

**MINUTES  
COMMUNITY SERVICES COMMITTEE**

**June 17, 2019**

Executive Conference Room, Administration Building  
Beaufort County Government Robert Smalls Complex  
100 Ribaut Road, Beaufort, South Carolina 29902

The electronic and print media duly notified in  
accordance with the State Freedom of Information Act.

**ATTENDANCE**

Present: Committee Chairman Lawrence McElynn, Vice Chairman Michael Covert, and York Glover  
Absent: Gerald Dawson and Chris Hervochon  
Ex-officio: Alice Howard (Non- committee members of Council serve as ex-officio members and are entitled to vote.)  
Staff: Ray McBride, Library Director; Ashley M Jacobs, Beaufort County Administrator; Monica Spells, Assistant Administrator  
Media: Joe Croley, Lowcountry Inside Track

**CALL TO ORDER**

Councilman McElynn called the meeting to order at 3:00 p.m.

**APPROVAL OF AGENDA**

**Motion:** It was moved by Councilman Covert, seconded by Councilman Glover, that committee approve the agenda as presented. The vote: YEAS – Councilman Covert, Councilman Glover, Councilwoman Howard and Councilman McElynn. The motion passed.

**APPROVAL OF MINUTES**

**Discussion:** Councilman McElynn stated the minutes from the last meeting are being sent back to the clerk for correction of scrivener's errors. Councilman McElynn added some people that attended but were overlooked, staff members and others: Wanda Mays, Bill Love, Patrick Hill, Wendel Robertson, Ron Clifford, and William Bronson.

**Motion:** It was moved by Councilman Covert, seconded by Councilman Glover to send the minutes back for correction of scrivener's errors and additions of people who were in attendance. The vote: YEAS – Councilman Covert, Councilman Glover, Councilwoman Howard and Councilman McElynn. The motion passed.

**CITIZEN COMMENTS**

No citizen comments.

## **ACTION ITEMS**

**Item: Library Systems Update: Approval – Proceeding with Interior Renovations at the Bluffton Branch Library and the Hilton Head Branch Library (Phase 2) Based on the Completed Phase 1 Library Interior Space Study with Funding to Come From Library Impact Fees – Ray McBride, Library Director**

**Discussion:** Mr. McBride thanked the committee and stated that the Library Board of Trustees, Library Staff, and all of their supporters are always striving to save taxpayer dollars and to be efficient with every dollar they get in their budget now and in the future. It has been proven time and again that every \$1 in funding that goes to a public library, we return \$6 in library services. Mr. McBride went over some precursors he wanted the committee to think about:

1. The existing library portion of the Comprehensive Plan called for \$58 million in capital costs for 5 new library facilities and the renovation of 3 existing. With the participation and approval of the Library Board of Trustees, we have drafted a revised and realistic library portion of the plan that would cut the need for new library facilities to 2 and reduce the future capital costs to around \$15 million. A potential savings to the residents of Beaufort County of \$43 million.
2. The introduction of 2 book mobiles with no increase in library operating budget has helped to buy time while we plan to buy these future facilities. The associated increase of 70 hours of library service to the public each week has been very well received.
3. The current Library Impact Fee Ordinance ends in approximately 1 year. While there is an ongoing study for future impact fees, I urge you not to lose sight of State Law and County Ordinance as relates to the expenditure of existing Library Impact Fees.
4. Lastly, thank you as always for your dedication to Beaufort County and your support of our library system.

Mr. McBride stated the agenda items are 2 in particular. Completed this past April was a Library Facilities Space Utilization Study of the 2 existing branches in Bluffton and Hilton Head. Today, we are proposing to move forward with Phase 2 of this study and with only selected portions. Picking the highest 2 priorities, 1 at the Bluffton Library which is expanding the Children's Department space to 3 times the size. Since the door count of the Bluffton Library has increased to 16,000 visits per month there are over 200 children in a very small compact area. Based on the space study we need to get with facilities to get some bids or quotes on what it would cost now to implement that 1 portion of the study. At the Hilton Head branch, bookmobile staff at that branch, extending the staff area so we can accommodate that increased operations of the bookmobile there. We are only asking permission to work with facilities to get quotes and bids on those 2 individual segments. Also, to be allowed to go ahead and work with facilities and look at potential sites in the Pritchardville/Okatie/Sun City area for a potential new 15,000 square foot Bluffton Branch Library. Within the last 5 years library services have changed in which we require less books, more space for meetings, and more space for the community to be active in. In our new CIP, we have 3 priorities for new facilities.

Mr. McBride asked that they be able to move forward and work with County Administration and Facilities to look at initial investigation for the future.

Councilman Covert asked if Mr. McBride had an estimated conceptual figure for the revision to the existing library.

Mr. McBride answered that is why he is seeking permission to get the bids for these projects. The architect was only tasked with developing the potential interior spaces that would solve our problem in Phase 1. Phase 2 is to get those bids.

Councilman McElynn asked how much is in the Library Impact Fee Account.

Mr. McBride answered in the Bluffton Library Impact Fee Account is \$2,739,697.58. The Hilton Head Library Impact Fee account contains \$361,011.80.

Councilman Glover asked Administrator Jacobs, would the library for Pritchardville be included or separate in the facility study.

Mr. McBride answered that both of these projects are already in the CIP. The 5 new branches are included in the existing CIP. However, the library states they do not need 5 new libraries there is only 2 libraries needed in these areas and that could potentially save \$43 million.

Councilman McElynn asked what the timeframe to complete this project will be.

Mr. McBride answered it would be subject to facilities and committees getting approval to expend those funds and cost, until then he cannot give a timeframe.

Councilman McElynn asked if the goal is to get it done before the fees expire.

Mr. McBride confirmed this and does not want to miss a step.

Councilman McElynn asked how many miles the new library is from the Bluffton Library.

Mr. McBride answered about 4-5 miles where all of the development is going in. There are about 30,000 potential customers in the Pritchardville area. In 10 years, it will be an estimated 50,000.

Councilman McElynn asked how big the Bluffton Library is.

Mr. McBride answered about 32,000 feet.

Councilman McElynn applauded Mr. McBride for the reduction of the \$43 million on the plan. Also, while introducing a good program for the new residents in the area.

**Motion:** It was moved by Councilman Covert, seconded by Councilman Glover to approve proceeding with interior renovations at the Bluffton Branch Library and the Hilton Head Branch Library (Phase 2) Based on the Completed Phase 1 Library Interior Space Study with Funding to

come from the Library Impact Fees. The vote: YAYS – Councilman McElynn, Councilman Covert, Councilman Glover, and Councilwoman Howard. The motion passed.

**Recommendation:** Council proceed with interior renovations at the Bluffton Branch Library and the Hilton Head Branch Library (Phase 2) based on the completed Phase 1 Library Interior Space Study with funding to come from Library Impact Fees.

**Motion:** It was moved by Councilman Covert, seconded by Councilman Glover to allow Library staff to begin discussions with contractors and planners seeking to create a Bluffton/Okatie/Pritchardville area annex to the Bluffton Library. The vote: YAYS – Councilman McElynn, Councilman Covert, Councilman Glover, and Councilwoman Howard. The motion passed.

**Recommendation:** To allow Library staff to begin discussions with contractors and planners seeking to create a Bluffton/Okatie/Pritchardville area annex to the Bluffton Library

### **ADJOURNMENT**

**Motion:** It was moved by Councilman Glover, seconded by Councilman Covert to adjourn. The vote: YAYS – Councilman McElynn, Councilman Covert, Councilman Glover, and Councilwoman Howard. The motion passed.

The meeting adjourned at 3:21 p.m.

Ratified by Committee: September 16, 2019