

**Beaufort County Library**  
**BOARD OF TRUSTEES MEETING**  
**Minutes – May 10, 2023 – 4:00 p.m.**  
**Beaufort Branch Library**  
**311 Scott Street**  
**Beaufort, SC**

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

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

- *Trustee seat for District 9 is vacant.*

**Absentees:** Rosalie Richman

**County Staff:** Latera Grant (Broadcast Services), Keighla Pope (Broadcast Services)

**County Council Member:** Anna Maria Tabernik, Beaufort County Council District 6

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

**Guests:** Jannine Mutterer (applicant for District 9), Amanda Gascon (McMillan/Pazdan/Smith)

**Call to Order:** The meeting was called to order at 4:04 pm

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

**Public Comment:** None.

**Minutes from meeting held March 8, 2023:**

- The minutes for March 8, 2023 were approved on a motion from Ms. Robinson and a second from Mr. Kole. There was a unanimous vote to approve.

**Correspondence/Memberships:** None.

**Introduction of New Board Member:** Ms. Miller formally introduced Jannine Mutterer, applicant recommended to County Council for appointment to the Library Board of Trustees in the vacant District 9 seat.

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

- **Personnel Update:** The *Library Organizational Chart* is provided for reference. There are currently four (4) vacant positions:
  - One (1) vacancy is in the process of being filled
  - Staff is actively reviewing applicants for vacant positions to hire qualified candidates

- **Projects Update:**

- **Port Royal Library design:** Amanda Gascon of *McMillan, Pazdan, Smith Architects, LLC* presented initial floor plan designs for the Port Royal Library.
- **National Library Week:** Ms. Dickman announced that Beaufort County Library had a successful National Library Week, April 23-29th. Library staff hosted a week filled with programs at each branch library. Of special note was National Library Workers Day (Tuesday, April 25<sup>th</sup>) in which staff received cupcakes and a “library” tshirt funded by the Friends of the Beaufort Library, the Friends of Bluffton Library, and the Friends of Hilton Head Library.
- **Summer Reading:** Ms. Dickman reports that Summer Reading will begin on June 1<sup>st</sup> and run through July 31<sup>st</sup>. Each board member received a game board to encourage them to be the first to participate. In addition to the Summer Reading program, each branch library will be sites for the Summer Break Café program providing free lunch to children throughout the summer.
- **Strategic Plan achievements:** Ms. Dickman presented the following update noting progress made towards achieving the strategic objectives outlined in the Strategic Plan 2023-2025:
  - **User Experience:**
    - Continue preparations for ILS migration from Evergreen to SirsiDynix
    - Scheduled system-wide Summer Reading events
  - **Collections:**
    - Scheduled Hoopla Help desk hours at each location to provide one-on-one assistance to customers
  - **Communication:**
    - Implemented staff newsletter for enhanced internal communication
    - Recorded WTOC advertisement for air on streaming platforms
    - Scheduled WHHI TV interview for May 2023
  - **Space:**
    - Replaced worn chairs at Beaufort Branch Library
    - Replaced worn conference chairs in the small meeting room at the St. Helena Branch Library
    - Acquired additional tables for the large meeting room at St. Helena Branch Library
    - Continue progress towards opening the Port Royal Library
- **ILS (Integrated Library System) change:** SCLENDS is 5 weeks away from the migration of data from our current provider (Equinox/Evergreen) to SirsiDynix. The “Go Live” date remains June 22, 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 final 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 tenth month of the (83%) of FY2023, the Library spent 78% 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 \$392,563.
  - Mr. Bogacz noted that with upcoming invoices to be paid for materials, the Library remains on track to reach the materials spending goal for FY23.
- **FY 2024 Budget update:** Mr. Bogacz reported that the FY24 budget is in the process of being reviewed and adopted by County Council.

**Public Library Foundation:** Ms. Miller announced the Public Library Foundation last met on April 19<sup>th</sup> to discuss the success of their annual Fashion Show fundraiser held on March 14<sup>th</sup> at Belfair. They also agreed to support another Artist in Residence in response to the positive feedback received from the pilot program this February.

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

- **Beaufort Branch:** Ms. Dickman reported that the Friends of the Beaufort Library will next meet on Thursday, May 18<sup>th</sup> at 4pm at the Beaufort Branch Library.
- **Bluffton Branch:** Ms. Dickman reported that the Friends of the Bluffton Library will next meet on Thursday, May 11<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. Miller confirmed the next scheduled meeting will be held on Tuesday, May 16<sup>th</sup>.

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

**Strategic Planning Committee:** No update.

**Challenged Materials Committee:** No update.

**Library Facilities Committee:** Mr. Kole reiterated that the Port Royal Library design process is underway. There is no update regarding a Pritchardville location.

**Old Business:** None.

**New Business:**

- **Committee Assignments for FY24:** Ms. Miller confirmed that all board members had received the revised committee assignments. She announced that the revised committee assignments will go into effect immediately.
- **Memorandum of Understanding with SC Codes:** Ms. Dickman informed the board members of a Memorandum of Understanding she would be signing to partner with SC Codes, a non-profit collaboration powered by the S.C. Department of Commerce's Office of

Innovation and Build Carolina. SC Codes provides free access to technology education to connect, train and empower future programmers across the state.

- **Memorandum of Agreement with Lowcountry Library Federation:** Ms. Dickman presented the updated Memorandum of Agreement with Lowcountry Library Federation for approval and signature.

**Executive Session:** Ms. Miller made a motion to enter Executive Session. Mr. Kole provided the motion. Ms. Porter provided the second. The motion passed unanimously.

Ms. Miller called the executive session to order at 5:05pm.

**Matters arising out of Executive Session:** With a motion from Mr. Kole and a second from Ms. Powell, Ms. Miller adjourned the executive session at 5:41pm on to reconvene the regular meeting.

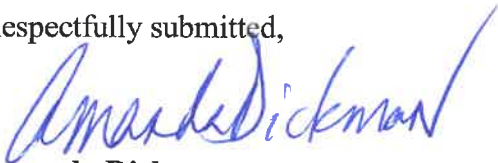
- Mr. Kole made a motion to approve the Annual Performance Evaluation of the Library Director. Mr. Bogocz seconded. There was unanimous approval.

**Announcements:**

- Ms. Miller announced the training retreat is scheduled for Friday, June 2<sup>nd</sup> at the St. Helena Branch Library from 10am – Noon. An agenda will be provided in advance of the meeting.
- The next public meeting of the Library Board of Trustees is scheduled for July 12<sup>th</sup> at the Bluffton Branch Library.

With no other business to discuss, Ms. Miller adjourned the Library Board of Trustees meeting at 5:42pm on a motion from Mr. Kole and a second from Ms. Robinson.

Respectfully submitted,



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