

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – August 7, 2014 – 4:00 p.m.

A Special Library Board meeting was held at the Hilton Head Branch Library.

Trustees:

- Attendees: Bernard Kole, Chair; Eileen Fitzgerald, Vice-Chair; Joseph Bogacz; Peggy Martin (via FaceTime); Lynne Miller and Anna Maria Tabernik.
- Absentees: Yolanda Riley, Jean Morgan, and Laura Sturkie.

Library Staff:

- Attendees: Wlodek Zaryczny, Library Director; Jan O'Rourke, Assistant Library Director; and Ileana Herrick, Administrative Specialist.

County Staff:

- Attendees: Morris Campbell, Director of Community Services; Alan Eisenman, Financial Analyst; and Scott Grooms, Manager of Broadcast Services.

County Council Member: William McBride, District 3; Steve Fobes, District 10.

Call to Order: The meeting was called to order at 4:00 p.m.

Pledge of Allegiance: The Chair of the Board Mr. Bernard Kole led those present in the Pledge of Allegiance to the Flag.

Hilton Head Audio/Visual Renovation Project:

The meeting room of the Hilton Head Branch Library will be renovated to broadcast County Council meetings and conduct library programs. Mr. Grooms made a presentation about the acoustical and audiovisual new equipment as part of the project. Mr. Eisenman identified all the different funding sources for this project as well as the Hilton Head IT Upgrade. The presentation was intended to bring the Trustees up to date and seek Trustees approval to implement the project as planned using Impact Fees and General Funds. Ms. Fitzgerald made a motion to go forward with the project. Ms. Miller seconded the motion. There was a unanimous vote.

Presentation to County Council by Board Finance Committee:

Ms. Tabernik reported that the Committee will be making a *PowerPoint Presentation* to the County Council Finance Committee on the 18th of August. This presentation is about the lack of adequate funding to provide library services through the end of the fiscal year. Ms. Fitzgerald made a motion to move forward with the Presentation to the County Council. Ms. Miller seconded. There was a unanimous vote.

South Carolina Attorney General's Opinion of July 28, 2014 –Library Director & Board of Trustees:

Mr. Kole reiterated the Attorney General's opinions: a) The Director is responsible for the Library administration while the Board is responsible for the policies, b) The Director reports to the Library Board of Trustees, c) Board of Trustees does not report to the County Administrator.

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Leesa Benggio, Acting Library Director of the SC State Library, will send a follow up letter clarifying other aspects of the Attorney General's opinion letter of July 28, 2014. Chairman Kole instructed Mr. Zaryczny to set up: a) A training session with the SC State Library, b) A meeting with County Officials, County Administration, County Attorney and Ms. Benggio to review the Attorney General's opinion.

Mr. Kole will meet with Gary Kubic and Bryan Hill on Wednesday, August 13 at 3 p.m. Mr. Fobes is also attending. Mr. Kole invited Board Members to attend.

Retirement of Wlodek Zaryczny, Library Director:

Mr. Kole recognized Wlodek Zaryczny, the Library Director, for his services and excellent contributions during the ten years and four months of his administration. Ms. Fitzgerald made a motion to accept the Director's retirement effective September 5, 2014. Ms. Miller seconded the motion. There was a unanimous vote. Mr. Zaryczny recommended Jan O'Rourke as Acting Library Director effective September 8, 2014.

Ms. Fitzgerald made a motion that the *Policy & Procedure Committee* set up guidelines / procedures to hire a permanent Library Director. Ms. Miller seconded the motion. There was a unanimous vote.

Ms. Fitzgerald made a motion to appoint an *Interview committee*, and Mr. Bogacz made a motion to amend the motion until the members of the Committee establish the procedures and guidelines to hire the new Director. Ms. Tabernik seconded the motion. Mr. Kole and Ms. Fitzgerald were not in favor. Motion carried.

Job Descriptions & Pay Scale:

Attached are the Job Descriptions and Pay Scale for the Director and Assistant Library Director.

Board Executive Session:

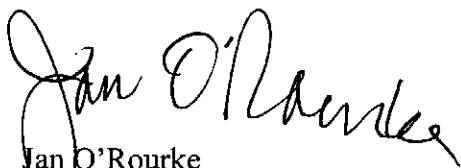
Personnel.

Board Meeting Reopened:

The Board reopened the meeting at 5:40 p.m. to make a motion to appoint Jan O'Rourke as Interim Library Director effective September 8, 2014. Ms. Fitzgerald made a motion, and Ms. Miller seconded the motion. Ms. Tabernik and Mr. Bogacz voted against the motion. Motion carried.

Mr. Kole asked if there was any other business. Being none, the meeting was adjourned at 5:45 p.m. on a motion from Ms. Fitzgerald and a second from Ms. Tabernik.

Respectfully submitted,



Jan O'Rourke
Interim Library Director

Hilton Head Library FY15 Projects

Vendor	Bid	Funding Source
1. HH Library Meeting Room Renovations		
Beaufort Constuction	80,505	HH Impact Fees
2. HH Library Meeting Room AV Equipment		
Signal Perfection	63,700	GF- HHI Branch
Signal Perfection	99,000	HH Impact Fees
3. HH Library IT Upgrades		
TBD	19,669	Library Grants Fund
TBD	30,331	Hilton Head Impact Fees
Total Cost	293,205	

Possible Revenue Sources

Funding Source	Fund #	Current FY14 Balance/Budget
Hilton Head Impact Fees	2600	150,821
Hilton Head General Fund	1000	63,700
Library Grants Fund	2620	19,669
Total Available Funds		234,190

Anticipated FY15 Revenues- Estimate- 2 Year Trend

Hilton Head Impact Fees	2600	66,482
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Estimated FY15 Ending Balance

Funding Source	Fund #	Estimated FY15 Ending Balance/Budget
Hilton Head Impact Fees	2600	7,467
Hilton Head General Fund	1000	-
Library Grants Fund	2620	-