

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – January 14, 2015 – 4:00 pm

The first scheduled meeting for 2015 was held at the Hilton Head Branch Library.

Trustees: Bernard Kole, *Chair*; Joseph Bogacz, Linda MacDonald, Lynne Miller, Jean Morgan, Laura Sturkie, Peggy Martin and Anna Maria Tabernick.

- Absentees: Eileen Fitzgerald, *Vice-Chair*.

Library Staff: Jan O'Rourke, Interim Library Director; Kathy Mitchell, Collection/Development Coordinator; Patrick Goodman, Bluffton Branch Manager; and Ileana Herrick, Administrative Assistant.

County Staff: Morris Campbell, Director of Community Services; Monica Spells, Assistant County Administrator-*Civic Engagement and Outreach*; Alan Eisenman, Financial Analyst and Scott Grooms, Broadcast Services.

Guests: Ms. Leesa Benggio, Acting Library Director of SC State Library; Ms. Marilyn Harcharik, President of Beaufort Branch Library Friends.

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.

Executive Session: Private session.

Minutes of November 12, 2014: Correction is noted: *Yolanda Riley resigned in September; she was not board member in November meeting.* Ms. Martin moved to approve the Minutes with the change discussed. Mr. Bogacz seconded the motion. There was a unanimous vote.

Mr. Bogacz added two new items under New Business: 1) Board Resolution on reallocation of funds 2) Special February Meeting.

Ms. Tabernick added two items under Old Business: 1) The revised 2015 Board Meeting dates and locations and 2) Update on the Hilton Head Meeting Room Renovation.

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Correspondences/Memberships: There are two vacancies; a Recruitment Ad is posted in the Newsletter of Beaufort Friends of the Library. Ms. Morgan will meet with a prospective member next week to discuss the membership process. Ms. Morgan already sent her the *Trustees Procedures* manual and *Bylaws*.

Ms. Morgan presented her resignation to the board: District 7 seat will be vacant.

A correction is made to the agenda: Linda MacDonald is added under Advocacy Committee.

Interim Library Report: The report is attached. Ms. O'Rourke recommends that board members attend the *Legislative Event* on March 11. The Board meeting (March 11) may need to be rescheduled.

Ms. Tabernick requested updates about the Hilton Head Meeting Room renovation. There have been some delays in the project. Mr. Grooms reported that the original building plan (1990) sent to Hilton Head Town did not concur with what was actually inside the walls. Then the updated building plans were resubmitted to the Hilton Head Town for their approval.

IT Upgrade at Bluffton Branch: Ms. O'Rourke provided a status report on this project.

At the request of Mr. Bogacz, Library Administration is sending the *Vacant FTE Report* to Board Members.

Branch Liaison Reports: Mr. Bogacz mentioned his concerns about the lack of outreach programs in St. Helena, Beaufort, and Lobeck. Ms. O'Rourke reported that this is due to staffing shortage in the Youth Services Department.

Mr. Bogacz stated his concern about the cost of a circulated book in St. Helena versus the other branches. Library Administration along with Mr. Bogacz will research the cost of library materials per branch. A *Cost Analysis Report* will be prepared for the Board.

Financial Reports: PowerPoint presentation is attached. Mr. Eisenman presented the Beaufort County Library Fund accounts for the period ending November 30, 2014. Mr. Eisenman will email monthly financial reports to the Board in a timely manner. Mr. Eisenman explained in detail each library fund (i.e. Impact Fees).

Mr. Bogacz pointed out a calculation error in the *Total Column* of the Library Impact Fees Report. Mr. Eisenman agreed with the correction and will be amended.

Mr. Bogacz asked Mr. Eisenman to provide a clear separation between Revenues (informational purposes only) and actual expenses on the Libraries- General Report.

Ms. Tabernick mentioned her concern about how to spend the Impact Fees in the future. It will be discussed and voted before being approved by the County Council.

Ms. O'Rourke requested some clarifications about her role in the Library Budget. Ms. Benggio added that Interim Director has the same responsibilities as the Library Director. The Director is responsible for the budgeting, planning and administration of the library. The budget items are reported at the library board meetings. It is not usual for board members to have access to Financial System of the County. The Library Director and Library Finance Committee will work together on pursuing a budget.

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Committee Reports:

Advocacy: The members will be meeting on Tuesday, February 3. Ms. Miller reported that Traci Cox will continue working on the PowerPoint presentation.

Ms. Miller looked for a course called *Libraries Unshushed*, which is a relevant tool giving insight into how to approach the community and funders and how to relate our message about the relevancy of our libraries.

Finance:

Ms. Tabernick reported that the outstanding balance of fine and fees is \$ 810,566.89. The plan is to recapture this amount through the *Debt Setup Program*. Ms. Martin reported that the County Attorney Josh Gruber prepared the Resolution to be presented at the Finance Committee for their approval.

Foundation: Ms. MacDonald attended the last meeting. Members are working on the next Fundraising event. She added that Penn Center lost their funding from the United Way for early educational event. St. Helena Branch is trying to look for volunteers (educators) to provide the service.

Friends of the Library (FOL):

- Beaufort Branch: Ms. Harcharik reported the success of the *Books Sandwiched In* event at USCB Center. The board is trying to get some funding for the carpeting. The advocacy member resigned so they are looking for someone interested in the vacant position.
- Bluffton Branch: The meeting is scheduled for the end of January 2015.
- Hilton Head Branch: Ms. Miller mentioned that the programs are taking place in different locations since the Hilton Head Meeting Room is under renovation.

Library Director Recruitment Committee: Mr. Kole mentioned that it was discussed in the Executive Session. He added that the Committee will meet next Tuesday January 20 at Bluffton Branch to review more applications.

School Liaison: The Library and the School District have not had a meeting yet. Ms. O'Rourke added that Youth Services Managers are working on the *Summer Reading Program*. She added that Maria Benac has been working with the schools in terms of the *Creation Station*.

Policies and Procedures: Ms. Morgan made a motion to approve the *Challenged Materials Policy*, Ms. Tabernick seconded. Ms. Martin made a motion to approve the *Wireless Internet Policy*, Mr. Bogacz seconded. There was a unanimous vote.

The *Trespass Law Policy* is approved by the County Attorney Josh Gruber with the addition of "*during this time is prohibited*" to the sentence "Your presence on any Beaufort County Library property". Ms. Morgan added that the policy is fine even though that was not presented to the

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P2P (Policies and Procedures) Committee. Ms. Miller made a motion to approve the policy, Mr. Bogacz seconded. There as a unanimous vote.

Ms. Morgan added that *Director Evaluation* Committee is working on a final draft. The committee will meet in January. A vote is not necessary since it is a Library Board Policy. The committee is drafting a *Director Recruitment Policy/Procedures* in conjunction with Employee Services Department.

Preliminary FY 2016 Budget Proposal:

Ms. Mitchell explained in detail the preliminary version of Library Proposal for 2016 (attachment). The proposal includes what the library needs in library materials, consultant fees among others needs.

Ms. Benggio recommends appointing a library staff to work on the Strategic Plan instead of hiring a Consultant. The allocated funding can be use for library materials. The Strategic Plan should be shorter until the new Library Director is on board.

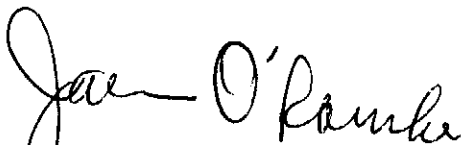
Donations: *Wooden Burl Table* and *Painting Soft Petal Blues*: Ms. Tabernick made a motion to accept both. Ms. Sturkie seconded. There was a unanimous vote.

Mr. Bogacz raised the motion for the Board to formally accept Mr. Kubic's offer to move \$87,000 from the salaries line to the library materials budget line. The motion carried.

February Meeting: Mr. Bogacz made a motion to have a special meeting on Wednesday February 11. Ms. Morgan seconded. Mr. Kole and Ms. Sturkie opposed. There was not a unanimous vote.

Mr. Kole asked if there was any other business. Being none, the meeting was adjourned at 6:14 p.m. on a motion from Ms. Miller and a second from Mr. Bogacz.

Respectfully submitted,



Jan O'Rourke
Interim Library Director

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Interim Library Director Report
January 14, 2015

Staffing/Vacancies

Administration: Director, FT Youth Services Coordinator; **Beaufort:** FT Circ Rep., 1 PT Circ Rep, PT Page*; FT Reference Librarian*; **Bluffton:** FT Circ Rep.*, PT Circ Rep.*, 2 PT pages*; **St. Helena:** FT Children's Services Manager, FT Computer Lab Specialist, and as of 1/30/15, 1 FT Reference Manager.

*frozen positions

Awaiting final approval: **TS:** FT Tech Services Assistant; **St. Helena:** FT Teen Librarian

To keep branches open and operating we are rotating staff between facilities.

State Library

SC libraries budget needs will be considered by a new subcommittee: Transportation, Regulatory, Cultural.

- Chip Limestone, Chair (Charleston, Berkeley)
- Joe Neal (Richland, Sumter)
- Chip Higgins (Lexington)

The State Library's Ways and Means budget hearing has been set for January 27th. The budget requests are:

- Authorization of 3 full-time positions for the State Library with funding for two of those positions totaling \$92, 880.
- \$1,341,395 of current, non-reoccurring funding for Aid to County Libraries to be annualized with the rest of the Aid to County Libraries which will keep State Aid at \$1.25/capita. *Yesterday, we learned that the Governor's Executive Budget recommends annualizing FY2015 funding of \$1,341,395, which would fund State Aid at \$1.25/capita with a \$75,000 minimum grant per county.*
- \$1,004,408.50 additional funding for Aid to County Libraries, increasing State Aid to \$1.50/capita. Letters of support should be sent to Chip Limehouse, Chair of Transportation, Regulatory, Cultural.

APLA

The 2015 Assn. of Public Library Administrators (APLA) Legislative schedule has been set. Beaufort, Dillon, Florence and Marion Counties will visit state legislators on March 11. Trustees, Friends, members of the public are encouraged to attend.

BCL Budget

FY 2015 budget is on track.

Admin. Staff is working on a proposed FY 2016 operating budget.

The County Council Budget Retreat will begin on February 12th at 1:00 at the Bluffton Branch.

Automation

The date to upgrade to Version 2.7 will soon be finalized.

IT Upgrade at Bluffton: Total estimated cost including tax and shipping is \$262,735.03. Bid documents for the porch construction (estimated at \$80,000) are being prepared by the County Purchasing Department.

Grants

Hilton Head has applied for a \$750.00 LSTA mini grant for a project to focus on STEAM related content. Cartooning programs for tweens and teens are planned.

Bluffton has applied for a \$1000.00 grant from the Taylor-Willingham Legacy Fund administered by the National Issues Forum Institute. If awarded, the funds will enable staff to develop an understanding of deliberative democracy and launch one or more deliberative dialogues.

Beaufort is applying for a Women in Philanthropy grant. The focus of this grant is "Protecting Our Lowcountry Environment". Beaufort is planning a series of programs and training sessions. Materials such as binoculars and microscopes will be purchased. The amount of funding to be requested has not been finalized.

These grants address the literacies adopted by the branches as part of our extended strategic plan.

Misc.

The BCL has received a \$500.00 check representing a charitable contribution from the Webster Family Foundation. The donation will be used to augment collections.