

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – July 10, 2024 – 4:00 p.m.
Beaufort Branch Library
311 Scott Street
Beaufort, SC 29902

The fourth scheduled meeting for 2024 was held at the Beaufort Branch Library.

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

Absentees: Jannine Mutterer, Shawna Kulpa, District 5 (vacant)

County Staff: Alec Bishop (Broadcast Services)

County Council: Anna Maria Tabernik, District 6

Hosts: Amanda Dickman, Library Director

Guests: Janice Herbert, Vice President of Friends of the Beaufort Library

I. Call to Order: The meeting was called to order at 4:05pm. A quorum was established.

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

III. Public Comment: None.

IV. Introduction of Guests. Ms. Miller introduced special guests Janice Herbert the current vice president of Friends of the Beaufort Library. Ms. Herbert provided a summary of the variety of ways the Friends of the Beaufort Library support the northern library locations (Beaufort, Lobecko, St. Helena, and Port Royal).

Members of Families Against Book Bans (FABB) introduced themselves and expressed support for the public library.

V. Minutes from meeting held May 8, 2024: Mr. Kole made the motion to approve the minutes. Mr. Thomas made the second. There was a unanimous vote to approve.

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 five (5) vacant positions: Deputy Director, Library Assistant (Part-Time) position at Beaufort, Library Assistant (Full-Time) at Beaufort, Library Assistant in the Beaufort District Collection, and Library Specialist at St. Helena.

B. Projects Update:

- **Strategic Plan Goal: Collections:** Ms. Dickman noted the materials expenditures for FY24 (\$925,952) surpassed materials spending in the previous fiscal year.
- **Strategic Plan Goal: Communication:** Ms. Dickman reported that the Library’s Facebook page has gained 431 new followers since the hiring of a social media marketing assistant in February 2024. Additionally, the Library’s Instagram account has increased to 216 followers since its launch in February 2024.
- **Strategic Plan Goal: User Experience:**
 - **Artist in Residence:** Ms. Dickman announced three upcoming workshops scheduled for the Summer Artist in Residence program with photographer and Bluffton resident, Pete Schramm. A culminating exhibit of photos taken by workshop participants is scheduled for July 20th at the Bluffton Branch Library.
 - **StoryWalk:** Ms. Dickman officially announced the opening of the Library's third StoryWalk on Saturday, June 29th. This latest StoryWalk, developed in partnership with the Friends of Beaufort Library and the Town of Port Royal, is located at the Naval Heritage Skate Park.
- **Strategic Plan Goal: Space**
 - **Port Royal Library:** Ms. Dickman announced the project is wrapping up and an opening date and ribbon cutting event would be soon announced.

IX. Committee Reports

A. Finance Committee: Mr. Bogacz explained the following financial documents in detail.

- **Beaufort County Library System - Budget Update – FY 2024:** (see attachment)
 - Mr. Bogacz noted the receipt of the fourth State Aid payment of \$105,307 for the purchase of library materials. For Fiscal Year 2024, Beaufort County Library received \$421,228 of State Aid funds in quarterly installments.
 - Mr. Bogacz explained the documents in detail noting that at 100% through the year, the Library has spent 101% 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. Of notable mention was \$55,740 spent in this reporting period on the Port Royal Library project.
- **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 \$925,952. The Library had a record year of spending on print and digital materials.
- **FY 2025 Library Materials Expenditure review:** Mr. Bogacz reviewed the budget allocation for FY25. Dr. Porter noted the county’s budget shows a modest \$5 investment per resident based on approximate 200,000 population.

B. Policies and Procedures Committee: Ms. Robinson announced the committee reviewed the Code of Conduct, Photo Release, and Donations and Gifts policies. The proposed updates have been distributed to all board members in advance of the meeting.

- **Proposed updates to the *Code of Conduct* policy:** Ms. Robinson presented the proposed updates to the *Code of Conduct* policy.
Motion: Ms. Robinson made the motion with a second by Mr. Kole.
Discussion: Ms. Dickman explained the removal of “using photographic video or other

recording devices without library staff approval” to comply with state law. Ms. Robinson noted the importance of the requirement for all library users are subject to the *Code of Conduct* policy.

Action: The motion passed unanimously.

- **Proposed updates to the *Photo Release* policy:** Ms. Robinson presented the proposed updates to the *Photo Release* policy.

Motion: Ms. Robinson made the motion with a second by Mr. Kole.

Discussion: Ms. Miller explained the removal of the phrase “library patrons and visitors to the library may not take photographs or videos of other patrons or staff without the permission of those being photographed”.

Action: The motion passed unanimously.

- **Proposed updates to the *Donations and Gifts* policy:** Ms. Robinson presented the proposed updates to the *Donations and Gifts* policy.

Motion: Ms. Robinson made the motion with a second by Mr. Kole.

Discussion: Ms. Robinson explained the revisions were needed to offer further clarity. Ms. Miller noted the addition of a naming policy.

Action: The motion passed unanimously.

C. Strategic Planning Committee: Dr. Porter emphasized the significance of aligning the Director's report with the Strategic Plan in order to maintain focus on achieving the strategic objectives set by the Board.

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.

F. Liaisons

Friends of the Library (FOL):

- **Friends of Beaufort Library:** Ms. Powell applauded the presentation provided by Ms. Herbert to describe the Friends of the Beaufort Library's valuable support.
- **Friends of Bluffton Library:** Ms. Richman announced the Friends of Bluffton are strategizing new fundraising opportunities.
- **Friends of Hilton Head Library:** Ms. Miller announced the Friends of HHI held their scheduled meeting on June 18th and a budget planning meeting on June 25th. They will resume meeting after the summer with new president Barb Foley.
- **Public Library Foundation:** Ms. Miller reported the Foundation met on July 10th to discuss opportunities to support the Library this Summer and next year.

X. Old Business: None.

XI. New Business: None.

XII. Executive Session: Ms. Miller proposed a motion to enter Executive Session, which was seconded by Dr. Porter and supported by Mr. Kole. The motion was approved unanimously.

Ms. Miller called the executive session to order at 4:50pm.

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 5:32pm on to reconvene the regular meeting.

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

XIII. Announcements:

- The next public meeting of the Library Board of Trustees is scheduled for September 11th at 4pm at the Hilton Head Branch Library.

With no other business to discuss, Ms. Miller adjourned the Library Board of Trustees meeting at 5:35pm on a motion from Ms. Robinson and a second from Mr. Kole.

Respectfully submitted,


Amanda Dickman
Library Director