

Beaufort County Library  
BOARD OF TRUSTEES MEETING  
Minutes – March 13, 2018 – 4:00 pm

The second scheduled meeting for 2018 was held at the Bluffton Branch Library.

Trustees: Bernard Kole, *Chair*; Anna Maria Tabernik, *Vice-chair*; Joseph Bogacz, Terry Thomas, Janet Porter, Brenda Ladson Powell, Lynne Miller, Rosalie Richman, and Laura Sturkie.

Absent: Tracey Robinson.

County Staff: Monica Spells, Assistant County Administrator – *Civic Engagement and Outreach*.

County Council Member: Councilman Steven Fobes, District 10.

Library Staff: Ray McBride, *Director of Libraries*; Ileana Herrick, *Administrative Assistant*.

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

Pledge of Allegiance: Mr. Kole led those present in the Pledge of Allegiance.

Public Comment: None.

Minutes of January 10, 2018: The minutes were unanimously approved as written on a motion from Ms. Tabernik and a second from Ms. Richman. There was a unanimous vote.

Correspondence/Memberships:

Mr. Kole introduced new board members, Terry Thomas (District 2) and Janet Porter (District 8).

Library Director's Report:

Mr. McBride presented his report:

Personnel:

- Five (5) current vacant positions are in the process of being filled.

Projects:

- Beaufort Branch:
  - Circulation work area will be renovated.
    - This project will take ~ 35 days to complete.
  - HVAC system: The last two compressor units will be installed on March 14, 2018.
    - This project will take several weeks to complete.
- Bluffton Branch:
  - The main glass doors have been replaced.

Financial Reports: (see attachments)

- Munis Financial Report as of February 28, 2018.
- Library Expenditure Report as of March 5, 2018.

- Trustees and Library Fees Reports
- Proposed FY2019 Budget

### Committee Reports

Advocacy Committee: None.

Finance Committee: See attachments.

Trustees Checking Account Report: (see attachment)

- Mr. Bogacz explained the report in detail.
  - Current balance: \$14K.
    - Previous balance: \$15K (December 2017).

FY 2018 Special Funds:

- Mr. Bogacz explained the report in detail (see attachment).
- Mr. Bogacz modified the report into a more comprehensible spreadsheet (subtotal/balances are moved to the end of the spreadsheet).
- StateAid/Lottery funds: Remaining balance of \$86K.
- Impact Fees funds:
  - Current remaining balance: \$2.7M.
    - Most of the gain (\$480K) comes from the Bluffton District.
  - Bookmobile Impact Fees: Remaining balance of \$43K (transferred from other *Impact Fee District* accounts).
  - Mr. Bogacz reiterated that the Impact Fees funding is insufficient for constructing new library facilities.
    - The Impact Fees funding is more useful for the Bookmobile or other appropriate projects.

Fines and Fees Report & Bank Statement: (see attachment)

- Mr. Bogacz explained both reports in detail.
- This revenue is transferred to the *County General Funds* account at the County's discretion.
- Mr. Kole added that the library has collected \$57K in *Fines and Fees* (FY 2018).
- Bank Statement – Ending balance: \$194K (represents ~ two years of cumulative deposits).
  - Mr. Bogacz recommended transferring this balance to a different *account* since the earned interest is very low on the current account.

Budget Update (FY 2018): (see attachment)

- Two-thirds of the FY 2018 Budget has been expended; the library expenditures are on track.
- The Library Director has presented the *Proposed FY 2019 Library Budget* to the County Administration.
- The *Proposed FY 2019 Budget* will mirror the current *FY 2018 Budget*.
  - Additional funding will be included for merit-based pay increases already received.

Library services:

- The library offers free scan/fax service for public use in all five branches.

### Foundation:

- The next meeting will be on Wednesday, March 14, at Beaufort Branch Library.
- The *Fashion Show* was held on March 5 in Belfair.
- The Foundation approved a \$14K scholarship for the Master of Library Science Degree Program at the University of South Carolina for one library employee to be determined at a later date. This is a need-based scholarship.
- The Foundation approved the \$6K subscription for the database *Foundation Directory Online* (available in Beaufort and Bluffton libraries only)
  - This is a database for non-profit organizations who are seeking grants.

### Friends of the Library (FOL):

- Beaufort Branch:
  - The *Books Sandwiched In* event has been very well-attended each week.
  - The Spain Trip is scheduled for April 2018.
  - The Friends approved the purchase of two costumes (Pete Cat & Curious George) for children's programs.
- Bluffton Branch:
  - Book sales are doing well since the area was renovated.
- Hilton Head Branch:
  - Mr. McBride mentioned that the Friends have voted unanimously to purchase a second Bookmobile.
    - The project will be presented to the Community Services Committee, County Administration, and County Council for approval.
    - The Bookmobile may be ordered in July 2018; it may be delivered in July 2019.
    - This second Bookmobile will be stationed at Hilton Head Library.
    - A Bookmobile is the least expensive way to expand library services instead of a \$10M library facility.
  - The *Film Series* presentations and *Book Break* programs were very successful.
  - Upcoming Programs:
    - The *Volunteer Luncheon* is scheduled for Wednesday, March 14.
    - *Library After Hours* is scheduled for Wednesday, March 28.
- School Liaison:
  - Mr. McBride mentioned that the library has the opportunity to get a \$20K grant through the *State Library* to expand the *Smartspot Program* and develop *Homework Centers* at branch libraries North of the Broad River.
- Library Board Meeting
  - Mr. Kole recommended scheduling a library board meeting at Lobeco Branch Library.
    - The Bookmobile will be stationed at the branch so that board members can tour it at the meeting.

### Policies and Procedures:

Meeting Room Policy: (see attachment)

Ms. Tabernik presented a recommended change in the policy to the board (see attachment).

- Page #1, line #2: “***Non-commercial, non-profit oriented*** meetings...” was added to clarify how meeting spaces are used by customers.
- Library Meeting rooms must be used for public meetings (open to the public) in accordance with policy.
- For more details, please read the attached Policy.

Ms. Tabernik made a motion to accept the proposed change to the Meeting Room Policy of Beaufort County Library, as presented to all board members. Mr. Bogacz seconded. There was a unanimous vote.

#### Fines and Fees Policy:

- Ms. Tabernik presented a recommended change in the policy to the board (see attachment).
- For more details, please read the attached Policy.
- Key change: Increasing the fees for a non-resident library card from \$30 to \$40.
- The cost is \$40 per year (not a calendar year), beginning when the card is issued.
- This increase reflects the cost of providing additional library services (i.e., Hoopla, Flipster, etc.) to residents.

Ms. Tabernik made a motion to approve the revised Fines and Fees Policy with the caveat that a non-resident card will be increased to \$40 effective July 1, 2018 (FY 2019). Ms. Porter seconded. There was a unanimous vote to accept, and the motion carried.

#### Strategic Planning Committee:

- Ms. Tabernik presented the *Strategic Plan Implementation Report* (see attachment).
  - Ms. Tabernik highlighted some of the strategies/tasks:
    - Target diverse audiences
    - Improve internal communication
    - Streamline library’s brand.
    - Conduct comprehensive facilities assessment.
    - Monitor county CIP and maintenance projects.
- Ms. Tabernik thanked the Library Director for the Weekly Reports. They are very useful to track what sections of the plan have been implemented.
- The Library Administration bases its daily operations on the Strategic Plan.

#### Library Performance Metrics:

- The Library Administration submitted 10 performance metrics to County Administration.
- The 10 metrics reflect the library’s success during this calendar year.
- The Library Director will prepare a quarterly report on the implementation of the 10 library performance metrics.
  - The Library Director will present this quarterly report update at the next board meeting.

#### Challenged Materials Committee:

- The Library Director briefly explained the policy/procedures to the new board members.
- For more details, please visit the library website, and click on Policies & Forms.

#### Ad-Hoc Committee:

- The Library Director’s annual evaluation is due at the board meeting in May.

- The committee will draft a comprehensive evaluation (County Performance Form) in April and send it to the board for their input.
- It will be discussed with the Library Director in the Executive Session during the May board meeting.

Award Plaque - Eileen Fitzgerald:

- Eileen Fitzgerald was not present for her award so the Trustees will present it to her at a later date.
- Ms. Fitzgerald was a member of the Library Board for almost 13 years (August 2005–February 2018).

Old Business: None.

New Business:

Request to Change Date of September Board Meeting:

- The September board meeting is scheduled for September 12, 2018.
- Ms. Richman recommended moving the September board meeting to the first (September 5<sup>th</sup>) or last Wednesday (September 26<sup>th</sup>) of the month.
- The board concurred, agreeing to move the meeting to September 5<sup>th</sup>.

Mr. Kole made a motion to accept the recommendation of moving the board meeting to September 5<sup>th</sup> (same location). Mr. Bogacz seconded. There was a unanimous vote to accept, and the motion carried.

Library Board Committees:

- Mr. Thomas was assigned to the Finance Committee.
- Ms. Porter was assigned to the Strategic Plan Committee.
- Ms. Robinson was assigned to the Policies and Procedures Committee.

Members are encouraged to sign up for different committees to experience new roles on the board.

Resolution No. 2018/2: (see attachment)

- This resolution replaces Resolution No. 1999/27 (for information only).

Executive Session: None.

Mr. Kole asked whether there was any other business. There being none, the meeting was adjourned at 5:15 p.m. on a motion from Mr. Bogacz and a second from Ms. Tabernik.

Respectfully submitted,



Ray McBride  
Library Director

