

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – January 10, 2024 – 4:00 p.m.
Bluffton Branch Library
120 Palmetto Way
Bluffton, SC

The first scheduled meeting for 2024 was held in-person at the Bluffton Branch Library.

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

Absentees: Terry Thomas and James Morrall

County Staff: Alec Bishop (Broadcast Services), Craig Todesco (Broadcast Services), Troy Matthews (Broadcast Services)

County Council: Anna Maria (Tab) Tabernik, District 6

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

I. Call to Order: The meeting was called to order at 4:01 pm. A quorum was established.

II. Pledge of Allegiance: Mr. Kole led those in attendance in the Pledge of Allegiance.

III. Public Comment: None.

IV. Introduction of Guests. None.

V. Minutes from meeting held November 8, 2023:

- Mrs. Miller noted the minutes for November 8, 2023 had been previously distributed to all members. Mr. Kole provided a motion to approve. Ms. Robinson provided a second. 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:

A. Personnel Update: The *Library Organizational Chart* is provided for reference. There are currently three (3) vacant positions: Senior Librarian for Port Royal Library, Senior Library Assistant on Bookmobile South, and Courier. One vacancy is in the process of being filled.

B. Projects Update:

- **Port Royal Library:** Beaufort Construction continues to make progress on the interior renovations. The project continues to move steadily.
- **StoryWalk:** Ms. Dickman announced the ribbon cutting of the StoryWalk at the Spanish Moss Trail will be held on Saturday, January 20th at 10am.

- **LSTA Impact Grant:** The Public Library Foundation of Beaufort County has approved funding for the exterior wrap (not covered through grant funding).
- **Tax Preparation Assistance:** Beaufort County Library is pleased to continue the long-standing tradition of hosting free tax preparation assistance to Beaufort County citizens provided by Lowcountry Area VITA and AARP Tax-Aide Foundation. The “Taxes” pages on the library’s website provides information regarding dates, times and locations for this free service.
- **Artist in Residence:** Ms. Dickman announced Dorneisha Barton as the next Artist in Residence. Born in Maryland, Batson relocated with her family to Beaufort in 1988. She is predominantly an abstract artist in painting and drawing. Her pieces are bold, colorful abstract expressionist designs that connect the viewer with the world around them. Batson completed a Bachelor of Science degree in Business Management at Park University in 2006 and Bachelor of Fine Arts degree in Fashion Design at the Savannah College of Art and Design in 2010. Her art has been shown in numerous cities in Washington, DC, New York, NY, and London, England. Her pieces are currently on display locally at USCB Bluffton Campus Library and Lowcountry Dance Center. During her residency, Batson will provide nine public workshops at the Beaufort Branch for children, teens, and adults, as well as scheduled studio hours each week on select days at the Beaufort, Lobeco, and St. Helena branches, where library customers will be able to see her painting skills in action.

Ms. Dickman encouraged attendance at the upcoming “Meet the Artist” drop-in event on Wednesday, January 24th from 10am to 1:30pm to meet Dorneisha and learn more about her upcoming workshops.

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.

- **Beaufort County Library System - Budget Update – FY 2024:** (see attachment)
 - Mr Bogacz noted the receipt of the second 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 50% through the year, the Library has spent 50% of the annual budget.
- **FY 2024 Special Funds Report:** (see attachment)
Mr. Bogacz explained the attached report noting the receipts and expenditures from special fund sources.
- **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 \$391,034 (an increase of \$ 202,507 since the previous report)
 - Mr. Bogacz noted the Library is on track for another record year of Materials spending.

B. Policies and Procedures Committee:

- Ms. Miller noted that the committee reviewed the Library Board of Trustees bylaws and Director's Evaluation Policy. The proposed updates have been distributed to all board members in advance of the meeting.
- **Proposed updates to the Library Board of Trustees Bylaws:** Ms. Miller presented the proposed updates to the Library Board of Trustees bylaws.
 - Motion:** Ms. Robinson made the motion with a second by Mr. Kole
 - Discussion:** Dr. Porter reminded the board that the last review of the bylaws was conducted 7 years prior. She applauded the efforts of the committee for their effort.
 - Action:** The motion passed unanimously.
- **Proposed updates to the Director's Evaluation Policy:** Ms. Miller presented the proposed updates to the Director's Evaluation policy.
 - Motion:** Ms. Robinson made the motion with a second by Mr. Kole.
 - Discussion:** Dr. Porter noted her experience last year in facilitating the director evaluation prompted the desire to revise the evaluation policy to be more reflective of a senior leadership position rather than a tactical approach. Additionally, the revised policy includes a participative component engaging all board members in the evaluation of the library director in order to provide valuable feedback to the director. Dr. Tabernik requested that Human Resources Director remain involved in the process.
 - Action:** The motion passed unanimously

C. Strategic Planning Committee: Dr. Porter referred to the update provided in the Library Director's report.

D. Request for Reconsideration Committee: None.

E. Library Facilities Committee: Mr. Kole reiterated the status of the Port Royal Library as presented in the Library Director's report noting that Beaufort Construction continues to progress on the Port Royal Library. He confirmed the project's total allocated budget of \$660,000 includes \$445,307 estimated construction cost. Mr. Kole also reported the passing on first reading of an ordinance authorizing the Interim County Administrator to execute the necessary documents and to purchase 76 May River Road.

F. Liaisons

Friends of the Library (FOL):

- **Friends of Beaufort Library:** Ms. Dickman announced the "Books Sandwiched In" book talk series schedule has been published on their website and encouraged everyone to consider attending. The Friends of Beaufort will next meet on Thursday, January 11th at 4pm. They are preparing also for the ribbon cutting of the StoryWalk at Spanish Moss Trail on Saturday, January 20th at 10am.
- **Friends of Bluffton Library:** Ms. Richman noted a new donor has been added to The Giving Tree and that the Friends are seeking volunteers to serve in various positions.

- **Friends of Hilton Head Library:** Ms. Miller announced the Friends of HHI will have their next scheduled meeting on January 16th at the Hilton Head Branch Library. They are also seeking volunteers to serve in various positions.

Public Library Foundation: Ms. Miller reported the Foundation will next meet on January 17th.

IX. Old Business: None.

X. New Business: None.

XI. Announcements:

- The next public meeting of the Library Board of Trustees is scheduled for March 13, 2024 at 4pm at the St. Helena Branch Library.

With no other business to discuss, Ms. Miller adjourned the Library Board of Trustees meeting at 5:15 pm on a motion from Mr. Kole and a second from Mr. Bogacz.

Respectfully submitted,



Amanda Dickman
Library Director