyer which was hit by a FedEx truck Thursday, January 2nd is now operational. The five year maintenance contract for St. Helena has been approved.

IT System-wide & Meeting Room Upgrades – Hilton Head Branch meeting room upgrades are expected to start by May and to be completed by the end of June 2014. The IT upgrades for Bluffton and Lobeck have been approved to move forward. We are currently waiting for a second architectural quote for the Bluffton renovation before getting final IT equipment pricing. Hilton Head and Beaufort Branch IT upgrades continue to remain on hold.

State Aid Grant & Lottery Funds –

The State Library and SC-APLA (South Carolina - Association of Public Library Administrators) Legislative Agenda for 2014-2015 includes the following:

- State Aid of \$1.25 per capita with a minimum grant of \$75,000 per county on a recurring basis.
- Lottery - \$2 million from any lottery source (regular certified proceeds or unclaimed prize money) to be divided equally among counties.
- Trespass legislature - currently SC lacks uniform implementation and enforcement of library trespass actions.

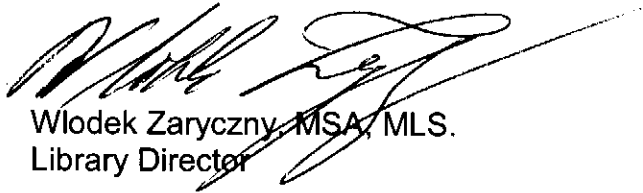
The legislative visit for Beaufort has been rescheduled from April 9th to the 16th. Please let Jan or me know if you would like to accompany us to Columbia to meet our legislators.

County Budget –

The Library's FY14 budget is on track. Our present concern is over the use of State Aid grant funds to replace local funding for library materials.

Library staff will input the County MUNIS system with the Library line item and personnel funding requests for the FY15 Budget per Trustee recommendation.

Sincerely,



Wlodek Zaryczny, MSA, MLS.
Library Director

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	\$ 1,379.68	\$ 506.80	\$ 1,652.90	\$ 252.91	\$ 1,585.74	\$ 352.08	\$ 244.16	\$ 33.65	\$ 636.31	\$ 47.20	\$ 6,691.43
October	\$ 1,599.26	\$ 410.26	\$ 2,061.54	\$ 180.69	\$ 2,630.68	\$ 507.69	\$ 287.66	\$ -	\$ 551.27	\$ 48.65	\$ 8,277.70
November	\$ 963.60	\$ 224.00	\$ 1,579.09	\$ 173.85	\$ 2,180.93	\$ 375.32	\$ 205.16	\$ 18.90	\$ 506.07	\$ 304.15	\$ 6,531.07
December	\$ 1,188.64	\$ 312.25	\$ 1,513.50	\$ 119.73	\$ 1,571.25	\$ 461.26	\$ 230.27	\$ 29.44	\$ 835.61	\$ 49.40	\$ 6,311.35
January	\$ 1,909.21	\$ 428.33	\$ 2,482.59	\$ 317.39	\$ 1,561.88	\$ 569.80	\$ 359.30	\$ 45.31	\$ 547.20	\$ 17.21	\$ 8,238.22
February	\$ 1,214.73	\$ 660.52	\$ 2,737.96	\$ 255.57	\$ 2,016.14	\$ 496.25	\$ 301.07	\$ 14.00	\$ 786.76	\$ 137.79	\$ 8,620.79
March											\$ -
April											\$ -
May											\$ -
June											\$ -
TOTAL	\$ 11,790.69	\$ 3,582.67	\$ 16,336.63	\$ 1,617.28	\$ 16,451.98	\$ 3,558.29	\$ 2,166.38	\$ 220.71	\$ 5,817.81	\$ 799.24	\$ 52,563.49
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	\$ 59.95	\$ -	\$ 76.30	\$ -	\$ 90.35	\$ -	\$ 24.65	\$ -	\$ 27.20	\$ -	\$ 278.45
October	\$ 71.61	\$ -	\$ 73.80	\$ -	\$ 96.00	\$ -	\$ 28.75	\$ -	\$ 16.00	\$ -	\$ 286.16
November	\$ 55.35	\$ -	\$ 84.25	\$ -	\$ 84.70	\$ -	\$ 24.30	\$ -	\$ 20.40	\$ -	\$ 269.00
December	\$ 123.10	\$ -	\$ 76.00	\$ -	\$ 59.55	\$ -	\$ 6.40	\$ -	\$ 41.85	\$ -	\$ 306.90
January	\$ 163.70	\$ -	\$ 90.80	\$ -	\$ -	\$ -	\$ 24.90	\$ -	\$ 17.20	\$ -	\$ 296.60
February	\$ 109.61	\$ -	\$ 104.35	\$ -	\$ 190.95	\$ -	\$ 11.80	\$ -	\$ 60.05	\$ -	\$ 476.76
March									\$ -		\$ -
April									\$ -		\$ -
May									\$ -		\$ -
June									\$ -		\$ -
TOTAL	\$ 815.47	\$ -	\$ 683.95	\$ -	\$ 714.55	\$ -	\$ 159.60	\$ -	\$ 309.20	\$ -	\$ 2,682.77

INTEREST REVENUE											
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.12
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.19
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.21
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.31
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.33
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.42
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.48
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.39
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10.45
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	\$ -	\$ 13.94	\$ -	\$ 6.95	\$ -	\$ 9.68	\$ -	\$ 0.93	\$ -	\$ 1.30	\$ 32.80
October	\$ -	\$ 11.28	\$ -	\$ 4.97	\$ -	\$ 13.96	\$ -	\$ -	\$ -	\$ 1.34	\$ 31.55
November	\$ -	\$ 6.16	\$ -	\$ 4.78	\$ -	\$ 10.32	\$ -	\$ 0.52	\$ -	\$ 8.36	\$ 30.14
December	\$ -	\$ 8.59	\$ -	\$ 3.29	\$ -	\$ 12.68	\$ -	\$ 0.81	\$ -	\$ 1.36	\$ 26.73
January	\$ -	\$ 11.78	\$ -	\$ 8.73	\$ -	\$ 15.67	\$ -	\$ 1.25	\$ -	\$ 0.47	\$ 37.90
February	\$ -	\$ 18.16	\$ -	\$ 7.03	\$ -	\$ 13.65	\$ -	\$ 0.39	\$ -	\$ 3.79	\$ 43.02
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ 98.53	\$ -	\$ 44.48	\$ -	\$ 97.85	\$ -	\$ 6.09	\$ -	\$ 21.98	\$ 268.93
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Board of Trustees - Library Board
General Ledger
As of March 3, 2014

	Type	Date	Num	Name	Memo	Amount	Balance
First Citizens Bank (Total)							22,132.82
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							413.76
Total Greater Island Committee							413.76
H Scheper Book Fund							4,290.65
Total H Scheper Book Fund							4,290.65
Hilton Head Rotary Fund							1,626.66
Total Hilton Head Rotary Fund							1,626.66
Historical Society Fund							1,021.63
	Deposit	01/15/2014			Deposit Contributions Income	50.00	1,071.63
Total Historical Society Fund						50.00	1,071.63

Board of Trustees - Library Board
General Ledger
 As of March 3, 2014

	Type	Date	Num	Name	Memo	Amount	Balance
James @ Shannon Duffy							100.00
Total James @ Shannon Duffy							100.00
Kiwanis Club of Beaufort							119.78
Total Kiwanis Club of Beaufort							119.78
Sally & Joseph Harrington							3,642.14
Total Sally & Joseph Harrington							3,642.14
SHIRLEY DILLON							100.00
Total SHIRLEY DILLON							100.00
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)						50.00	22,182.82
Library Board Meeting March 12 2014 Prepared by I. Herrick							