

**Beaufort County Library  
BOARD OF TRUSTEES MEETING  
Minutes – March 12, 2025– 4:00 p.m.  
Bluffton Branch Library  
120 Palmetto Way  
Bluffton, SC 29910**

**The second scheduled meeting for 2025 was held in-person at the Bluffton Branch Library.**

**Trustees:** Lynne Miller, Chair; Bernie Kole, Shawna Kulpa, Brenda Ladson-Powell, Rosalie Richman, Kathy Cooper, Terry Thomas and Tracey Robinson

**Absentees:** Joseph Bogacz, Janet Porter and Jannine Mutterer

**County Staff:** Alec Bishop (Broadcast Services), Tim Lyons (Broadcast Services) and Matt Golden (Broadcast Services)

**County Council:** Joseph Passiment (District 5)

**Hosts:** Amanda Dickman, Library Director

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

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

**III. Public Comment:** None.

**IV. Introduction of Guests.** Ms. Miller greeted guests in attendance: Mary Ann Cyr, Angela Baldree and Mary Foster.

**V. Minutes from meeting held January 15, 2025:**

- Mrs. Miller noted the minutes for January 15, 2025 had been previously distributed to all members. Mr. Kole provided a motion to approve. Ms. Cooper 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. Ms. Dickman noted that since the last board meeting, advertisements have been posted for a Collection Development Librarian and a User Experience Librarian, both new positions approved for FY25. There are currently eight vacant positions: Senior Librarian (Lobeco Branch), Library Assistant (FT) at Bluffton, Library Assistant (FT) at Beaufort, Library Assistant (PT) at HHI, Collection Development Librarian, User Experience Librarian, and Deputy Director. Additionally, a Library Manager at HHI will be vacant in May due to retirement.

## **B. Projects Update:**

- **Strategic Plan Goal: Communication**
  - Ms. Dickman noted the implementation of “Welcome Aboard” email to all new library cardholders.
  - Ms. Dickman announced that Library events and resources are now featured in *Beaufort County Administration Weekly Update* e-newsletter sent to 50,000 subscribers.
  - Ms. Dickman shared the Library’s email communications achieved a 45% open-read rate, surpassing the national average of 35% for the education sector.
- **Strategic Plan Goal: Collections**
  - The Beaufort District Collection (BDC) is working with the SC Digital Newspaper program to digitize *The Palmetto Post (1882 -1906)*. Once digitized, the paper will be added to the Library of Congress’ *Chronicling America Historic American Newspapers* website as well as the *SC Digital Newspaper* website.
  - Ms. Dickman reported that blood pressure monitors have been borrowed 21 times within the first month.
- **Strategic Plan Goal: User Experience**
  - Ms. Dickman reported that 623 readers completed the Library’s first Winter Reading program.
  - Ms. Dickman announced that the Library has issued 4,330 new cards since July 2024, exceeding last year's total of 4,286.
- **Strategic Plan Goal: Space:** Ms. Dickman announced various facility enhancements to take place over the next few months, the replacement of worn children's furniture at Hilton Head Island this Spring, upgrades to the computer labs at both Hilton Head Island and St. Helena, and renovations to the Reading Garden at Hilton Head Island.
- **Upcoming Library Programs:** Ms. Dickman noted several special programs to take place at libraries soon:
  - Annual Bookmark Contest is accepting submissions through March 31<sup>st</sup>.
  - “*Honky Tonk Angels*” on Friday, March 14<sup>th</sup> at 2pm at Beaufort, Thursday, March 20<sup>th</sup> at 11am at Bluffton, and Thursday, March 20<sup>th</sup> at 3pm at HHI.
  - “*The Library Travel Guide Series*” at 10:30am on Wednesday, March 19<sup>th</sup> at HHI
  - “*Eliza Lucas Pinckney’s Revolutionary War*” with Peggy Pickett at 2pm on Tuesday, March 25<sup>th</sup> at Beaufort
  - “*Tuskegee Airmen*” by Bob Sheppard at 3pm on March 27th at St. Helena Branch Library
  - “Historically Speaking: Beyond Robert Smalls” with Chris Barr of Reconstruction Era National Historical Park on Thursday, April 10<sup>th</sup> at Bluffton Branch Library
  - Various National Library Week events to be held at all library locations. Check the Library’s website for more information.
- **Legislation:** Ms. Dickman noted that House Bill 4045 “*County Library Staff Qualifications*” and House Bill 3850 “*Responsible Library Funding and Child Protection Act*” were tabled and not included in the House version of the state budget for 2025-2026.

## **IX. Committee Reports**

**A. Finance Committee:** Ms. Dickman communicated 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 2025:** (see attachment)
  - Ms. Dickman noted the receipt of the third and fourth State Aid payments totaling \$234,364 for the purchase of library materials. For Fiscal Year 2025, Beaufort County Library received a yearly total of \$468,728 of State Aid funds in quarterly installments.
  - Ms. Dickman explained the documents in detail noting that at 67% through the year, the Library has spent 61% of the annual budget.
- **FY 2025 Special Funds Report:** (see attachment)  
Ms. Dickman explained the attached report noting the receipts and expenditures from special fund sources.
- **FY 2025 Library Materials Expenditure year-to-date:** (for more details, see attachment)
  - Ms. Dickman explained the document in detail noting fiscal year-to-date materials expenditures totaling \$390,872 (an increase of \$99,442 since the previous report).

**B. Policies and Procedures Committee:** None.

**C. Strategic Planning Committee:** Ms. Cooper referred to the update provided in the Library Director's report.

**D. Request for Reconsideration Committee:** None.

**E. Library Facilities Committee:** Ms. Kulpa referred to the facilities updates announced in the Library Director's report.

**F. Liaisons**

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

- **Friends of Beaufort Library:** Ms. Dickman shared that the Friends of Beaufort Library completed their Books Sandwiched In series of lectures and will next meet on Thursday, March 13<sup>th</sup>.
- **Friends of Bluffton Library:** Ms. Richman announced the Friends of Bluffton Library are hosting their Annual Epic Book Sale on Thursday, March 14<sup>th</sup> through Saturday, March 15<sup>th</sup> at the Bluffton Branch Library.
- **Friends of Hilton Head Library:** Ms. Miller announced the Friends of HHI will have their next scheduled meeting on March 18<sup>th</sup> and are reviewing their bylaws and planning their next annual meeting.

**Public Library Foundation:** Ms. Cooper reported that the Foundation met on February 27<sup>th</sup> with three board members, the Library Director, and herself in attendance. The 2024-25 Annual Campaign saw a decrease in donors, prompting the board to consider ways to attract additional potential donors. The Foundation is funding the Annual Summer Reading Program for up to

\$16,000.

**IX. Old Business:** None.


**X. New Business:** None.

**XI. Announcements:**

- The next public meeting of the Library Board of Trustees is scheduled for May 14, 2025 at 4pm at the Beaufort Branch Library.

With no other business to discuss, Ms. Miller adjourned the Library Board of Trustees meeting at 4:38pm on a motion from Ms. Robinson and a second from Mr. Kole.

Respectfully submitted,

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