

**Beaufort County Library**  
**BOARD OF TRUSTEES RETREAT**  
**Minutes – October 11, 2019 – 10:00 am – 1:45 pm**

The Library Board Retreat was held at the St. Helena Branch Library.

**Trustees:** Anna Maria Tabernik, Chair; Laura Sturkie, Vice-chair; Bernard Kole, Joseph Bogacz, Terry Thomas, Tracey Robinson, James Morrall, and Lynne Miller.

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

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

**Library Staff:** Ray McBride, Director of Libraries; Joshua Greer, Library Operation Manager.

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

**Call to Order:** The meeting was called to order at 10:00 a.m.

**Opening Remarks:**

Ms. Tabernik made a recommendation to Mr. McBride, Library Director, to do a *Monthly Update Report* instead of *Weekly Update Report*. All present concurred.

- Mr. McBride will continue to email any critical library incidents to the board as they occur.

**Personnel Updates:**

- Personnel vacancies were discussed.
- Updated *Library Organizational Chart* is attached.

**Deputy Director Library Position:**

- Mr. McBride mentioned that this position has been vacant for about two years.
- *Assistant Director Position* will be rewritten/updated to *Deputy Director Library position*.
  - The job description will be rewritten to be more in line with strategic planning, community engagement and managing library-meeting rooms at the administration level.
  - This position will allow the Library Director to have less administrative burden and more time to work on library related projects.
- *Library Director* will continue to directly supervise Library staff among his other duties.
- Mr. McBride made a recommendation to advertise this position by the end of October 2019.
  - The Job Ad will be posted online: *Southeastern Library Association, American Library Association, South Carolina State Library* and *Beaufort County Employment* webpages.
  - The board concurred with this proposal.

**Bluffton Computer Specialist & Hilton Head Reference Librarian positions:**

- Mr. McBride made a recommendation to eliminate these two positions (no longer needed).
  - The elimination of these two positions will fund the *Deputy Library Director's position*.
  - The board concurred with this proposal.

**Library Director Position:** (see two attachments).

- There are two job descriptions attached.
  - The *County Job Description* dated 2004 for Library Director.
  - New *Classification Specification Job Description* for Library Director.
- Mr. McBride made a recommendation to review and update the Library Director's job description. The board concurred with this recommendation.
- Mr. McBride proposes to retire on June 30, 2020, but will make a final decision in January of 2020.
  - If Mr. McBride decides to retire, interviews may be scheduled in May or April 2020.
  - The New Director could start after July 4<sup>th</sup> holiday.

**Meeting Room policy:**

- Mr. Greer presented two video clips that show actual real-life incidents at Libraries:
  - The *Drag Queen Children's story time*.
  - The *First Amendment audit group*.
- Mr. McBride mentioned that it is important to have a clear understanding of our meeting room policy.
- Mr. McBride made a recommendation to the board to review and update the meeting room policy to see where the gray areas are based on our experiences over the last couple of years.
  - The *Board of Trustees Policy and Procedures Committee* will review and recommend changes as needed.
  - The revised draft will be sent to the County Attorney for his review.

**Note:**

- Public Libraries are a '*limited public forum*'; meaning the public who uses the library must follow the code of conduct and library policies.
  - This has been proven through litigation and noted by the American Library Association.
- Mr. McBride added that the library staff is trained to handle most situations.

**Beaufort County Impact fees:**

- Mr. McBride explained the *County Wide Impact Fee Study* that is in process to the board.
- The current *County Impact Fee Study* was approved by County Council in 2006.
- *Impact Fees* are based on State Law, and County ordinance.
- The new *Impact Fee Study* is being drafted by consultants hired by Beaufort County.
- The new draft *Impact Fee Study* should be presented to County Council in November 2019 for approval and adoption.
- *Library Impact Fees* are only one of several *County Impact Fees* being reviewed/updated.

**Achievements – Library Facilities:**

- Mr. McBride has coordinated and completed sixty-six projects in existing library facilities over the past three years.

**Budget Process Review and Update:** (see attachment).

- Mr. Bogacz, Chair of the Library Finance Committee, explained in detail the library budget process, Munis Accounting software, special revenue funds (State Aid, Lottery Funds, etc.), budget allocations, and the mission of the Library Finance Committee. (See attached slides).

#### **Space Utilization Study – McMillan Pazdan Smith Proposal – Children’s Area:**

- *McMillan Pazdan Smith Architects* submitted a proposal of \$44K to prepare the architectural and engineering bid packet for the Children’s area renovation in Bluffton Branch Library (see attachment).
  - The architects will assess the area (structure, HVAC system, walls etc.) in preparation for a construction bid packet.
  - The architecture firm is on the county list of preferred architectural and engineering companies for projects under \$50,000.
- Mr. McBride requested board approval to accept the proposal of \$44K from *McMillan Pazdan Smith Architects* and to utilize *Bluffton Library Impact Fee* funds to pay for this project.
  - **Next Step:**
    - Mr. McBride will present the proposal to the Community Services Committee of County Council on Monday, October 21 for their approval in using *Bluffton Impact Fees* for this project.
    - If approved, the architects will prepare a bid packet for the children’s area renovation at the Bluffton Branch Library.
- ***Motion:*** *Mr. Bogacz made a motion to authorize the expenditure of \$44K for the architectural and engineering bid packet preparation and to utilize Bluffton Library Impact Fees as the fund source. Ms. Miller seconded. There was a unanimous vote. Motion carried.*

#### **Development of new potential Library Site at Bluffton Area:**

- A presentation to the *Finance Committee of County Council* on this project has been deferred because the *Town of Bluffton* still needs to approve the site plan at New Riverside.

#### **Library Director - Duties:**

- Mr. McBride explained his daily duties (see attachment).

#### **Hiring process for a New Library Director:**

- The Library Board of Trustees hiring subcommittee will be in charge of selecting and interviewing potential new Library Director Applicants at the appropriate time.
- The Library Board of Trustees must recommend the chosen applicant to the Beaufort County Administrator for review/approval per County Ordinance.
- Mr. McBride will provide guidelines for the County hiring process:
  - Interview Questions, new hire request form, essential skills, etc.
- Mr. McBride recommended that interviews should be in person (not through video or phone call).
- Mr. McBride added that it is important to evaluate how the potential candidate interacts socially and recommends a dinner meeting with final applicants as part of the hiring process.

#### **Concluding remarks:**

- Ms. Tabernik mentioned that the Library has some exciting projects in the works:
  - New Potential Library in the Bluffton Area.

- Renovation of Bluffton and Hilton Head Libraries.

Bylaws:

- It is time for the *Library Board of Trustees Bylaws* to be reviewed/updated as is required every three years.
- All board members should review and comment on proposed revisions.

County Library Board of Trustees Attendance Policy at Library Board Meetings:

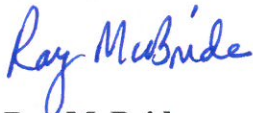
- Ms. Tabernik reiterated the importance of attending library board meetings.
- Members will be removed from the board if they miss three consecutive meetings or one third of the meetings in a year (either excused or unexcused) as noted in County policy and board *Bylaws*.
- If a board member is planning to attend a board meeting '*via telephone*' or '*video conference*', they should contact the Library Director and the Chair of the Board 24 hours in advance to allow for staff to arrange for the proper communication equipment as noted in the board *Bylaws*.

Annual Board Planning Retreat:

- The purpose of the retreat is to update the board on library policies, review projects, the budget process and other library processes.
- All present stated that the retreat is very helpful and provides useful information.

Ms. Tabernik asked whether there was any other business. Since there was no other business presented, the meeting was adjourned at 1:45 p.m. on a motion from Mr. Bogacz and a second from Ms. Robinson.

Respectfully submitted,



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