

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – May 12, 2021 – 4:00 p.m.
VIRTUAL MEETING

The third scheduled meeting for 2021 was held virtually via Webex.

Trustees: Ana Maria Tabernik, Chair; Joseph Bogacz, Lynne Miller, Rosalie Richman, Bernard Kole, James Morrall, Tracey Robinson, and Terry Thomas.

Absentees: Brenda Ladson-Powell.

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

Hosts: Amanda Dickman, Library Director; Joshua Greer, Library Operations Manager.

County Council Member: Councilwoman Alice Howard, District 4.

Call to Order: The meeting was called to order at 4:02 p.m.

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

Public Comment: None.

Minutes from meeting held March 10, 2021:

The minutes were approved as written on a motion from Mr. Kole and a second from Mr. Bogacz. There was a unanimous vote to approve.

Correspondence/Memberships: Ms. Dickman read two items received on Tuesday, May 11th.

- Ms. Dickman read a letter from the Beaufort Historical Society sharing their appreciation for the partnership with the Beaufort District Collection and library staff to record three local history lectures.
- Ms. Dickman read an email from a customer requesting the Library consider reopening meeting rooms.

Library Director's Report:

Amanda Dickman, Library Director presented her report:

- **Personnel:**

- There are currently eleven (12) vacant positions:
- Eight (8) out of eleven (12) are advertised.
 - The library is hiring in order of priority need.

- **Projects Updates:**

- **Summer Reading Update:**

BCL staff continue to prepare for a robust Summer Reading program to take place from June 19th - July 31st. Beaufort County Library has again partnered with the Beaufort

County School District for continued collaboration. In addition to an amazing assortment of prizes for readers, Library Administration has requested all branch libraries be selected as sites for the Summer Feeding program providing meals to kids Monday-Friday throughout the summer months.

To support virtual programming this summer, Beaufort County Library has been awarded two Library Services and Technology Act subgrants from the Institute of Museum and Library Services administered by the South Carolina State Library. A \$1,000 grant will fund 6 virtual performances and a \$500 technology grant will be used to purchase an additional webcam for each branch library.

- **Staff Development Day:**

On Wednesday, April 21st, library staff participated in a virtual Staff Development Day. Throughout the day, staff participated in three virtual training sessions covering Summer Reading, Circulation Procedures, and Collection Development. Additionally, branch managers scheduled activities for staff to work on at their branch library.

Library staff expressed appreciation to the Library Board of Trustees for providing a heart-shaped stress ball recognizing that their work provides essential services to Beaufort County residents.

- **Current Status of Library Operations:**

The Beaufort County Library remains at Phase 3 of the Pandemic Reopening Plan. In this phase, libraries are open to the public for quick browsing, curbside service and limited public computer use. Now that all mask ordinances in municipalities and unincorporated areas of the county have expired, library employees and visitors are no longer required to wear a mask while in the library. However, we strongly encourage our employees and visitors to wear a mask when using shared spaces in which social distancing is not possible. Complimentary masks are available for anyone who needs a mask and hand sanitizer is available at all service points.

As restrictions in the private and public sector loosen, Library Administration is receiving an increased number of questions from customers inquiring about meeting room use.

Recommendation: The Library Director recommends amending Phase 3 of the Pandemic Reopening Plan to include resuming meeting room reservations at branch libraries following these health and safety measures in accordance with Governor McMaster's Executive Order 2021-23 issued Tuesday, May 11, 2021:

1. Comply with reduced maximum capacity posted in each meeting room
2. All persons will adhere to social distance guidelines (at least 6 feet)
3. All persons encouraged to wear a mask in shared spaces where social distancing is not possible.

In order to ensure meeting rooms are cleared and ready for use, reservations will be accepted for meeting dates occurring on Tuesday, June 2, 2021 and beyond. Meeting rooms at the Bluffton Branch Library are unavailable while the branch undergoes renovation.

Discussion: Tab agreed with this recommendation as it follows the suggestion by Gov. McMaster.

Motion: Mr. Kole made the motion to approve the recommendation as stated by the Director and seconded by Ms. Porter.

Action: There was a unanimous vote to approve.

Committee Reports:

Finance Committee:

Mr. Bogacz explained the financial documents presented. At 10 months, 83% through the financial year, the Beaufort County Library is in good financial standing.

- **Beaufort County Library System – FY 2022 Budget Request:**

Ms. Dickman explained that the County Council has completed three budget workshops. Starting this upcoming fiscal year, county administration has asked the library to wean itself away from using library impact fees for materials by requesting materials funding in the library's operating budget. As the budget process moved forward, the Budget Director requested that we ask for \$266,000 to match State Aid requirements. This provides the library with a reliable source of materials funding. Additionally, this allows library impact fees to be used towards library related projects in the Capital Improvement Plan.

- **FY 2021 Special Funds Report:** (see attachment)

Mr. Bogacz explained the attached report.

- **Beaufort County Library System - Budget Update – FY 2021:** (see attachment)

Mr. Bogacz explained the attached report.

- **FY 2021 Library Materials Expenditure year-to-date:** (for more details, see attachment)

Mr. Bogacz explained the document in detail.

- Mr. Bogacz noted the receipt of the 4th quarter State Aid funds.
- Further, Mr. Bogacz explained that at 10 months through the year, \$407,381 has been spent on materials putting the Library on track to spend at least \$500,000 on materials by close of this fiscal year.
- Mr. Bogacz noted that approximately 37% of the spending is for lease books followed by Hoopla at 32%.
- Mr. Bogacz thanked the Friends of the Library groups for their generous contribution of \$56,700 for library materials.

- **FY 2021 Impact Fees Projections:** (see attachment)

Mr. Bogacz explained the attached report noting the purpose of projecting Library Impact Fee expenditures is to have a balanced financial outlook. This due diligence exercise is aimed at giving Library Board of Trustees members information necessary to steward the Library's resources.

Nominating Committee:

- Ms. Miller, chair of the Nominating Committee, explained the process for selecting officers for the next 2 year term. As the by-laws provide that the president be elected by secret ballot, trustee members submitted their vote in advance of the meeting by completing an anonymous online survey ensuring their confidential vote.
- Ms. Miller suggested all current Library Board of Trustees be interviewed to discover how best to utilize the strengths of current board members and what skills should be considered when seeking future board members.
- Ms. Dickman tallied the anonymous votes to reveal the results.
- The officers for the next 2 years will be Anna Maria Tabernik as chair, Lynne Miller as vice-chair, Janet Porter as Secretary, and Joe Bogacz as Finance Committee chair.

Public Library Foundation:

- Ms. Miller explained that the Public Library Foundation will meet in the upcoming week so she will have a report to share in the next Library Board of Trustees meeting.

Friends of the Library (FOL):

Beaufort Branch:

- The next Friends of the Beaufort Library meeting will be held on Friday, May 14th to elect new officers.
- Additionally, Mr. Morrall mentioned that the Friends of the Beaufort Library Annual Meeting will be held at the Beaufort Branch Library on Saturday, June 12, 2021.
- Mr. Morrall paid tribute to Mrs. Dottie Wilson for her faithful support of the Beaufort County Library during her lifetime.

Bluffton Branch:

- Ms. Richman reported that the Friends of the Bluffton Library will be meeting virtually on Thursday, May 27th

Hilton Head Branch:

- Ms. Miller reported that the Friends of HHI Library met virtually on May 12th
- Excited about possibilities for virtual programming.

Policies and Procedures Committee: No report.

Strategic Planning Committee:

- Ms. Porter reminded the Library Board of Trustees that the Strategic Planning process was suspended earlier this year due to COVID-19 and remains suspended pending the selection of a new Library Director.
- Ms. Dickman explained that she and Janet have attended a strategic planning webinar hosted by the State Library. Additionally, Ms. Dickman and Ms. Porter spoke with Charleston County Library director to learn about their recent strategic planning process completed during COVID operations.
- Ms. Porter plans describe a timeline and approach in the next board meeting.

Challenged Materials Committee: None.

Library Facilities Committee:

Mr. Kole discussed the following facilities projects:

Bluffton Branch Library Renovation:

- Mr. Kole explained the construction phase of this project is moving towards completion ahead of schedule and on budget.
- Mr. Kole described a brief timeline of the project to date and thanked the public for their understanding.
- Mrs. Dickman presented a detailed progress update including visuals of potential furniture, fixtures, and equipment options for the renovated spaces. On Monday, May 17th, the Public Facilities Committee will review the library's funding request for up to \$300,000 to acquire post-renovation furniture, fixtures, and equipment.

Potential library at New Riverside:

- Mr. Kole explained that Beaufort County Public Facilities is seeking appraisal to inform land purchase decision. It is possible that the request to purchase land will be brought before committee and County Council as early as June 2021.
- Mr. Kole described that Beaufort County Engineering and Procurement office has received 6 responses to the "Request for Qualifications" on their Vendor Registry site for prospective vendors to submit their qualifications related to the architectural and engineering needs of this project. A review committee meets on May 13th to evaluate the proposals.

Lobeco Branch Library lease:

- Ms. Dickman reminded the Board of Trustees that the Lobeco Branch Library portion of the property is leased to the County from the Beaufort County School District. The adjoining building is leased to Head Start. The current lease for the library portion of the property will be up for renewal in December 2025.
- In order for Head Start to apply for grant funding to renovate the building they currently lease, they need to ensure the language in both lease agreements reflect Head Start as the sole occupant of their building.
- As a result, Beaufort County School district has asked to either amend the language in the current lease or enter into a new 25 year lease clearly separating the properties between the Lobeco Library and the Head Start building. Neither option disrupts library services at the Lobeco Library.

New Business: None.

Executive Session:

Ms. Tabernik started the executive session at 5:24 p.m. Ms. Tabernik adjourned the executive session at 5:39 p.m. to reconvene the regular meeting.

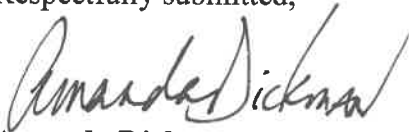
Action coming out of Executive Session: None

Ms. Tabernik asked for discussion on whether to resume in-person board meetings. Board members expressed preference to attend in-person.

Due to Bluffton renovation, the July 14, 2021 meeting will be held in-person at the Hilton Head Branch Library. The option for virtual attendance remains available for those not able to be present in person.

With no other business to discuss, Ms. Tabernik concluded the Library Board of Trustees meeting at 5:41 p.m. on a motion from Ms. Miller and a second from Mr. Kole.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Amanda Dickman". The signature is written in a cursive, flowing style.

Amanda Dickman
Library Director