

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – November 14, 2018 – 4:00 p.m.

The sixth scheduled meeting for 2018 was held at the Beaufort Branch Library.

Trustees: Bernard Kole, *Chair*; Anna Maria Tabernik, *Vice-chair*; Joseph Bogacz, Rosalie Richman, Tracey Robinson, Brenda Ladson Powell, Lynne Miller, Janet Porter (*participated via phone*) and Laura Sturkie.

Absent: Terry Thomas.

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

Library Staff: Ray McBride, *Director of Libraries*; Jonah Owens, *Bluffton Branch Manager*; Ileana Herrick, *Administrative Assistant*.

Call to Order: The meeting was called to order at 4:00 p.m.

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

Public Comment: None.

Minutes of September 5, 2018: The minutes were approved as written on a motion from Ms. Robinson and a second from Mr. Bogacz. There was a unanimous vote.

Minutes of October 26, 2018 – Retreat meeting: The minutes were approved as written on a motion from Ms. Robinson and a second from Ms. Tabernik. There was a unanimous vote.

Correspondence/Memberships: None.

Library Director's Report

Mr. McBride presented his report:

- **Personnel**
- **Vacant positions:**
 - There are currently six (6) vacant positions:
 - Two (2) vacant positions are in the process of being filled.
- **Projects Updates**
 - **Bookmobile # 2**
 - The new bookmobile will be delivered in December 2018 (earlier than expected).
 - Two (2) new Bookmobile positions:
 - *Library Specialist* position is currently being advertised.
 - *Library Assistant* position will be advertised in January 2019.
 - Ribbon cutting ceremony may be in March 2019
 - Purchase of this bookmobile is fully funded by the Friends of Hilton Head Branch Library (\$151K).

- **RFP (Request for Proposal) Space Utilization Study for Hilton Head and Bluffton Branch Libraries:**
 - **Updates:**
 - The Evaluation Committee received RFP proposals from two qualified architectural firms in October.
 - The architects were interviewed by the Evaluation Committee on November 7th.
 - The Evaluation Committee gave architects tour of the libraries; only one visited both facilities.
 - **What is next:**
 - The Evaluation Committee will finalize the forms and make a final recommendation, which will be presented to the Community Services Committee for their approval.
 - The Library Director will report to the board as the project progresses.
- **Financial Reports:**
 - Library Revenues and Trustees Funds (see attachments)

Committee Reports

- **Finance Committee:** Mr. Bogacz explained the financial documents presented.
 - **Trustees Checking Account Report** as of October 31 2018 (see attachment)
 - Bluffton Building Fund - Expenditure: \$5,287.29.
 - **FY 2019 Library Special Funds Report** (see attachment)
 - **State Aid & Lottery Funds:** (see attachment)
 - **Impact fees:** See attached report. *Current Balance: \$3.7M, a year ago: \$2.9M.*
 - **Friends:** See attached report.
 - **Special Funds:** see attachment.
 - **Fines and Fees Report and Bank Statement** (see attachment)
 - **FY 2019 Library Expenditure Special Funds Report** as of October, 2018 (see attachment)
 - **Budget Update – FY 2019:**(see attachment)
 - The library has expended 29% of the budget for this fiscal year.
 - **Library materials expenditure report FY 2019** (see attachment).
 - **Highlights.**
 - The utility company (Palmetto Electric) issued a credit of \$6,000 to the Library for installing LED lighting in Beaufort Library.
 - The new SC Lends Courier is more affordable (library is projected to save ~\$31,000 annually)
 - Expenditures in progress:
 - *Bibliotheca* Maintenance Renewal Agreement-\$50K,
 - *Kajeet* Renewal Agreement-\$10K.
- **Foundation**
 - The board met today, November 14, to sign fundraising/appeal letters.
 - The Fashion Show is a very significant fundraising event for the Foundation. The event is scheduled for March 6, 2019, at Belfair.
- **Friends of the Library (FOL)**

- **Beaufort Branch**
 - The board met to discuss the Annual Booksale event.
- **Bluffton Branch**
 - The annual meeting was held last week.
- **Hilton Head Branch**
 - The board met yesterday November 13.
 - The Friends celebrated the twentieth anniversary of the Hilton Head Library.
 - The Friends of Hilton Head Library was awarded the *SCLA Friend of the Library Award* for their generous contributions to the Library.
 - Mr. McBride received the award in Greenville, SC on behalf of the Friends.
- **SCLA South Carolina Library Association – Hall of Fame Award for the Library Director:**
 - Mr. McBride was honored to receive the *Hall of Fame Award* for his 20 years in the public libraries in South Carolina.
- **School Liaison**
 - The library and the school district have an excellent working relationship.
 - Mr. McBride met with the representatives of the School District on November 13th.
 - The School District is interested in developing a partnership with the *Kajeet Wi-Fi Smartspot Loan Program*.
 - School Reading lists are linked to the Library Catalog so that students can reserve materials immediately on our website.
- **Policies and Procedures:** No report.
- **Strategic Planning Committee:**
 - Ms. Porter reported that the committee would engage in the new strategic planning process at the end of 2019.
- **Challenged Materials Committee:** No report.
- **Request to Accept Donated Art (St. Helena Branch) (see attachment)**
 - The Friends of Beaufort County Library funded the 45” tall bronze statue called ‘*On The Way to Market*’
 - The unveiling was in St. Helena Branch Library on Saturday, October 27, 2018.
 - The artwork is valued at \$20K.
 - Mr. McBride requested approval to accept the artwork.
 - **Motion:** Ms. Miller made a motion to accept the artwork called ‘*On the Way to Market*’ for the St. Helena Branch Library. Mr. Bogacz seconded. There was a unanimous vote.
- **Proposed Board Meeting Schedule 2019: (see attachment)**
 - Ms. Tabernik made a motion to accept the proposed board of trustees meeting dates for 2019. Ms. Sturkie seconded. There was a unanimous vote.
- **Proposed Library Closing Dates 2019: (see attachment)**

- Mr. McBride made a recommendation to the Board to approve the Library closing dates for 2019.
- Ms. Sturkie made a motion to accept the Library Director's recommendations to accept the 2019 closing dates. Mr. Bogacz seconded. There was a unanimous vote.
- **\$14,000 Library Staff Scholarship from Public Library Foundation of Beaufort County.**
(see attachments)
 - The *Scholarship Policy Statement* and the *Application* are attached.
 - Library staff will submit their scholarship applications in January 2019.
 - The Foundation Scholarship Committee will choose the actual person who will receive the scholarship.
 - The funds will go directly to University of South Carolina Columbia for tuition and textbooks.
 - The Library board recognizes the Foundation for their generosity.
- **Executive Session:** None.

Mr. Kole asked whether there was any other business. There being none, the meeting was adjourned at 5:00 p.m. on a motion from Ms. Sturkie and a second from Ms. Robinson.

Respectfully submitted,



Ray McBride
Library Director