

County Library
BOARD OF TRUSTEES MEETING
Minutes – March 11, 2020 – 4:00 p.m.

The second scheduled meeting for 2020 was held at the Beaufort Branch Library.

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

Absentees: Lynne Miller.

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

Library Staff: Ray McBride, Director of Libraries; Amanda Dickman, Deputy Director; and Joshua Greer, Library Operation Manager.

County Council Member: Councilwoman Alice Howard, District 4.

Guest: Deborah Johnson, Consultant for the Strategic Planning Committee.

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

Pledge of Allegiance: Ms. Tabernik led those present in the Pledge of Allegiance.

Public Comment: None.

Minutes from meeting held January 8, 2020:

The minutes were approved as written on a motion from Mr. Kole and a second from Ms. Sturkie. There was a unanimous vote.

Correspondence/Memberships:

Letter from Beaufort County Historical Society – Construction of historical marker at the Carnegie Library, Beaufort, SC: (see attachment).

- Mr. McBride read the letter to the Board.
- Ms. Lillian Haist, President of the Beaufort County Historical Society, sent a letter notifying the manufacturing/installation of a historical marker at the site of the Carnegie Library located at 701 Craven Street, Beaufort, South Carolina.

Library Director's Report:

Mr. McBride presented his report:

- **Coronavirus Pandemic:**
 - The Library Administration is monitoring developments related to the Coronavirus pandemic to protect library staff and the community.

- Mr. McBride mentioned that the library has preventive measures to protect library staff and community:
 - Signs in all restrooms (i.e wash hands).
 - Deep cleaning in all public surface areas, library staff workstations, breakrooms, etc.
 - Bookmobile services and outreach programs might be suspended after Library Board and County Administration's approval.
- **Personnel:**
 - The *Library Organizational Chart* is attached (four vacant positions).
 - *Bookmobile Librarian* position: The hiring panel will conduct one interview for this position on Monday, March 16.
 - *Library Assistant I* position (Beaufort Branch), has been filled (starting on Monday, March 16).
- **Projects Updates:**

See monthly report for more details on facilities projects.

 - Capital Improvement Program (CIP) & Library Impact Fees Study: Still in progress.
 - County Impact Fees New Study: Still in progress.

Committee Reports:

Finance Committee:

Mr. Bogacz explained the financial documents presented.

- **FY 2020 Special Funds Report:** (see attachment)
Mr. Bogacz explained the attached report.
- **Beaufort County Library System - Budget Update – FY 2020:** (see attachment)
- **FY 2020 Library Materials Expenditure YTD year-to-date:** (for more details see attachment)
Mr. Bogacz explained the document in detail.
- **FY 2019 Fund Source Breakdown:** (see attachment).
Mr. McBride explained the document in detail.
- **FY 2021 Proposal Budget Packet:** (see attachment)
 - Mr. McBride mentioned that Library Administration submitted the *FY 2021 Proposal Budget Packet* in the required format to the County Administration for their review/approval. (see attachment).
 - The *final version of the budget packet* will be published by the County Administration after County Council's approval.

Public Library Foundation:

- Capital Campaign: The total collected amount is \$20,000.
- The Foundation received a contribution of \$50,000 from Allan Moss Estate to support Beaufort, St. Helena and Lobece Branch libraries.

- Collection of donations in the Fashion show Fundraising:
 - *Credit card payment devices* were used to collect contributions at the Fashion Show event.
 - *The event was very successful this year.*

Friends of the Library (FOL):

Beaufort Branch:

- *'Books Sandwiched In'* (annual event) was very successful. It started on January 6, 2020, at the USCB Art Center (Historic Campus) and ran through Monday, March 2, 2020.

Bluffton Branch:

- No report.

Hilton Head Branch:

- No report.

Policies and Procedures Committee:

- Circulation - Interlibrary Loan Policy (see attachment):
 - Ms. Richman reported out of the Policies and Procedures Committee and requested additions be made to the *Interlibrary Loan Policy* as requested:
 - Number 6 - If a customer has any fines or fees due they may not request an ILL until fines/fees are paid.
 - Number 7 - Customers may not request the same item via ILL within a 6-month period.
- **Motion:** The two additions to the Interlibrary Loan Policy were approved as written on a motion from Ms. Porter and a second from Mr. Kole. There was a unanimous vote.
- The Library Administration developed an *Annual Spreadsheet* listing all Library policies per Ms. Porter's recommendation (see attachment).
 - The *Library Policy Spreadsheet* listed each Library Policy specifying its last revision date.

Challenged Materials Committee: None.

Library Facilities Committee:

- Potential library facility in the proposed New Riverside Development:
 - Mr. Kole read the proposed letter (see attachment) to the Board.
 - The proposed letter will be sent to the Chairman of the Beaufort County Community Services thru Councilwoman Alice Howard.
 - Ms. Tabernik, Chair of the Library Board will sign the proposed letter upon approval by board of trustees.
 - **Motion:** Mr. Kole made a motion to approve Ms. Ana Maria Tabernik to sign the proposed letter. Mr. Bogacz seconded. There was unanimous vote.

Strategic Planning Committee: (see attachment)

- Ms. Porter presented her report (see attachment).
- Ms. Johnson, (Consultant), explained the timeline, process and tasks relating to the proposed new strategic plan.

- Mr. McBride added that the current strategic plan document is very important to the library administration to help us focus on our goals and objectives.
- Highlights:
- The main point discussed by the committee is endorsement to the approach.
- The committee will conduct staff sessions at the Staff Development Day (April 22).

Old Business:

- Mr. McBride explained several infographic documents attached.
 1. *2019 Year in Review.*
 2. *Questions from the Library's 'Contact Us' form.*
 3. *Our digital library is always open.*

New Business:

Executive Session: None.

Ms. Tabernik asked whether there was any other business. Since there no other business was presented, the meeting was adjourned at 5:20 p.m. on a motion from Mr. Kole and a second from Mr. Bogacz.

Respectfully submitted,



Ray McBride
Library Director