

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – July 14, 2021 – 4:00 p.m.
Hilton Head Branch Library
11 Beach City Road

The fourth scheduled meeting for 2021 was held in-person at the Hilton Head Branch Library with a virtual attendance option for board members.

Trustees: Ana Maria Tabernik, Chair; Joseph Bogacz, Bernard Kole, Tracey Robinson, Janet Porter.

Absentees: Brenda Ladson-Powell, Lynne Miller, Rosalie Richman, James Morrall, and Terry Thomas.

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 4:00 p.m. without a quorum.

Pledge of Allegiance: Mr. Bogacz led those in attendance in the Pledge of Allegiance.

Public Comment: None.

Minutes from meeting held May 12, 2021: Without a quorum present, the minutes for the May 12, 2021 could not be approved.

Correspondence/Memberships: None.

Library Director's Report: Amanda Dickman, Library Director presented her report:

- **Personnel:**
 - There are currently twelve (12) vacant positions:
 - Ten (10) out of twelve (12) are advertised.
 - Three (3) candidates are pending hire

- **Staff Introduction:**
 - Emma Maines, Reference Librarian at the Hilton Head Branch Library, has been with Beaufort County Library since January 27, 2020. In addition to her assisting customers at the reference desk, she is the artist responsible for the Summer Reading mural displayed in front of the South Carolina Room.
 - Jo Gaillard, Reference Librarian at the Hilton Head Branch Library, has been with Beaufort County Library since August 7, 2017. In addition to her duties assisting customers at the reference desk, Jo tracks Interlibrary Loan transactions and keeps staff at each branch trained on Interlibrary Loan procedures.

- Scott Strawn, Reference Librarian at Beaufort Branch Library, retired on Friday, July 9th after having worked with Beaufort County Library for over 20 years. He has worked as a reference librarian, a branch manager (Lobeco and Bluffton), and a children’s services coordinator. In addition to his years of employment with Beaufort County, he served as the Library Director of the Allendale-Hampton-Jasper Regional Library for six years.
- **Projects Updates:**
 - **Summer Reading Update:**
BCL staff are over halfway through the annual Summer Reading program. 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, all branch libraries are Summer Feeding sites providing free meals to kids Monday-Friday through Friday, July 30th.

To date, Beaufort County Library has hosted four virtual performances made possible thanks to a Library Services Technology Act grant from the Institute of Museum and Library Services, administered by the South Carolina State Library. Two more virtual programs are scheduled for July.

All branch libraries have joined with The United Way of the Lowcountry, The Public Library Foundation of the Beaufort County, and the Pat Conroy Literary Center to distribute nearly 7,000 free books to children this summer as part of a program called Book Drop Blitz. This program was designed to get books into the hands of Lowcountry children to encourage them to read during the summer. From June 27 through August 14 seven books will be made available: “Net Numbers” by Carol Crane and illustrated by Gary Palmer, “The Freedom Ship of Robert Smalls” by Louise Meriwether, illustrated by Jonathan Green, The Great Santini” by Pat Conroy, “The Circle Unbroken” by Margot Theis Raven, “Trouble the Water” by Rebecca Bruff, “The Sea Island’s Secret” by Susan Diamond Riley, and “P is for Palmetto” by Carol Crane, illustrated by Mary Whyte.

- **“Behind the Scenes” job shadowing:**
Ms. Dickman has invited all Library employees to schedule time to shadow her to gain a perspective of library administration and ask questions. Nine employees are already scheduled through August.

Committee Reports:

Finance Committee: Mr. Bogacz explained the following financial documents in detail and expressed that the Beaufort County Library is in good financial standing.

- **Beaufort County Library System - Budget Update – FY 2021:** (see attachment)
 - Mr. Bogacz described a preliminary review of FY21, noting that the Beaufort County Library ended Fiscal Year 2021 with \$554,000 in unspent funds. The majority of the \$554,000 remaining balance were unspent personnel expenses due to employee turnover and unspent operational expenses due to COVID closure.
 - Mr. Bogacz noted the receipt of four quarterly State Aid payments for a total of \$324,464 received in FY2021 for the purchase of library materials. Of this figure, \$324,446 was spent on library materials leaving an end-of-year balance of \$18.

- Mr. Bogacz thanked the Friends of the Library groups for their generous contribution of \$56,700 for library materials.
- **FY 2021 Library Materials Expenditure year-to-date:** (for more details, see attachment)
Mr. Bogacz explained the document in detail commending the Library Director and staff for another year with over \$600,000 expended on the purchase of materials.
- **FY 2021 Special Funds Report:** (see attachment)
Mr. Bogacz explained the attached report noting the receipts and expenditures from special fund sources.
- **Beaufort County Library System – FY 2022 Budget Update:** (see attachments)
 - Mr. Bogacz explained that Beaufort County Council has approved the FY22 budget. The approved budget includes \$266,000 (based on requirements for State Aid) for the purchase of Library Materials. This provides the library with a reliable source of materials funding.
 - Mr. Bogacz described the difference between the FY21 and FY22 county budgets. For FY22, twelve line items have been transferred from the library's departmental operating expenses to the appropriate county department. For example, electricity costs have been accounted for in the Facilities budget for FY22. This is another step towards centralization of county expenses.
 - Ms. Dickman explained that State Aid to Libraries has been increased from \$2 per capita to \$2.25 per capita. Based on the 2010 Census population figures (162,233), Beaufort County Library will receive \$365,024.25 in State Aid for FY22. By comparison, Beaufort County Library received \$324,466.00 in FY21.

Public Library Foundation: Ms. Dickman stated that the Public Library Foundation has not met since the previous Library Board of Trustees meeting.

Friends of the Library (FOL):

- **Beaufort Branch:** Ms. Dickman announced the Friends of the Beaufort Library meeting will be held on Friday, August 12th at the Beaufort Branch Library.
- **Bluffton Branch:** Ms. Dickman reported that the Friends of the Bluffton Library have not met recently.
- **Hilton Head Branch:** Ms. Dickman explained that the Friends of the Hilton Head Library did not meet in July but will resume in August.

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. Porter stated strategic planning activities will resume in September.

Challenged Materials Committee: None.

Library Facilities Committee: Mr. Kole provided an update on the following library facilities projects:

Lobeco Branch Library lease:

- Mr. Kole 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. Beaufort County legal department and Beaufort County School district continue to draft an amended lease to clearly define the portions of the property leased by the Library and Head Start. Neither option disrupts library services at the Lobeco Library.

Potential library at New Riverside:

- Mr. Kole explained that Beaufort County Engineering hired an appraiser to inform land purchase decision. On July 21, 2021, the Beaufort County Public Facilities Committee approved the recommendation to select McMillan/Pazdan/Smith to provide Architecture and Engineering services for this project. Beaufort County administration is gathering the required documentation to finalize the terms for land acquisition. Once the details are finalized, a proposal to purchase land and award the contract for Architecture and Engineering services will be brought before County Council as one item for consideration/approval.

Bluffton Branch Library Renovation:

- Mr. Kole explained the construction phase of this project is moving towards completion. Due to a construction credit, the main gallery will be repainted. The original construction plan provided only for touch-up paint where needed.
- Ms. Dickman confirmed furniture, fixtures, and equipment on order. Due to a construction credit, the main gallery of the Bluffton Branch Library will be repainted. .

New Business: None.

Executive Session: None.

Announcements: Ms. Tabernik asked for discussion on the location of the September and November Library Board of Trustees meetings. She informed Board of Trustees members that the September 1st meeting will be held at the Beaufort Branch Library with the November 10th meeting to be held at the Bluffton Branch Library.

With no other business to discuss, Ms. Tabernik adjourned the Library Board of Trustees meeting at 4:42 p.m.

Respectfully submitted,



Amanda Dickman
Library Director