

Beaufort County Library  
BOARD OF TRUSTEES MEETING  
Minutes – May 9, 2018 – 4:00 p.m.

The third scheduled meeting for 2018 was held at the St. Helena Branch Library.

**Trustees:** Bernard Kole, *Chair*; Anna Maria Tabernik, *Vice-chair (participated via cell phone)*; Joseph Bogacz, Terry Thomas, Janet Porter, Lynne Miller, Tracey Robinson, and Laura Sturkie.

**Absent:** Brenda Ladson Powell, Rosalie Richman.

**County Council Member:** Councilman York Glover Sr., District 3.

**Library Staff:** Ray McBride, *Director of Libraries*; Traci Cox, *Information Services Coordinator*; Ileana Herrick, *Administrative Assistant*.

**Call to Order:** The meeting was called to order at 4:01 p.m.

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

**Public Comment:** None.

**Minutes of March 13, 2018:** The minutes were unanimously approved as written on a motion from Mr. Bogacz and a second from Ms. Sturkie. There was a unanimous vote.

**Correspondence/Memberships:** No

**Library Director's Report:**

Mr. McBride presented his report:

- **Personnel:**
  - Vacant positions:
  - Two (2) full-time and (2) part-time positions are in the process of being filled.
- **Projects:**
  - HVAC system replacements in Beaufort, Bluffton and Hilton Head branches are scheduled to be completed and inspected by May 23, 2018.

**Branch Visit Survey:** (see attachments)

- Board members will make monthly visits to each library branch to observe facilities and library services.
  - Each board member will complete an online survey reporting his or her findings.
- Mr. Kole already made a visit to Beaufort and Bluffton Branches.
- Mr. Bogacz made a visit to Hilton Head Branch.
- Ms. Porter made a visit to Hilton Head Branch.
- Mr. Kole added that the board should make a visit to the bookmobile.

**Financial Reports:** (see attachments)

- *Munis Financial* Report as of April 30, 2018.

- *Library Expenditure* Report as of April 16, 2018.
- *Trustees and Library Fees* Reports as of April 30, 2018.

### **Committee Reports:**

- **Advocacy Committee:** None.
- **Finance Committee:** See attachments.
- **Trustees Checking Account Report:** (see attachment)
  - Mr. Bogacz explained the report in detail.
  - The members of the Finance Committee will meet in June to review this account:
    - The committee is planning to draw down these funds or combine them.
- **FY 2018 Special Funds:**
  - Mr. Bogacz explained the report in detail (see attachment).
  - **Impact-fee Funds:** See May report.
  - Year-to-date impact-fee expenditures:
    - Hoopla \$ 92,300.
    - Bibliotheca \$182,000.
    - Bookmobile \$21,500.

### **Impact Fees:**

- Mr. McBride explained the library impact-fee fund structure.
  - Beaufort County collects \$533 for every new home construction.
  - Beaufort County has five (5) library impact-fee districts.
    - All fees that are collected in those districts must be expended to the benefit of those districts that they are collected in.
- **Spending Impact-Fee Funds:**
  - The Library Director makes a recommendation to the library board to approve the impact fee expenditures.
  - The Library board approves/disapproves the recommendation.
  - The Community Services Committee and Finance Committee of Beaufort County Council make the final authorization/approval.
- The library is authorized to spend 5% of the accrued impact-fee funds for library materials by County Ordinance.
- The County Council is seeking a contractor to conduct an impact-fee study to review/update all county impact fees.
- **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.
  - Monthly deposits: April: \$7,967.
  - Bank Statement – Ending balance: \$211K (represents ~ two years of cumulative deposits).
- **Budget Update (FY 2018):** (see attachment)

- The balance between the *Munis* report and the *Library Internal Expenditure* Report is slightly different. The Internal Report is up-to-date.
- 83% of the FY 2018 Budget has been expended; the library expenditures are on track.
- Additional allocation has been added to library budget to cover the merit-based pay increase already received.
- The *proposed FY 2019 Budget* will mirror the current *FY 2018 Budget*.
- The first reading of the FY 2019 Budget is May 14.
  
- **Foundation:**
  - The next meeting will be on Wednesday, May 23, at Beaufort Branch Library.
  - The Annual Fashion Show was successful; the proceeds will be allocated to the Endowment Fund.
  
- **Friends of the Library (FOL):**  
 The Friends of the Library are active supporters:
  - Spending ~ \$250K in services, renovations, library programs, and additional library materials.
  
  - **Beaufort Branch:**
    - They had the Annual meeting on April 26.
    - Carol Brown is the new elected president of the Friends of the Beaufort Library.
    - The committee is working on the next *Book Sale* event that will be held in September.
    - They contributed ~ \$70K for the renovation of the first floor at Beaufort Branch (new circulation desk, etc).
  
  - **Bluffton Branch:**
    - Next meeting will be on May 10th.
  
  - **Hilton Head Branch:**
    - The Annual Meeting was on May 8; it was well attended.
    - Mr. McBride made a PowerPoint presentation at the Friends Annual meeting.
    - They agreed to fund the new bookmobile (at \$150K); the library will fund the staff and library collection for the vehicle.
  
- **School Liaison:**
  - See Strategic Planning Committee for more details.
  - Mr. Thomas is appointed a new member of this committee.

### **Policies and Procedures:**

#### **Unaccompanied Minor Policy and Safe Child Policy** (see attachments):

- Ms. Tabernik made a motion to accept the *Safe Child Policy* as a replacement for the *Unaccompanied Minor Policy*.
  - **Safe Child Policy:**
  - After discussion, the board voted to table the motion and to further review the policy and changes.
  - There was concern about the age-range and context in the *Safe Child Policy*.

- The Library Administration will review the *Policy* and work with the Policy and Procedures Committee of the board to be presented at the next board meeting.

**Library Code of Conduct Policy:** (see attachment)

- Ms. Tabernik presented to the board two recommended additions for public safety (see attachment):
  - Both recommendations were reviewed and approved previously by the County Attorney.
  - # 21: bicycles are not allowed inside the libraries.
  - # 22: skateboarding and rollerblading are prohibited.
  - For more details, please read the attached Policy.
- Ms. Tabernik made a motion to accept the proposed additions to the *Library Code of Conduct Policy* of Beaufort County Library, as presented to all board members. Ms. Porter seconded. There was a unanimous vote.
- The policy was disseminated via the website and flyers.

**Fine Amnesty:**

Public libraries usually conduct a *Fine Amnesty* every five years.

- Mr. McBride made a recommendation to the Board to hold a Fine Amnesty program:
  - The customers may get ~\$10 taken off their fine balance.
  - The customers willing to reduce their fines may bring a new children's book to be donated to the "*Born to Read*" Group.
  - Mr. McBride proposed to have the Amnesty during the month of December 2018.
- Ms. Tabernik made a motion to approve the Library Director's recommendation of having an *Amnesty Day* in December 2018. Ms. Sturkie seconded. There was a unanimous vote to accept, and the motion carried.

**Strategic Planning Committee:**

- Ms. Cox presented the *Marketing and Communications Updates* Presentation (see attachment).
  - Ms. Cox highlighted the priority # 1 *Communication* and the seven (7) *strategies/tasks*:
    - Streamline the Library Brand.
    - Develop targeted marketing.
    - Improve internal communication.
    - Develop a marketing plan/matrix.
    - Try marketing by audience.
    - Use Non-Traditional Distribution.
    - Experiment with paid advertising. Library does not have an advertising budget.
  - For more details, please read the attached PowerPoint presentation.
- **Summer Reading Program:**
  - The *Beaufort Library* and the *School District* are working jointly on the Summer Reading Program this year.
  - Ms. Cox reported that she is working with some representatives of the school district to coordinate reading lists on the library website with the school system.
    - The reading lists will be organized by categories and alphabetical order in the website:
    - Categories: Elementary, Middle, and High school for easy access.

**Challenged Materials Committee:**

- None.

**Executive Session:**

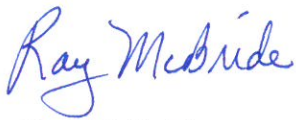
- Mr. Kole made a motion to move into an executive session. Mr. Bogacz seconded the motion. There was a unanimous vote. The motion was carried.
- Mr. Kole called the executive session at 5:26 p.m. Mr. Kole adjourned the executive session at 5:59 p.m. and reconvened the regular meeting.

**Annual Performance Evaluation of the Library Director:**

Mr. Bogacz made a motion to approve the annual performance evaluation for the Library Director. Mr. Thomas seconded. There was a unanimous vote.

Mr. Kole asked whether there was any other business. There being none, the meeting was adjourned at 6:00 p.m. on a motion from Mr. Bogacz and a second from Ms. Sturkie.

Respectfully submitted,



**Ray McBride**  
Library Director

