

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – July 13, 2022 – 4:00 p.m.
Beaufort Branch Library
311 Scott Street
Beaufort, SC 29902

The fourth scheduled meeting for 2022 was held in-person at the Beaufort Branch Library.

Trustees: Ana Maria Tabernik, Chair; Lynne Miller (via phone), Joseph Bogacz, Tracey Robinson, Brenda Ladson-Powell, Janet Porter and Terry Thomas

- *Trustee seat for District 9 is vacant.*

Absentees: Bernie Kole, James Morrall, and Rosalie Richman

County Staff: Charles Atkinson, Assistant County Administrator

County Council Member: Alice Howard, District 4

Hosts: Amanda Dickman, Library Director; Joshua Greer, Deputy Director

Guests: Traci Cox (Marketing & Communications Manager), Theresa Furbish (Programs and Events Librarian), Cheryl Campbell (Technical Services Manager), Alec Bishop (Broadcast Services)

Call to Order: The meeting was called to order at 4:00pm

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

Public Comment: None.

Minutes from meeting held May 11, 2022:

- The minutes for May 11, 2022 were approved on a motion from Ms. Powell and a second from Mr. Bogacz. There was a unanimous vote to approve.

Correspondence/Memberships: None.

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

- **Personnel Update:** There are currently seven (7) vacant positions:
 - Three (3) vacancies are in the process of being filled
 - Staff is actively reviewing applicants for vacant positions to hire qualified candidates
- **Staff Introductions:** Cheryl Campbell joined the Beaufort County Library in October of 2017 as a Reference Librarian at the Hilton Head Branch Library. In 2020, she was promoted to Technical Services Manager where she oversees the operation of our Technical Services staff to coordinate orders for library materials at each branch/Bookmobile, process invoices for payment, coordinate

Lease plans and contracts for digital services, and ensure items reach customers in a timely manner.

• **Library Operations:**

- **Comparison to previous years:** Ms. Dickman provided comparison of current June 2022 statistical data to previous summers noting the number of new library cards issued, door count and circulation reflect pre-COVID usage data.
 - **Patron Point:** Ms. Dickman announced the acquisition of Patron Point, a marketing and communication tool designed to engage library cardholders. Patron Point provides the opportunity to email every cardholder, customize library notices, and provide more efficient online library card registration. Staff are in training with the vendor in order to implement in the next few months.
 - **Hours of Operation:** Ms. Dickman notified the Board that she plans to propose expanded operating hours in the September meeting. Presently, each branch library provides approximately 46 hours of operation weekly. Prior to the pandemic, branch libraries were open between 50 and 55 hours of operation weekly.
- **Summer Reading Update:** Traci Cox and Theresa Furbish explained the 2022 Summer Reading program with the theme “*Oceans of Possibilities*” which runs through July 30th. Staff displayed prizes for each age category. Staff recognized the support of over 100 local businesses who have provided over 200 grand prizes. To date, over 700 readers have completed the program ahead of the July 31st deadline.

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.

- **FY 2022 Special Funds Report:** (see attachment)
Mr. Bogacz explained the attached report noting the receipts and expenditures from special fund sources.
- **Beaufort County Library System - Budget Update – FY 2022/2023:** (see attachment)
 - Mr. Bogacz noted the receipt of the fourth, and final State Aid/Lottery payment of \$35,610 for the purchase of library materials. For Fiscal Year 2022, \$364,868 of State Aid funds were spent leaving a balance of \$238.
 - Mr. Bogacz explained the documents in detail noting that at the end of Fiscal Year 2022, the Library spent 93% of the annual budget. The unspent funds (\$281,124) represent staff vacancies which are expected to be filled in the coming months.
- **FY 2022/2023 Library Materials Expenditure year-to-date:** (for more details, see attachment)
 - Mr. Bogacz explained the document in detail noting fiscal year-to-date expenditures totaling \$738,814.
 - Mr. Bogacz noted the majority of materials spending is from State Aid/Lottery funds (50%), County funds (36%), and Friends of the Library groups (14%).
 - Mr. Bogacz thanked the Foundation and Friends groups for their contributions.

Public Library Foundation: Ms. Miller announced that the Public Library Foundation last held an in-person meeting on May 18th. They have discussed virtually approving funding requests to pilot an Artist-in-Residence program scheduled for Fall 2022.

Friends of the Library (FOL):

- **Beaufort Branch:** Ms. Dickman announced the Friends of the Beaufort Library hosted their most recent meeting on Thursday, May 12th at 10am at the Beaufort Branch Library. They recently conducted new board member orientation on July 6th and will resume regular meetings after the summer.
- **Bluffton Branch:** Ms. Dickman reported that the Friends of the Bluffton Library held their second meeting of the year on Tuesday, June 14th. They have launched a short-term Strategic Plan to guide their future priorities.
- **Hilton Head Branch:** Ms. Miller explained that the Friends of the Hilton Head Library met on Friday, June 17th for their final meeting before summer break. They will next meet on Tuesday, September 13th at 3:30pm.

Policies and Procedures Committee: No update.

Strategic Planning Committee:

- Ms. Dickman updated the Library Board of Trustees on recent Strategic Planning activity:
 - Focus groups have been completed.
 - The Staff Survey was distributed to staff on June 13th.
 - The Community Survey (both in English and Spanish) was made available in print and on the Library's website on June 22nd and will remain available until July 22nd. To date, over 1,000 survey entries have been submitted via Survey Monkey.
- Ms. Dickman reminded the Library Board of Trustees that the next activity phase is Analysis:
 - Library Board of Trustees members will be scheduled for a half-day retreat during the last week of August to accomplish board member training and preliminary review of data.

Challenged Materials Committee: Mr. Bogacz reported that the Library Director received a request for reconsideration in June 2022. He confirmed that the procedures outlined in the Challenged Materials policy were followed and the citizen is satisfied with the Library Director's decision.

Library Facilities Committee: Ms. Dickman provided an update on the following library facilities projects:

- Ms. Dickman confirmed plans to pursue funding approval to conduct architecture and engineering study for Phase 2 Bluffton Renovation.
- Ms. Dickman reported having attended a community meeting at Burton Wells with Councilman Dawson in which the community strongly expressed desire for a free-standing library at Burton Wells to be prioritized.
- Ms. Dickman reported that she will schedule a follow-up meeting with the City of Beaufort to continue discussions regarding paid parking for visitors to Beaufort Branch.

Ad Hoc: Art Donation: Ms. Miller presented the proposed donation of “*Portrait of Dr. Chester Goddard*” by Walter Greer for the Library Board’s consideration of acceptance and display at the Hilton Head Branch Library.

Motion: Ms. Tabernik requested a motion to accept the art donation. Ms. Miller provided the motion. Ms. Powell provided the second.

Discussion:

- Ms. Porter asked if Hilton Head Hospital had been asked. Ms. Miller confirmed the hospital declined the donation.
- Mr. Bogacz asked if the Sea Pines Hospital is in existence. Ms. Miller affirmed it is no longer in operation.
- Ms. Porter asked if art had previously been added to the collection based on the person being a notable figure in the community. Ms. Miller confirmed that the majority of art added to the Library’s art collection is primarily subject-based.

Vote: There were 3 yes votes and 4 negative votes. The motion was defeated.

Old Business: None.

New Business: None.

Announcements:

- Ms. Tabernik announced the September 14th meeting will take place at the Hilton Head Branch Library.

Executive Session: Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee and/or pursuant to S.C. Code Section 30-4-70 (A) (2) discussion of negotiations incident to proposed contractual arrangements and proposed sale or purchase of real property.

- Ms. Tabernik called the executive session to order at 5:16pm.

Matters Arising out of Executive Session: Ms. Tabernik concluded executive session at 5:45pm and reported no votes had been taken during executive session.

With no other business to discuss, Ms. Tabernik adjourned the Library Board of Trustees meeting at 5:45pm on a motion from Ms. Porter and a second from Ms. Robinson.

Respectfully submitted,


Amanda Dickman
Library Director