

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – November 12, 2014 – 4:00 pm

The sixth scheduled meeting for 2014 was held at the Beaufort Branch Library.

Trustees: Bernard Kole, *Chair*; Eileen Fitzgerald, *Vice-Chair*; Joseph Bogacz, Lynne Miller, Jean Morgan, Laura Sturkie, Peggy Martin and Anna Maria Tabernik.

- Absentees: Yolanda Riley

Library Staff: Jan O'Rourke, Interim Library Director; Belinda Blue, Lobeco Branch Manager, and Ileana Herrick, Administrative Specialist.

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

Guests: None.

County Council Member: Councilman Steve Fobes, District 10.

Call to Order: The meeting was called to order at 4:02 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: None.

Minutes of September 10, 2014: Mr. Kole made a motion to accept the minutes. Ms. Tabernik seconded the motion. There was a unanimous vote.

Correspondences/Memberships: Linda MacDonald has been appointed to the Board (from Council District 4). Members of the Board will be notified of new applicants, but will not be part of the vetting process. After new members are seated, the Board will conduct orientation sessions including questionnaires so as to learn what committees newbie's would like to be on.

Interim Library Report: The report is attached. Ms. O'Rourke added that the three Children's Programmer positions may be filled on December 6. Youth Services Coordinator, Teen Librarian and Library Director are still vacant. Interviews for the Technical Services Assistant should be concluded soon.

Mr. Bogacz cited that the circulation counts have decreased proportionally to the library materials budget since 2010.

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Financial Reports: PowerPoint presentation is attached. Mr. Eisenman presented the Beaufort County Library Fund accounts for the period ending September 30, 2014. The Library will be receiving the second installment of the \$37K State Aid. Mr. Bogacz stated his concerns about the negative balance in salaries/wages budget line items; Mr. Eisenman along with Library Admin staff will research the negative balance. Ms. Fitzgerald asked for regular reports on amount of slippage.

Committee Reports:

Advocacy: The Friends Group is preparing a petition with signatures collected from the community. The Advocacy Group will present said petition to The County Council during the next budget hearing, to reflect the level of patrons support. A county-wide referendum is being considered so as to fund the library through an additional and separate millage rate in the tax bill. This will need some preparation and will incur costs (i.e. consultants, survey library facilities, etc). Mr. Kole will follow up with a meeting with County Administrator requesting County support.

Finance:

Ms. Martin explained in detail the *Debt Setup Program* for collecting outstanding overdue fines and fees which currently are \$753,714.00. The cost of each collection is \$ 50 of which \$ 25 goes to SC Association of Counties, and \$ 25 goes to SC Tax Commission. This collection fee will be added to the patron's bill (as discussed below). The library will send the patron a 30 day notice indicating the amount of fines due plus the cost of non-returned library material (the minimum amount is \$ 50). The recovered amount (less the collection charge) will be allocated to a special General Ledger Account. Two library staff members will oversee this program. The Board will present this project to the County Finance Committee for their approval. Ms. Morgan made a motion to pursue the creation of the Collection Setup Program. Mr. Bogacz seconded. There was a unanimous vote.

Foundation: The *2014 Newsletter* and the annual fundraising letter were mailed to donors. Board members, Presidents of Friends Groups and County Council Members will now be included in the mailing list.

Friends of the Library (FOL):

- Beaufort Branch: Ms. Martin reported that the *Fall Book Sale* was a success. She added that the board is working on the next *Books Sandwiched In* event and will sponsor the *Night of Town* event.
- Bluffton Branch: The Annual Meeting was held on Monday November 10th. The guest speaker Patrick Goodman spoke about the history of libraries and members voted in new

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officers. The Fashion Show event was successful having a profit of \$ 2,000. Laura Sturkie was nominated to be the new liaison to Bluffton Friends.

- Hilton Head Branch: The board is updating the book store collection with new materials that are of interest to patrons. Ms. Miller mentioned that they will do a monthly book sale (most recent book sale brought in \$1,000.)

Library Director Evaluation: None.

Recruitment committee The interview committee is composed of the following members: Bernard Kole, Joe Bogacz, Eileen Fitzgerald, Peggy Martin, and the President of Bluffton Friends of the Library Barbara Murphy. The committee is preparing interview questions and will meet early January to review more job applications. The committee is being advised by the Employee Services Director, Suzanne Gregory. She will assign one of her staff to be present at the interview process.

School Liaison: the Library and the School District are working together to provide better service. The School District is interested in promoting *video book talks* for children, and also working on the reading list for Summer Reading. *The Creation Station* has been a catalyst for creating an atmosphere which encourages both parties to work together.

Policies and Procedures: Ms. Morgan mentioned that the committee will draft guidelines to help future board members through-out the hiring process of a library director. Priority is being given to the evaluation of the Acting Library Director which is scheduled in six months.

Old Business: The Library Policy Committee creates and updates policies for Library Board approval. Ms. Tabernik reported briefly on the new updates to the board's goals (attached). *Section D* of the goals was discussed. Ms. Fitzgerald made a motion to approve the Library Board's Goals for FY 2015. Ms. Martin seconded. There was a unanimous vote.

Hilton Head Branch IT Upgrade: It was reported under Interim Library Director's Report.

New Business:

Proposed meeting dates 2015 meeting dates: Ms. Tabernik will make corrections on the *2015 Board Meeting Dates Schedule*. The location for the January 14 meeting will be determined in the near future. Ms. Fitzgerald made a motion to accept the dates, the locations will be determined. Ms. Martin seconded. There was a unanimous vote.


Closing Dates 2015: Ms. O'Rourke recommends closing Friday July 3rd (County closing day) and Saturday July 4th. Since July 3rd is observed by the County, July 4th has not been considered a holiday. Ms. Fitzgerald made a motion to accept the closing dates. Ms. Morgan seconded. There was a unanimous vote.

Trespassing Law: Ms. O'Rourke explained briefly the policy. After discussion, it will be revised and send to the County Attorney for his comments before being approval by the Board.

Branch Liaison Reports: Ms. O'Rourke mentioned that the problems with the HVAC systems have been addressed (Bluffton and Hilton Head Libraries). The carpet in Beaufort Branch may be included in the CIP for the future because there is no budget for this at this time.

Mr. Kole asked if there was any other business. Being none, the meeting was adjourned at 5:59 p.m. on a motion from Ms. Tabernik and a second from Mr. Bogacz.

Respectfully submitted,


Jan O'Rourke
Interim Library Director