

**Beaufort County Library**  
**BOARD OF TRUSTEES MEETING**  
**Minutes – March 8, 2023 – 4:00 p.m.**  
**Bluffton Branch Library**  
**120 Palmetto Way**  
**Bluffton, SC**

**The third scheduled meeting for 2023 was held in-person at the Bluffton Branch Library.**

**Trustees:** Lynne Miller, Chair; Janet Porter, Vice-Chair, Joseph Bogacz, Brenda Ladson-Powell, Bernie Kole, Rosalie Richman, Tracey Robinson, Rosalie Richman  
Shawna Kulpa and Terry Thomas

- *Trustee seat for District 9 is vacant.*

**Absentees:** James Morrall

**County Staff:** Charles Atkinson, Assistant County Administrator, Troy Matthews (Broadcast Services), Latara Grant (Broadcast Services)

**County Council Member:** Alice Howard, Beaufort County Council District 4

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

**Guests:** None.

**Call to Order:** The meeting was called to order at 4:02 pm

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

**Public Comment:** None.

**Minutes from meeting held January 11, 2023:**

- The minutes for January 11, 2023 were approved on a motion from Mr. Kole and a second from Mr Bogacz. There was a unanimous vote to approve.

**Correspondence/Memberships:** None.

**Introduction of New Board Member:** Ms. Miller formally welcomed new board member, Shawna Kulpa (District 6) to the Library Board of Trustees.

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

- **Personnel Update:** The *Library Organizational Chart* is provided for reference. There are currently five (5) vacant positions:
  - Two (2) vacancies are in the process of being filled
  - Staff is actively reviewing applicants for vacant positions to hire qualified candidates

- **Projects Update:**

- **ILS (Integrated Library System) change:** SCLENDS has begun preparing for the migration of data from our current provider (Equinox/Evergreen) to SirsiDynix over the next few months. Amanda is serving on both the Training and Public Interface teams.
- **Staff Development Day:** Ms. Dickman explained that Library Administration is actively planning towards Staff Development Day scheduled for Tuesday, March 28<sup>th</sup> at the St. Helena Branch Library. Topics to be covered are an overview of SirsiDynix software, “Safety Tips”, “Freedom to Read”, “Employee Resources”, “Narcan training” and “Staff Awards”. The Friends of the Beaufort Library have graciously offered to provide light refreshments for breakfast.
- **Public Programs:**
  - **Taxes:** Ms. Dickman announced that both AARP and VITA continue to provide their free, volunteer tax preparation services. AARP operates out of the Bluffton and HHI branch libraries. VITA operates out of the Beaufort, Lobecko, St. Helena, and Bluffton branch libraries.
  - **National Library Week:** Ms. Dickman announced that Beaufort County Library is actively planning library events in support of National Library Week, April 23-29<sup>th</sup>. The 2023 theme for National Library Week is “There’s more to the Story” and Beaufort County Library staff is working to host a week filled with programs at each branch library. Of special note is National Library Workers Day (Tuesday, April 25<sup>th</sup>).
  - **Summer Reading:** Ms. Dickman reports that planning for Summer Reading is ahead of schedule. We plan to launch the annual Bookmark Contest in March 2023 in advance of the kickoff to Summer Reading in June 2023.

**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 2023 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 2023:** (see attachment)
  - Mr. Bogacz noted the receipt of the third State Aid payment of \$105,332 for the purchase of library materials. For Fiscal Year 2023, Beaufort County Library should receive \$421,277.53 of State Aid funds in quarterly installments.
  - Mr. Bogacz explained the documents in detail noting that at having completed the eighth month of the (66%) of FY2023, the Library spent 62% of the annual budget.
- **FY 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 \$277,077.
- **FY 2024 Budget request:** Mr. Bogacz reported that the Finance Committee has reviewed the Library Director’s proposed budget for FY2024. He explained the correlation between the increase in funding to opening the Port Royal Branch.

**Public Library Foundation:** Ms. Miller announced the Public Library Foundation’s Fashion Show fundraiser will be held on Tuesday, March 14<sup>th</sup> at Belfair.

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

- **Beaufort Branch:** Ms. Powell reported that the Friends of the Beaufort Library are nearing the end of their annual “Books Sandwiched In” series on Monday, March 13<sup>th</sup>. They will next meet on Thursday, March 9<sup>th</sup> at 4pm at the Beaufort Branch Library.
- **Bluffton Branch:** Ms. Richman reported that the Friends of the Bluffton Library will next meet on Thursday, March 9<sup>th</sup>. More details about the Friends of the Bluffton Library and their upcoming events are available on their website ([friendsoftheblufftonlibrary.com](http://friendsoftheblufftonlibrary.com))
- **Hilton Head Branch:** Ms. Dickman explained that the Friends of the Hilton Head Library will be participating with Bookmobile South in the HHI St. Patrick’s Day Parade on Sunday, March 12<sup>th</sup>. Their next scheduled meeting will be held on Tuesday, March 21<sup>st</sup>.

**Policies and Procedures Committee:**

- Ms. Dickman reported that staff are still reviewing the Collection Development Policy in advance of meeting with the Policies and Procedures committee.

**Strategic Planning Committee:**

Ms. Dickman presented the following update noting progress made towards achieving the strategic objectives outlined in the Strategic Plan 2023-2025:

- Added physical and digital search bar on upper right hand of website for easier search
- Preparing for ILS migration from Evergreen to SirsiDynix
- Created “Book Club” lists for users within Hoopla to more easily access the downloadable titles being discussed in Library book clubs
- Applied for IMPACT Grant to acquire pickup lockers and weather-resilient curbside pickup signage, and two solar powered charging benches
- Designed new informational rack card for promotion
- Redesigned “Welcome Aboard” brochure
- Distribute monthly e-newsletter to 59,702 cardholders with a 40% or greater open/read rate
- Began compiling inventory of community contacts
- Host system-wide National Library Week programming and promotion

**Challenged Materials Committee:** Mr. Bogacz reported the committee has not received any challenges.

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

- **Port Royal:** Mr. Kole informed the Board of Trustees that County Council held first reading of a budget amendment to appropriate the use of \$660,000 in Library Impact Fees for the Port Royal Library.
- **Possible Pritchardville/Okatie location:** Mr. Atkinson confirmed the proposed lands swap of the Evergreen tract is paused while staff seek alternate sites for consideration.

- **Lobeco Library title:** Mr. Atkinson confirmed the Community Land Use committee's approval to allow county staff undertake due diligence and discussions/negotiations with Beaufort County School District Board regarding transfer of the title of the Lobeco Library to Beaufort County. Any resulting information on the facility and potential acquisition will be brought back to Committee and Council for the required approvals.

**Old Business:** None.

**New Business:**

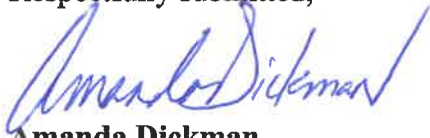
- Ms. Porter requested the Library Director arrange an information session for the Library Board of Trustees to learn more about censorship.

**Announcements:**

- Ms. Miller announced the May 10th meeting will take place at the Beaufort Branch Library.

With no other business to discuss, Ms. Miller adjourned the Library Board of Trustees meeting at 5:14pm on a motion from Mr. Kole and a second from Ms. Powell.

Respectfully submitted,



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