

**Beaufort County Library**  
**BOARD OF TRUSTEES MEETING**  
**Minutes – September 9, 2020 – 4:00 p.m.**  
**VIRTUAL MEETING**

**The fourth scheduled meeting for 2020 was held virtually via Webex.**

**Trustees:** Ana Maria Tabernik, Chair; Joseph Bogacz, Lynne Miller, James Morrall, Janet Porter, Rosalie Richman, Bernard Kole, Brenda Ladson Powell, and Terry Thomas.

**Absentees:** Laura Sturkie, Vice-chair; Tracey Robinson.

**County Staff:** Charles Atkinson, Interim Assistant County Administrator for Community Services.

**Hosts:** Ray McBride, Director of Libraries; Amanda Dickman, Interim Library Director; Joshua Greer, Library Operations Manager.

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

**Guests:** Toren Andersson and David Moore, Principal Architects of *McMillan Pazdan Smith, LLC*.

**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 June 10, 2020:**

The minutes were approved as written on a motion from Ms. Porter and a second from Ms. Miller. There was a unanimous vote.

**Correspondence/Memberships:** Library staff sent a card to the board thanking for the Library luncheon.

**Library Director's Report:**

Mr. McBride presented his report:

**Personnel:**

- There are currently twelve (12) vacant positions:
  - Five (5) out of twelve (12) positions are advertised.
  - The library is hiring in order of priority need.

- **Projects Updates:**

- **Bluffton Branch Library:**

- Interior Renovation of the Bluffton Children's area to be presented by Architects McMillan Pazdan Smith, LLC during the Library Facilities Committee report.

- **Proposed Reopening of Beaufort County Library System After COVID-19 Temporary Closures:**

Mr. McBride made a recommendation to the board to approve reopening library branches and bookmobiles to the public on **Monday, October 5, 2020**.

- **Next step:** Mr. McBride will present the proposed reopening of library branches and bookmobiles to the **Beaufort County Administration for their final approval.**

**Motion:** Ms. Porter made a motion to accept the Library Director’s recommendation to reopen library branches/bookmobiles to the public on Monday, October 5, 2020 pending final approval of Beaufort County Administration. Mr. Kole seconded. There was a unanimous vote. Motion carried.

- **Proposed expansion of Curbside Hours at the Library Branches:**

Mr. McBride made a recommendation to the board to approve the expansion of curbside hours at library branches starting **Monday, September 28, 2020**.

**Motion:** Ms. Tabernik made a motion to accept the Library Director’s recommendation to expand curbside hours at library branches/bookmobiles. Mr. Kole seconded. There was a unanimous vote. Motion carried.

- **Lobeco Branch Library:**

- The Lobeco branch is currently closed due to the suspension of water service.

**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.
- Mr. Bogacz added that the library received the first quarter installment of the State Aid FY 2021.
- Mr. Bogacz thanked to the Friends Groups for their generous contribution of \$56K for library materials.
- **FY 2021 Maintenance of Effort (MOE) and State Aid Agreements (see attachments).**
  - Mr. Bogacz explained the *State Aid Agreement* report and the *Maintenance of Effort*.
  - The library is required to complete and submit these documents every year to the State Library to receive State Aid Funding.

**Public Library Foundation:**

- The board will meet next Wednesday, September 16, 2020 via Webex.

**Friends of the Library (FOL):**

**Beaufort Branch:**

- The Friends of the Library will meet on September 10th at Waterfront Park to allow for social distancing.
- Mr. Morrall added that the Friends have a new website [www.friendsofthebeaufortlibrary.com](http://www.friendsofthebeaufortlibrary.com)

**Bluffton Branch:** No report.

**Hilton Head Branch:**

- Ms. Miller mentioned that the Friends met on September 8.
- Ms. Miller mentioned that they are planning to open the bookstore in October.

**Policies and Procedures Committee:** No report.

**Strategic Planning Committee:**

- Ms. Porter mentioned that the Strategic Planning Process was suspended due to COVID-19.
- Ms. Porter added that the committee and Library Administration concurred in resuming activities when the new Library Director is hired.

**Challenged Materials Committee:** None.

**Library Facilities Committee:**

- David Moore and Toren Andersson of McMillan Pazdan Smith Architects LLC, presented floor plans for Bluffton Library renovation.

**New Business:**

- Ms. Tabernik mentioned that Ray McBride, Library Director, is retiring on Friday, October 2, 2020. Mr. McBride has been working at the Library for five years.
- Ms. Tabernik and board members thanked him for his amazing and excellent job during all these years.

**Executive Session:**

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

Ms. Tabernik called the executive session at 5:18 p.m. Ms. Tabernik adjourned the executive session at 5:42 p.m. and reconvened the regular meeting.

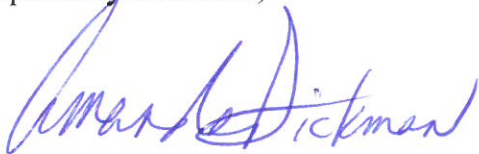
**Action coming out of Executive Session:**

**Appointed - Interim Library Director:**

Ms. Miller made a motion to approve the nomination of Amanda Dickman as *Interim Library Director* with the appropriate compensation until the new library director is hired. Mr. Kole seconded. There was unanimous vote.

Ms. Tabernik asked whether there was any other business. Since there was no other business presented, the meeting was adjourned at 5:44 p.m. on a motion from Mr. Kole and a second from Mr. Thomas.

Respectfully submitted,



**Amanda Dickman**  
**Interim Library Director**