

**Beaufort County Library**  
**BOARD OF TRUSTEES MEETING**  
**Minutes – May 8, 2019 – 4:00 p.m.**

The third scheduled meeting for 2019 was held at the St. Helena Branch Library.

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

- Trustee seat for District 5<sup>th</sup> is vacant.
- Ms. Porter encouraged residents of District 5<sup>th</sup> to apply online (County website)

**Library Staff:** Ray McBride, *Director of Libraries*; Traci Cox, *Marketing and Communication Coordinator*; Madeline Helser-Howard, *Lobeco Branch Manager & Youth Services Coordinator System wide*; Joshua Greer, *Information Services Librarian*; Ileana Herrick, *Administrative Assistant*.

**County Council Member:** Councilwoman Alice Howard, District 4.

**Call to Order:** The meeting was called to order at 4:05 p.m.

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

**Public Comment:** None.

**Minutes of March 13, 2019:** The minutes were approved as written on a motion from Ms. Porter and a second from Mr. Bogacz. There was a unanimous vote.

**Correspondence/Memberships:** None.

**Library Director's Report**

Mr. McBride presented his report:

- **Personnel**
- **Vacant positions:**
  - Library Organizational chart is attached.
    - There are currently five (5) vacant positions.
    - Two (2) more vacancies by the end of May (projected).
- **Projects Updates:** (see attachment)
  - Mr. McBride mentioned that most of the projects have been accomplished for FY18/19.
    - Sixty-six (66) projects have been completed in the last 24 months.
- **Bluffton and Hilton Head Library Space Utilization Study Update**
  - The final copy of the '*Space utilization Study Phase I*' report is attached.
  - **What is next:**
  - Mr. McBride explained the *Phase II process* in detail.

- The ‘*Request For Proposal (RFP) Phase II*’ document refers to estimating the cost of renovations to the the existing spaces in the Hilton Head and Bluffton Branch Libraries.
  - Mr. McBride requested approval to submit the ‘*Request for Proposal (RFP) Phase II*’ document to the Community Services Committee of County Council for approval to start the procurement process for potential architects for cost estimate of renovations for the Hilton Head and Bluffton Branch Libraries.
  - **Motion:** Ms. Tabernik made a motion to accept Mr. McBride's request to submit to ‘*RFP Phase II*’ document to the Community Services Committee of County Council. Mr. Bogacz seconded. There was a unanimous vote.
  - Mr. McBride will report to the board as the project progresses.
- **Summer Reading @ Your Library Update (Powerpoint presentation is attached).**
    - Ms. Cox and Ms. Helser-Howard explained the Powerpoint presentation in detail to the board.
    - **Highlights:**
      - **Mission:** *Summer Reading @ Your Library*; targets everyone (all ages) in the community.
      - **Summer @ Your Library: June 1 – July 31, 2019.**
        - The Library and the School District worked together for one combined Summer Reading Program ‘*Summer @ Your Library*’.
        - Thanks to a partnership between the *Beaufort County School District, Sodexo, and the Beaufort County Library*, the food truck will make daily stops at the Beaufort, Lobeoco, and St. Helena branch libraries to provide a free hot lunch to children and teens during the summer.
    - Mr. Bogacz requested that Ms. Cox and Ms. Helser-Howard return to the Board at a later month with a follow-up report on the success and metrics of the reading program.
- **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.
  - The Finance Committee meets at 3 p.m., prior to the board meeting.
  - **Beaufort County Library (BCL) Proposed Budget for the next Fiscal Year 2019/2020:** see attachment.
    - Mr. Bogacz reiterated that the line item ‘*library periodicals*’ is budgeted under *State Aid funds* instead of *County general funds*.
  - **Trustees Checking Account Report** as of April 30, 2019 (see attachment).
  - **FY 2019 Special Funds Report:** (see attachment).
  - **Budget Update – FY 2019:**(see attachment)

- The library has expended 82% of the budget for this fiscal year.
- **Expenditure Report FY 2019 - Library Materials:** (see attachment)
  - The library has expended \$507K of the budget for this fiscal year.
- **Foundation**
  - The next meeting will be on Friday, May 10 at the Beaufort County Library.
    - The *Fashion Show* was held on March 6 in Belfair; the event was very successful.
- **Friends of the Library (FOL)**
  - **Beaufort Branch:** None.
  - **Bluffton Branch:** The next meeting will be on May 16.
  - **Hilton Head Branch:**
    - The Annual Meeting was on May 7.
    - The board is excited about the new Bookmobile # 2.
- **Policies and Procedures:**
  - *Library Art policy:*(see attachment)
    - Ms. Tabernik mentioned that the committee will meet in July to discuss the *Library Donations Policy*.
      - **Background:** The library has received many pieces of art over the years.
      - Many of these pieces are not suitable for the library due to space limitations (more suitable for Museums) and insurance cost.
- **Strategic Planning Committee:**
  - The committee will start reviewing the current strategic plan in June 2019.
- **Challenged Materials Committee:** None.
- **Nominating committee:**

**Nominations & Election of Officers:**

Ms. Miller presented the slate of officers for nomination:

- Chairwoman: Anna Maria Tabernik.
- Vice-Chair: Laura Sturkie.
- Finance Chair: Joseph Bogacz
- Corresponding Secretary: Rosalie Richman.

Ms. Miller collected the written ballots for Chairperson.

Mr. Kole asked for a show of hands for Vice Chair, Finance Chair, and Corresponding Secretary.

The written ballot vote was unanimous for Chairperson.

- Ms. Tabernik has been elected as the Chairwoman of the Library Board.
- Ms. Sturkie has been elected as the new Vice Chair of the Library Board.

- Mr. Bogacz has been elected as the new Finance Chair of the Library Board.
  - Ms. Richman has been elected as the Corresponding Secretary of the Library Board.
- Mr. Kole made a motion to accept the Chair, Vice Chair, Finance Chair, and Corresponding Secretary for a two-year period. Ms. Miller seconded the motion. There was a unanimous vote to accept. Motion carried.

**Bernie Kole has served as a Chair of the Library Board for a term of five years:**

- Mr. McBride presented Mr. Kole with a plaque for being an outstanding Chair of the Board for five years (March 2014 – May 2019).

**Library Facilities Committee:**

- Board members are welcomed to join the Committee.
- **Executive Session:**
  - Mr. Kole made a motion to move into an executive session. Ms. Sturkie seconded the motion. There was a unanimous vote. The motion was carried.
  - Mr. Kole called the executive session at 5:30 pm. Mr. Kole adjourned the executive session at 6:00 pm 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. Ms. Sturkie seconded. There was a unanimous vote.
  - Ms. Tabernik added that the board is very pleased with the Library Director's performance.
- Ms. Miller made a motion to recommend that the County Administration should provide Mr. McBride with a well-deserved merit pay. The amount is specified in today's written evaluation for his outstanding performance as Library Director and his continuing dedication to our residents. Ms. Sturkie seconded. There was a unanimous vote.
- Note: This merit pay-based on annual evaluation is the same that all County employees are eligible for.

Mr. Kole asked whether there was any other business. There being none, the meeting was adjourned at 6:02 p.m. on a motion from Ms. Sturkie and a second from Ms. Richman.

Respectfully submitted,



**Ray McBride**  
**Library Director**