

Beaufort County Library  
BOARD OF TRUSTEES MEETING  
Minutes – September 10, 2014 – 4:00 pm

The fifth scheduled meeting for 2014 was held at the Bluffton Branch Library.

Trustees: Bernard Kole, Chair; Joseph Bogacz, Lynne Miller, Jean Morgan, Yolanda Riley, Laura Sturkie and Anna Maria Tabernik.

- Absentees: Eileen Fitzgerald, Vice-Chair; Peggy Martin.

Library Staff: Jan O'Rourke, Interim Library Director; Kathy Mitchell, Collection Development Coordinator, Mary Jo Berkes, Hilton Head Branch Manager, Patrick Goodman, Bluffton Branch Manager, and Ileana Herrick, Administrative Specialist.

County Staff: Morris Campbell, Director of Community Services; and Alan Eisenman, Financial Analyst.

Guests: Stefanie Cahn, President of the Hilton Head Friends; Theodore Zaryczyny.

County Council Member: Councilman William McBride, District 3.

Call to Order: The meeting was called to order at 4:04 p.m.

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

Public Comment: Ms. Cahn presented her concerns that twenty computers funded by the Hilton Head Friends in 2013 may be relocated to other branches since their mission is to support Hilton Head Branch Library. Mr. Kole requested library staff to provide the Hilton Head Friends with information about the computers they purchased.

#### Executive Session

Bluffton Branch Manager: Ms. Jan O'Rourke introduced the new Bluffton Branch Manager, Patrick Goodman.

Minutes of July 9, 2014: Mr. Kole made a motion to accept the minutes. Mr. Bogacz seconded the motion. There was a unanimous vote.

Minutes of August 7, 2014: Mr. Kole made a motion to accept the minutes. Mr. Bogacz seconded the motion. There was a unanimous vote.

Correspondences and Communications: None.

Librarian's Report: The report is attached. The library may keep 50 hours of service since five current vacant positions have been approved to be filled.

To view video of full discussion of this meeting please visit  
[http://beaufort.granicus.com/MediaPlayer.php?view\\_id=3&clip\\_id=1769](http://beaufort.granicus.com/MediaPlayer.php?view_id=3&clip_id=1769)

Assistant Librarian's Report: The report is attached.

Financial Reports: The report is attached. Mr. Eisenman presented the Beaufort County Library Fund accounts for the period ending July 31, 2014. The Library received the first installment of \$ 37K -State Aid. The library is expecting a one-time Lottery distribution check of approximately \$ 50K later in the fiscal year. Mr. Eisenman answered questions from the Trustees about current and projected year-end balances for line items within the Library budget. Mr. Bogacz presented his concerns about the negative variance in the personnel budget lines; thus should be monitored in the coming months to avoid any problem of the budget. Mr. Eisenman commented that there is nothing extraordinary in the July operating expenses to explain the negative balance.

Committee Reports:

Advocacy: A PowerPoint and a video of library stories and interviews are being developed for library events to create awareness in the community.

The library is using an assessment tool called EDGE (provided by the American Library Association) to evaluate how the library is meeting the technology needs for the community.

Corresponding Secretary: None.

Finance:

The committee made a PowerPoint Presentation to the Finance committee of the County council requesting funding for the library. Mr. Eisenman stated Fines and Fees revenues are allocated to the General Funds instead of the Library budget. Ms. Tabernik mentioned that according to the state law the fines and fees revenues must be applied directly to the library budget.

Foundation: The *2014 Newsletter* was mailed to donors.

Friends of the Library (FOL):

- Beaufort Branch: None.
- Bluffton Branch: The friends are preparing a Fashion Show to create library awareness in the community.
- Hilton Head Branch: Ms. Miller mentioned the online program that Kroger customers have the option of giving some percentage of their sales to the Library when they swipe their cards in a Kroger store.

Library Services: None.

Library Director Evaluation: This is pending as the committee has been preparing the procedures for the Library Director recruitment.

Membership: County Council Chairman Paul Sommerville has recommended a candidate for District 2. There would then leave one vacancy on the Library Board.

Nominating: None.

School Liaison: Ms. Riley is attending the School Council Meeting on Monday September 15 to network with the school representatives.

Policies and Procedures: Ms. Morgan presented a final revision of the Bylaws for their approval. Mr. Kole made and Ms. Tabernik seconded a motion. There was a unanimous vote. The Bylaws will be sent to the County Attorney. The committee prepared a final *Job Description* of the Library Director. Hiring guidelines and procedures are ready for the Recruitment Committee.

Old Business: Ms. Tabernik asked for any updates or additions that need to be made in their calendars and board's goals.

New Business: Mr. Kole made a motion to approve the Interim Library Director' salary to equal previous director's salary effective September 8, 2014. Ms. Tabernik seconded. There was a unanimous vote.

State Aid Agreement/Library Budget 2014 and Waiver:

As required by the State Library, Mr. Kole and Ms. O'Rourke signed the State Aid Agreement in the presence of a quorum of the Board. A waiver was also signed (replacing the word 'revenue' with the word 'funding') in the presence of the board since the library budget was not in compliance with local funding. Mr. Kole made a motion to approve the State Aid Agreement and the waiver. Mr. Bogacz seconded. There was a unanimous vote.


Ms. Morgan pointed out that the number of libraries requesting waivers has been decreasing as the economy is improving

Waiver for non-compliance of hours of service: A waiver has been signed as the library does not comply with the 68 hour service at one branch based on county population as required by the State Library.

Mr. Kole added that County Council, County Administration and the County Attorney agree with the Attorney General's opinion regarding library board leadership and management. The County ordinance will be rewritten to avoid conflicts. The Library has been approved to fill five vacancies and receive additional funding for library materials.

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. Tabernik and a second from Mr. Bogacz.

Respectfully submitted,

  
Jan O'Rourke  
Interim Library Director