

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – March 13, 2019 – 4:00 p.m.

The second scheduled meeting for 2019 was held at the Beaufort Branch Library.

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

Library Staff: Ray McBride, *Director of Libraries*; Joshua Greer, *Information Services Hilton Head Librarian*; Ileana Herrick, *Administrative Assistant*.

County Council Member: Councilwoman Alice Howard, District 4.

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 January 9, 2019: 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:**
 - There are currently five (5) vacant positions:
 - Two (2) vacant positions are in the process of being filled.
- **Projects Updates:** (see attachment)
 - Mr. McBride mentioned that most of the projects have been accomplished for FY18/19.
 - For more details, please read the attached report.
- **Financial Reports:**
 - Library Revenues and Trustees Funds (see attachments)
 - Expenditure and Special Funds (see attachments)

Committee Reports

- **Finance Committee:** Mr. Bogacz explained the financial documents presented.
 - **Trustees Checking Account Report** as of February 28, 2019 (see attachment).
 - **FY 2019 Special Funds Report:** (see attachment).

- State Aid funds: ending balance of \$68K (ending balance for January is \$3,700).
 - Lottery funds: balance of 10K.
 - Impact fees: balance of \$3.8M.
 - Results of the Space Utilization Study for Hilton Head and Bluffton Branch Libraries:
Mr. Bogacz added that *Impact fees* might be used for part of the funding of these potential renovations at the Hilton head and Bluffton branches.
 - Trustees Account: balance of \$8,250
- **Budget Update – FY 2019**:(see attachment)
 - The library has expended 64% of the budget for this fiscal year.
- **Expenditure Report FY 2019** - Library Materials: (see attachment)
 - The library has expended \$415K of the budget for this fiscal year.
- **Foundation**
 - The Public Library Foundation contributed \$10K to the *County Wide Summer Reading Program* this year.
 - The *Fashion Show* was held on March 6 in Belfair.
 - The event was very successful.
 - Ms. Miller thanked *Hilton Head and Bluffton Friends* for their donations.
- **Friends of the Library (FOL)**
 - **Beaufort Branch**
 - 'Books Sandwiched In ' event has been very well attended.
 - Decline in membership numbers:
 - The board will work on how they can improve the decline in memberships.
 - The Annual Meeting will be held on May 4, 2019.
 - **Bluffton Branch**
 - None.
 - **Hilton Head Branch**
- **School Liaison**
 - Ms. Ladson Powell made a recommendation to dissolve this committee since the library staff is contacting/working directly with the school district.
 - **Motion**: Ms. Tabernik made a motion to dissolve this committee. Ms. Ladson Powell seconded. There was a unanimous vote.
 - Mr. Thomas remains involved with the school district as an individual board member even though the committee is dissolved.
 - **Highlights**: (see attachments)
 - Mr. McBride explained the *Innovative County-Wide Summer Reading Program*. (see attachment for details).
 - Beaufort County Library has partnered with the School District to have one combined Beaufort County Wide Summer Reading Program.

- The ribbon-cutting ceremony for Bookmobile # 2 will be held at the Hilton Head Branch Library on March 20, 2019.

- **Policies and Procedures:**

- *Attached are the policies:*
 - Draft Library Code of Conduct,
 - Old Library Code of Conduct, and
 - Unaccompanied Minor Policy
- Ms. Tabernik explained in detail the ***Library Code of Conduct*** (see attachment)
 - The purpose of the policy is to protect the public, the staff and the County.
 - *The Unaccompanied Minor policy* is embedded in the new *Library Code of Conduct*.
- **Motion:** Ms. Tabernik made a motion to adopt the new '*Library Code of Conduct*' which will replace the old one and eliminates the *Unaccompanied Minor Policy*. Ms. Richman seconded. There was a unanimous vote.

- **Strategic Planning Committee:**

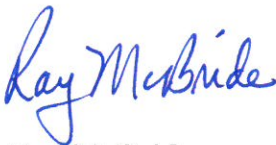
- The committee will start reviewing the current strategic plan in the near future since the current plan is ahead of schedule (1 year).

- **Challenged Materials Committee:** None.

- **Executive Session:** None.

Mr. Kole asked whether there was any other business. There being none, the meeting was adjourned at 4:50 p.m. on a motion from Ms. Sturkie and a second from Ms. Richman.

Respectfully submitted,



Ray McBride
Library Director

