

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – January 9, 2019 – 4:00 p.m.

The first scheduled meeting for 2019 was held at the Bluffton Branch Library.

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

Absent: Janet Porter, Terry Thomas, and Tracey Robinson.

Library Staff: Ray McBride, *Director of Libraries*.

Call to Order: The meeting was called to order at 4:02 p.m.

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

Public Comment: None.

Minutes of November 14, 2018: The minutes were approved as written on a motion from Mr. Bogacz and a second from Ms. Sturkie. There was a unanimous vote.

Correspondence/Memberships: None.

Library Director's Report

Mr. McBride presented his report:

- **Personnel**
- **Vacant positions:**
 - Organizational chart is attached.
 - There are currently five (5) vacant positions:
 - Three (3) vacant positions are in the process of being filled.
- **Projects Updates**
 - **Space Utilization Study for Hilton Head and Bluffton Branch Libraries:**
 - The architectural firm has been selected by the county/library.
 - The architects will conduct interviews and two open public sessions on January 28th and 29th.
 - The agenda will be distributed next week.
 - Bluffton Branch – January 28.
 - Hilton Head Branch – January 29.
 - **Art Appraisal at the libraries:**
 - The library system has collected 130 artwork pieces over the lifespan of the libraries.
 - The last appraisal was made in 2006; it needs to be updated for insurance purposes.
 - The art appraisal is scheduled for the last 2 weeks in January.

- **Mr. McBride made a recommendation to the board to review the *Artwork Collection Policy and Procedures*.**
 - **Recommendations:**
 - The next art appraisal will be conducted by the appraisal firm by the end of January.
 - The board should review the current policy after receiving the new art appraisal.
 - **Mobile Services and Outreach:** (see attachment)
 - The board should review the attached report.
 - **Bookmobile # 2**
 - The new bookmobile was delivered to the county garage in December 2018 for processing.
 - The South Carolina state tags and title should be ready by the end of January 2019.
 - Ribbon cutting ceremony may be late February 2019.
 - **Fine Amnesty Program**
 - The library collected 350 children’s books through the *Fine Amnesty* Program.
 - These books will be donated to the *Born to Read* program (non-profit organization).
 - **Mr. McBride made a recommendation to the Board to review/update the ‘Unaccompanied minor’ (child/teen) policy and procedures due to recent incident reports.**
 - The policy and procedures committee will review the ‘*Code of Conduct*’ and the ‘*Unaccompanied minor (child/teen)*’ policies.
 - The committee will meet in February to review the information/research provided by library staff.
- **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 December 31, 2018 (see attachment)
 - **Library Fines and Fees Account Report** as of December 31, 2018 (see attachment)
 - This report will not be presented at future library board meetings.
 - The Finance Committee will continue receiving this report for informational purposes.
 - **FY 2019 Special Funds Report:** (see attachment).
 - Lottery funds: balance of \$3,760
 - Impact fees: balance of \$3.7M
 - Trustees: balance of \$8,250
 - Expenditures in progress:
 - *Space Utilization Study* \$39,000.
 - **Budget Update – FY 2019:**(see attachment)

- The library has expended 45% of the budget for this fiscal year.
- **Library Expenditure report:** (See attachment)
- **Foundation**
 - The Annual Appeal letters were signed and mailed on November 14.
 - 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**
 - 'Books Sandwiched In ' event started on January 7, 2019, at the USCB Art Center (Historic Campus).
 - **Bluffton Branch**
 - The next meeting will be held on January 17, 2019.
 - **Hilton Head Branch**
 - The board met yesterday, January 8.
 - The board approved \$5,000 for bookmobile programs in fiscal year 2020 (July 1, 2019 – June 30, 2020).
- **School Liaison**
 - Ms. Ladson Powell make a recommendation to dissolve the committee since the library staff is contacting/working directly with the school district.
 - The committee will make a presentation at the next board meeting as to why the committee should be dissolved.
- **Policies and Procedures:**
 - The committee will review both policies: 'Unattended Child/Teen' & 'Artwork Collection.'
 - The committee will present the results of the review at the next board meeting.
- **Strategic Planning Committee:**
 - Ms. Tabernik mentioned that the strategic plan implementation process has been very successful.
 - The plan will be reviewed at the end of the current fiscal year.
- **Challenged Materials Committee:** None.
- **Executive Session:**

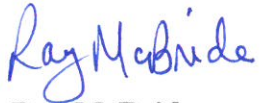
Mr. Kole made a motion to move into an executive session. Ms. Tabernik seconded the motion. There was a unanimous vote. The motion carried.

Mr. Kole called the executive session at 4:53 pm. Mr. Kole adjourned the executive session at 5:09 pm and reconvened the regular meeting. Mr. McBride presented an update of potential future staff retirements.

There were no decisions made in executive session.

Mr. Kole asked whether there was any other business. There being none, the meeting was adjourned at 5:12 p.m. on a motion from Ms. Sturkie and a second from Ms. Ladson Powell.

Respectfully submitted,



Ray McBride
Library Director