

**Beaufort County Library**  
**BOARD OF TRUSTEES MEETING**  
**Minutes – September 13, 2023 – 4:00 p.m.**  
**St. Helena Branch Library**  
**6355 Jonathon Francis Senior Road**  
**St. Helena, SC**

**The fifth scheduled meeting for 2023 was held in-person at the St. Helena Branch Library.**

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

**Absentees:** Jannine Mutterer, James Morrall

**County Staff:** Alec Bishop (Broadcast Services), Troy Matthews (Broadcast Services), Kyle Adams (Broadcast Services), Chuck Atkinson (Assistant County Administrator, Development & Recreation Division), Theresa Furbish (Programs and Events Librarian)

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

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

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

**II. Pledge of Allegiance:** Ms. Robinson led those in attendance in the Pledge of Allegiance.

**III. Public Comment:** None.

**IV. Introduction of Guests.** Ms. Dickman introduced Queen Quet participating virtually.

**V. Minutes from meeting held July 12, 2023:**

- Mrs. Miller noted the minutes for July 12, 2023 had been previously distributed to all members. There was a unanimous vote to approve without correction.

**VI. Correspondence/Memberships:** None.

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

**Gullah Geechee Cultural Heritage Health Trail:** Queen Quet, Chieftess of the Gullah/Geechee Nation provided a summary of her involvement with the implementation of a walking trail on St. Helena. In total, the trail will feature seven (7) signs/stations. As part of the trail, she is offering two (2) signs to be displayed at the St. Helena Branch Library. One sign would be in the exterior rain garden and one sign would be in the Gullah Geechee Historical Resources room in the library.

**Discussion:**

- Ms. Miller applauded the effort and asked if the length of the trail has been determined. Queen Quet described the route of the trail although it has not yet been measured.

- Mr. Bogacz asked about the physical dimensions and in what manner the exterior sign would be secured in the ground. Queen Quet noted the exterior signs would be similar to the signs installed on the Open Land Trust on Hwy 21.

**A. Personnel Update:** The *Library Organizational Chart* is provided for reference. There are currently two (2) vacant positions. Two vacancies are in the process of being filled.

**B. Projects Update:**

- **Summer Reading:** Ms. Dickman invited Theresa Furbish, Programs and Events Librarian, to summarize the 2023 Summer Reading program. Of specific mention were the number of completed gameboards received (1,044), door count (68,354); digital circulation (40,482); and program attendance (7,993).
  - Discussion:**
    - Dr. Porter noted the decrease in number of completed gameboards from previous years and asked how staff plan design next year's program to encourage more participants to complete the program.
    - Ms. Furbish noted feedback from participants indicated a desire to see more flexibility in the reading prompts to choose activities that match their interests.
    - Mr. Bogacz noted the value of each library participating in the USDA summer lunch program.
    - Ms. Miller asked if the Beaufort County School District partnered with the library for this year's Summer Reading program. Ms. Furbish confirmed that Beaufort County School District partnered with the library in the 2023 Summer Reading program.
- **Port Royal Library design:** Ms. Dickman explained that the bidding opportunity closed on August 25<sup>th</sup> and Beaufort County Council is expected to award a contract to the selected bidder as early as September 25<sup>th</sup>. Concurrently, Library Administration is working with appropriate vendors to select materials, furniture, fixtures and equipment.
- **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:**
    - **Parking Token pilot** program at the Beaufort Branch Library has ended its initial three-month pilot. During the pilot, library guests were eligible to receive one (1) parking token equal to the value of one hour of parking when they registered for a library card, attended a library program, volunteered at the library, conducted research in the Beaufort District Collection, or complained about paid parking ticket. During the three-month pilot, 422 tokens were distributed.
  - **Collections:**
    - **Opening Day Collection for Port Royal:** Library staff have been selecting titles for the Port Royal Branch Library.
    - **LSTA Impact Grant:** Last February, Ms. Dickman applied for an Impact Grant from the State Library to install pickup lockers at Burton Wells Recreation Center. The State Library is expected to announce their final decision in late September or early October.
  - **Communication:** Library marketing staff have received new Beaufort County Library branded uniform shirt for each staff member to wear at outreach events.
  - **Space:** Progress continues towards opening the Port Royal Library.

- Ms. Dickman concluded her report with the mention of several upcoming library events:
  - **“Our Cultures, Our Stories: Hispanic Heritage Month Celebration”** on Saturday, September 16<sup>th</sup> at Bluffton Branch Library, 11am
  - **“Paradise Memories” with Nelle and Ora Smith** on Thursday, September 28<sup>th</sup> at HHI Branch Library, 10am
  - **Beaufort District Collection Anniversary** on Friday, September 29<sup>th</sup> at 1pm
  - **St. Helena 11<sup>th</sup> Anniversary** on Saturday, October 7<sup>th</sup> at 11am

**Discussion:**

- Dr. Tabernik asked for an update on the Pritchardville library branch.
- Mr. Atkinson confirmed that staff continue to pursue site options in the Pritchardville area to present to the Library Board and County Council.

**IX. Committee Reports**

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

- **FY 2024 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 2024:** (see attachment)
  - Mr. Bogacz noted the receipt of the first State Aid payment of \$105,307 for the purchase of library materials. For Fiscal Year 2024, Beaufort County Library should receive \$421,228 of State Aid funds in quarterly installments.
  - Mr. Bogacz explained the documents in detail noting that at 17% through the year, the Library has spent 14% of the annual budget.
- **FY 2024 Library Materials Expenditure year-to-date:** (for more details, see attachment)
  - Mr. Bogacz explained the document in detail noting fiscal year-to-date materials expenditures totaling \$83,883.
- **FY 2024 Maintenance of Effort (MOE) and State Aid Agreements (see attachments):**
  - Ms. Dickman explained the State Aid Agreement and Maintenance of Effort documents.
  - The Library is required to submit these documents every year to the State Library to receive State Aid Funding.
  - Mr. Bogacz noted this being the first year in his recollection that Beaufort County did not request a waiver from the State Library for not meeting the percentage of county funding for materials.

**B. Policies and Procedures Committee:**

- **Updates to *Request for Reconsideration* policy:** Ms. Miller reported that the Policies and Procedures committee met in August to review the *Request for Reconsideration* policy to define the number of business days the Library Board of Trustees has to respond to an appeal. The committee’s proposes to add the sentence *“The cardholder will be notified in writing of the Library Board of Trustees’ decision within ninety (90) business days of receiving the appeal”*. .

**Motion:** Ms. Miller made a motion to adopt the update to the *Request for Reconsideration* policy with the discussed addition. Dr. Porter seconded.

**Discussion:**

- Dr. Tabernik noted that ninety business days is significantly longer than ninety days.
- Ms. Dickman explained that the phrase “ninety (90) business days” was chosen by the policy committee to align with the “thirty (30) business days” given to the Library Director and takes into consideration the length of time between scheduled Library Board meetings.
- Dr. Porter suggested that ninety (90) business days is not responsive to the requester.

**Action:** Ms. Miller called for a vote. Four members voted against and four voted in support of the motion. The chair cast the deciding vote in favor of the motion. The motion passed.

- Ms. Miller noted that the committee is also reviewing the Library Board of Trustees bylaws. Their proposed changes will be reviewed by Beaufort County Legal staff prior to adoption by the Library Board.

**C. Strategic Planning Committee:** No update.

**D. Challenged Materials Committee:** No update.

**E. Library Facilities Committee:** Mr. Kole reiterated that the Port Royal Library project is currently awaiting the approval of contractor to complete the interior renovations. The selected vendor will require council approval in September for award and notice to proceed.

**F. Art and Donation Committee:** Ms. Miller asked for a motion to accept the proposal from Queen Quet to display two (2) signs at the St. Helena Branch Library regarding the Gullah Geechee Heritage Health Trail as presented by Queen Quet.

**Motion:** Ms. Powell made a motion to accept the signs as proposed. Ms. Robinson seconded.

**Discussion:** Dr. Porter noted appreciation for Queen Quet’s efforts to develop this trail and include the St. Helena Branch Library in the path.

**Action:** The motion passed unanimously.

**G. Liaisons**

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

- **Friends of Beaufort Library:** Ms. Dickman confirmed that the Friends of the Beaufort Library will next meet on Wednesday, September 14<sup>th</sup>.
- **Friends of Bluffton Library:** Ms. Richman shared details of an upcoming “Book Lovers sale” the Friends of Bluffton Library will be hosting in September. The Friends of the Bluffton Library will next meet on Thursday, September 28<sup>th</sup> at the Bluffton Branch Library.

- **Friends of Hilton Head Library:** Ms. Miller confirmed the next scheduled meeting will be held on September 19<sup>th</sup> at the Hilton Head Branch Library.

**Public Library Foundation:** Ms. Miller reported the Foundation will meet on September 14, 2023.

**IX. Old Business:** None.


**X. New Business:** Ms. Miller asked the group to consider scheduling the 2024 meeting dates on the third Wednesday of alternating months. Traditionally the meetings are held on the second Wednesday of alternating months. Dr. Porter initiated this discussion to ensure there is enough time for staff to prepare end of month financial reports and distribute to the Board prior to the Board meeting date.

**XI. Announcements:**

- The next public meeting of the Library Board of Trustees is scheduled for November 8, 2023 at 4pm at the Hilton Head Branch Library.

With no other business to discuss, Ms. Miller adjourned the Library Board of Trustees meeting at 5:20 pm on a motion from Ms. Robinson and a second from Ms. Powell.

Respectfully submitted,



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