



BEAUFORT COUNTY  
LIBRARY BOARD OF TRUSTEES  
Wednesday, November 18, 2015  
4:00 p.m.  
Beaufort Branch Library  
311 Scott Street,  
Beaufort, SC 29902  
843.255.6430

In accordance with South Carolina Code of Laws, 1976, as amended, Section 30-4-80(d), all local media was duly notified of the time, date, place and agenda of this meeting.

- I. Call to Order
- II. Pledge of Allegiance
- III. Introduction of Board & Administration
- IV. Public Comment
- V. Approval of Minutes:
  - A. September 9, 2015 Minutes (**backup**)
  - B. October 30, 2015 Board Retreat Minutes
- VI. Corresponding/Membership
- VII. Library Director's Report
  - A. Library Board Retreat (Report)
  - B. Branch Security Report (Status)
  - C. Proposed Board Meeting Schedule 2016 (List)
  - D. Proposed closing on Saturday, December 26, 2015
  - E. Proposed Library Closing Dates 2016 (List)
  - F. Consideration of patron amnesty during April 2016
  - G. Proposed Changes to Library Branch Hours
  - H. Overdue Notice Mailers (Discontinue)
  - I. Proposed circulation policy change (from twelve month renewal of library cards to twenty-four month renewal)

J. Proposed circulation policy change (Delete Exemption from Fines)

VIII. Financial Reports:

- A. County Funds
- B. Library Revenues & Trustee Funds **(backup)**
- C. Library Directors Expenditure Report

IX. Committee Reports:

- A. Advocacy – Lynne Miller, Chair; Laura Sturkie and Peggy Martin
- B. Finance Committee - Anna Maria Tabernik, Chair; Joseph Bogacz and Peggy Martin
- C. Foundation –Linda MacDonald
- D. Friends of the Library (FOL):
  - Beaufort: Peggy Martin
  - Bluffton: Laura Sturkie
  - Hilton Head: Lynne Miller and Eileen Fitzgerald
- E. School Liaison – Eileen Fitzgerald, Chair
- F. Policies & Procedures – Anna Maria Tabernik, Joseph Bogacz and Eileen Fitzgerald.
- G. Strategic Planning – Deborah Johnson, Anna Maria Tabernik, Brenda Ladson Powell

X. Old Business:

XI. New Business:

XII. Executive Session: Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee, a student, or person regulated by a public body or the appointment of a person to a public body.

XII. Adjournment

Beaufort County Library  
BOARD OF TRUSTEES MEETING  
Minutes – September 9, 2015 – 4:00 pm

The fifth scheduled meeting for 2015 was held at the Bluffton Branch Library.

Trustees: Bernard Kole, *Chair; Vice-Chair*; Joseph Bogacz, Linda MacDonald, Laura Sturkie, Brenda Ladson Powell, Anna Maria Tabernik, and Lynne Miller.

Absentee: Eileen Fitzgerald, Peggy Martin.

Library Staff: Ray McBride, Library Director; Ileana Herrick, Administrative Assistant.

County Staff: Monica Spells, Assistant County Administrator-*Civic Engagement and Outreach*; and Alan Eisenman, Financial Analyst.

County Council Member: Councilman Steven Fobes, District 10.

Guests: Ms. Marilyn Harcharik, President of Beaufort Branch Library Friends.

Call to Order: The meeting was called to order at 4:06 p.m.

Pledge of Allegiance: Mr. Kole led those present in the Pledge of Allegiance.

Public Comment: None.

Minutes of July 8, 2015: The minutes were unanimously approved as written on a motion from Ms. Tabernik and a second from Mr. Bogacz. There was a unanimous vote.

Correspondences/Memberships: None.

Library Director's Report: Mr. McBride presented his report which summarized:

- Security Assessment Report.
- FY15 Annual Statistical Report
- FY16 State Aid Agreement for the Library Budget
- FY16 Request for Waiver
- FY16 MOE-Maintenance of Effort.

Security Assessment Report: Mr. McBride will submit the report to the Board after being completed by the Sheriff's Department.

Annual Statistical Report:(Attachment). Mr. McBride highlighted the increased internet usage at the libraries after the WIFI upgrade at the libraries.

State Aid Agreement/Library Budget 2015 and Waiver: (Attachments). As required by the State Library, Mr. Kole and Mr. McBride signed the State Aid Agreement in the presence of a quorum

of the Board. A waiver was also signed in the presence of the board since the library budget was not in compliance with State Aid requirements.

Mr. Kole made a motion to approve the State Aid Agreement and the waiver. Mr. Bogacz seconded. There was a unanimous vote.

Mr. McBride presented his *PowerPoint Presentation* (Attachment) which summarized library mission, vision, locations, statistical reports, Friends Groups, Library Foundation and Library services and programs.

Most importantly, Mr. McBride introduced the new service for our community: *Hoopla Digital Library: offering 320,000 E-titles*. It will be launched on October 12 for one year trial. Patrons will be able to checkout 10 items per month; tutorials and library staff are available for learning support.

The project (\$ 25,000) is funded with Lottery funds.

Ms. Ladson mentioned her concerns about the exterior lighting at Lobeco Branch. Mr. McBride is looking into this with Facilities Management.

Mr. McBride added that the Library conducted a survey to find out what hours fit community needs. Library collected data of 797 respondents. Mr. McBride will bring the proposal of new hours to the Board at the next meeting after analyzing the survey's results.

Mr. McBride clarifies that the proposal is not for increasing hours. It is only for modifying the current hours of operation to better serve our communities. Mr. McBride added that if the Board approves his recommendation, the library will do a trial period at one of the branches.

*Biblioboard Self-E* enables authors to publish their books in digital format. This project will be funded with a State grant. The *App* may be available in October through the library website.

McBride presented to the Board the updated *Staffing Realignment Organizational Chart*. He thanked the Board and County Administration for approving to fill all the vacant positions.

McBride invited all the Board to the Staff Development Day on Wednesday October 7 at Hilton Head Branch Library at 9 in the morning.

The *Annual Board Planning Retreat* is being planned for Friday October 30 from 9 am to 1 pm at St. Helena Branch Library. Mr. Kole added that this is not a regular meeting but it will be advertised through the County website.

Financial Reports: Mr. Eisenman presented the Beaufort County Library Fund accounts for the period ending July 31, 2015.

Library Director's expenditure reports: (Attachment) McBride presented to the Board a report which summarized the *Library's Expenditures Report*.

Mr. McBride thanked Ms. Harcharik, President of Beaufort Branch Library for the renovation of the Children's Program Room.

Committee Reports:

Advocacy: None.

Finance: Ms. Tabernik, on behalf of the committee, made a motion that the County Representative \_ Alan Eisenman\_ continue to provide Board Members with the *County Financial Reports* electronically, but only attends Board meetings when requested to do so. Mr. McBride provides up-to-date financial and budget information at the Board Meetings going forward starting in November. Mr. Bogacz seconded. There was a unanimous vote. All in favor.

Foundation: Contributions from last fund raiser are being tracked to for specified purchases; additional monies have been secured via long term investment. Next fund raiser is underway. Recognition of a significant contributor was proposed and accepted. It has been an active summer for the Foundations members.

Friends of the Library (FOL):

- Beaufort Branch: Ms. Harcharik reported the success of the *Book Sale*. She added that the Friends have a new website [www.friendsofthebeaufortlibrary.com](http://www.friendsofthebeaufortlibrary.com)
- Bluffton Branch: The Book Sale for this branch is last week of October.
- Hilton Head Branch: Friends will meet next week.

School liaison: None.

Policies and Procedures: None.

Mr. Kole added that the relationships between Library and the County Council are better; Mr. McBride has been a good asset for the library system.

Mr. Kole asked if there was any other business. Being none, the meeting was adjourned at 5:15 p.m. on a motion from Ms. MacDonald and a second from Ms. Miller.

Respectfully submitted,

Ray McBride  
Library Director

FY2016															
	BFT	Credit Card Beaufort Branch	HH	Credit Card H. Head Branch	BLU	Credit Card Bluffton Branch	LOB	Credit Card Lobeco Branch	STH	Credit Card St. Helena Branch	TOTAL				
FINES & FEES															
July	\$ 2,212.12	\$ 645.23	\$ 1,686.70	\$ 394.05	\$ 2,505.00	\$ 744.01	\$ 323.33	\$ 7.40	\$ 377.63	\$ 57.74	\$ 8,953.21				
August	\$ 1,525.72	\$ 995.70	\$ 1,486.20	\$ 304.71	\$ 2,055.28	\$ 628.14	\$ 225.13	\$ 42.90	\$ 833.69	\$ 67.60	\$ 8,165.07				
September	\$ 1,163.65	\$ 695.09	\$ 1,867.60	\$ 275.49	\$ 1,636.56	\$ 844.05	\$ 224.96	\$ 29.75	\$ 361.30	\$ 141.81	\$ 7,240.26				
October	\$ 1,578.71	\$ 916.54	\$ 1,635.35	\$ 279.67	\$ 1,735.62	\$ 532.89	\$ 429.09	\$ 112.40	\$ 564.19	\$ 78.10	\$ 7,862.56				
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
TOTAL	\$ 6,480.20	\$ 3,252.56	\$ 6,675.85	\$ 1,253.92	\$ 7,932.46	\$ 2,749.09	\$ 1,202.51	\$ 192.45	\$ 2,136.81	\$ 345.25	\$ 32,221.10				
COPIERS															
July	\$ 48.15	\$ -	\$ 89.25	\$ -	\$ 83.35	\$ -	\$ 28.45	\$ -	\$ -	\$ -	\$ 249.20				
August	\$ 77.30	\$ -	\$ 78.00	\$ -	\$ 91.60	\$ -	\$ 40.90	\$ -	\$ 64.90	\$ -	\$ 352.70				
September	\$ 82.50	\$ -	\$ 133.10	\$ -	\$ 128.05	\$ -	\$ 13.40	\$ -	\$ 34.75	\$ -	\$ 391.80				
October	\$ 67.40	\$ -	\$ 78.35	\$ -	\$ 123.27	\$ -	\$ 41.70	\$ -	\$ 45.69	\$ -	\$ 356.41				
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
TOTAL	\$ 275.35	\$ -	\$ 378.70	\$ -	\$ 426.27	\$ -	\$ 124.45	\$ -	\$ 145.34	\$ -	\$ 1,350.11				
INTEREST REVENUE															
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.62				
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.69				
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.66				
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -				

FY2016																						
	BFT	Credit Card Beaufort Branch			HH	Credit Card H. Head Branch		BLU	Credit Card Bluffton Branch		LOB	Credit Card Lobeco Branch		STH	Credit Card St. Helena Branch		TOTAL					
TOTAL	\$	-					\$	-			\$	-			\$	-		\$	7.97			
Convenience Fee																						
July	\$	-	\$	17.74	\$	-	\$	10.84	\$	-	\$	20.46	\$	-	\$	0.20	\$	-	\$	1.59	\$	50.83
August	\$	-	\$	27.38	\$	-	\$	8.38	\$	-	\$	17.27	\$	-	\$	1.18	\$	-	\$	1.86	\$	56.07
September	\$	-	\$	19.11	\$	-	\$	7.58	\$	-	\$	23.21	\$	-	\$	0.82	\$	-	\$	3.90	\$	54.62
October	\$	-	\$	25.20	\$	-	\$	7.69	\$	-	\$	14.65	\$	-	\$	3.09	\$	-	\$	2.15	\$	52.78
November	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
December	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
January	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
February	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
March	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
April	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
May	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
June	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
TOTAL	\$	-	\$	89.43	\$	-	\$	34.49	\$	-	\$	75.59	\$	-	\$	5.29	\$	-	\$	9.50	\$	214.30

11:23 AM  
11/02/15  
Accrual Basis

**Board of Trustees - Library Board**  
**General Ledger**  
As of October 31, 2015

	Type	Date	Num	Name	Memo	Amount	Balance
First Citizens Bank (Total)							17,565.80
BDC Collection							616.67
Total BDC Collection							616.67
Bluffton Building Fund							6,227.70
Total Bluffton Building Fund							6,227.70
Clover Carolina Room Fund							1,440.81
Total Clover Carolina Room Fund							1,440.81
Greater Island Committee							77.82
Total Greater Island Committee							77.82
H Scheper Book Fund							4,199.74
Total H Scheper Book Fund							4,199.74
Historical Society Fund							396.61
Total Historical Society Fund							396.61
JOHN-CAROLINE TRASK							50.00
Total JOHN-CAROLINE TRASK							50.00
Kiwanis Club of Beaufort							131.46
Total Kiwanis Club of Beaufort							131.46
Sally & Joseph Harrington							3,579.99
	Bill Pmt -Check	10/12/2015	1232	MIDWEST TAPE HARRINGTON FUND	Accounts Payable	-234.88	3,345.11
Total Sally & Joseph Harrington						-234.88	3,345.11
SHIRLEY DILLON							100.00
Total SHIRLEY DILLON							100.00



11:23 AM  
11/02/15  
Accrual Basis

Board of Trustees - Library Board  
**General Ledger**  
As of October 31, 2015

Type	Date	Num	Name	Memo	Amount	Balance
WEBSTER FAMILY FOUNDATION						500.00
Total WEBSTER FAMILY FOUNDATION						500.00
Wendy Allen Memorial						145.00
Total Wendy Allen Memorial						145.00
First Citizens Bank (Total) - Other						0.00
Total First Citizens Bank (Total) - Other						0.00
Total First Citizens Bank (Total)					-234.88	17,330.92