



BEAUFORT COUNTY  
LIBRARY BOARD OF TRUSTEES  
Wednesday, May 11, 2016  
4:00 p.m.  
Hilton Head Island Library  
11 Beach City Road  
Hilton Head, SC 29926  
843.255-6500

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. March 09, 2016 Minutes (**backup**)
- VI. Corresponding/Membership
- VII. Library Director's Report
  - A. Personnel Update
  - B. Projects Update
  - C. Updated Library Impact Fee Benefit District Maps
- VIII. Financial Reports:
  - A. County Funds
  - B. Library Revenues & Trustee Funds (**backup**)
  - C. Library Director's 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
- H. Challenged Materials Committee – Eileen Fitzgerald, Laura Sturkie, Rosalie Richman.

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.

XIII. Adjournment

Beaufort County Library  
BOARD OF TRUSTEES MEETING  
Minutes – March 9, 2016 – 4:00 pm

The second scheduled meeting for 2016 was held at the Beaufort Branch Library.

Trustees: Bernard Kole, *Chair*; Eileen Fitzgerald *Vice-Chair*, Joseph Bogacz, Deborah Johnson, Linda MacDonald, Peggy Martin, Lynne Miller, Laura Sturkie and Anna Maria Tabernik

Absent: Brenda Ladson Powell.

County Staff: Monica Spells, Assistant County Administrator-*Civic Engagement and Outreach*.

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

County Council Member: Councilman Steven Fobes, District 10.

Call to Order: The meeting was called to order at 4:01 p.m.

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

Public Comment: None.

Minutes of January 13, 2016: The minutes were unanimously approved as written on a motion from Ms. Martin, and a second from Mr. Bogacz. There was a unanimous vote.

Correspondence/Memberships: The Board has eleven authorized positions; ten are filled. The nominee representing District 7 is in the process of being approved by the County Council.

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

- Proposed circulation policy changes (Review)
- Personnel update
- Projects update

Proposed circulation policy: Report under *Policies and Procedures Committee*.

Personnel update:

- There are currently two vacant positions in the Library system.
- Two new hires and two in the process of being hired.

Project Updates: *Kajeet SmartSpot Pilot program* is having good results; students have access to the internet from their homes to do their school assignments. The school district will give their feedback within 90 days.

Launchpad Project: This project is sponsored by the *Public Library Foundation of Beaufort County*. This *Pilot Program* is being implemented at Beaufort Branch Library. The Foundation purchased thirty tablets. Children have access to educational applications without internet connectivity. Friends Groups are considering an expansion of the project for all the branches.

Safety and security upgrades: The County has installed an AED (Automated External Defibrillator) at the larger library branches.

Miscellaneous: Beaufort Branch is being renovated (new furniture, walls are repainted) as funds become available.

Bluffton Computer Lab: It is fully implemented. This lab has the latest technology (3D printers, *LittleBits*, etc).

Financial Reports: (attachment) Mr. McBride presented the Beaufort County Finance Report for the Library expenditures through February, 2016.

Mr. Bogacz added that the Impact Fees are growing very slowly; most of the growth is from Hilton Head *Daufuskie* Island. Ms. Tabernik added that \$54,000 was spent on the computer lab at Bluffton Library from *Impact Fees*.

Library Director's expenditure reports: (Attachment) Mr. McBride presented the report to the board, which summarized the *library systems expenditures to date*.

#### Committee Reports:

Advocacy Committee: Ms. Miller mentioned that the committee will develop their projects under the new strategic plan.

Finance Committee: No report. See Director's expenditure report.

Foundation: Ms. Fitzgerald mentioned that the annual fashion show fundraiser on March 7<sup>th</sup> was very well attended.

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

- Beaufort Branch: They are helping with renovations at Beaufort Branch (replacing furniture). The Friends printed new contribution envelopes, which includes a new *checkbox* called '*Scott Street Renovation*'. Contributors will have the option to donate for renovations at the branch.

The annual meeting will be held in April, at the St. Helena Branch, along with some events at the Penn Center.

Mr. Kole added the success of the 31st *Books Sandwiched In* event at USCB Center.

- Bluffton Branch: The *New York Times* is available at the branch, thanks to the Friends. They are seeking new members to join their board.

TO VIEW VIDEO OF FULL DISCUSSION OF THIS MEETING PLEASE VISIT  
[http://beaufort.granicus.com/MediaPlayer.php?view\\_id=3&clip\\_id=2550](http://beaufort.granicus.com/MediaPlayer.php?view_id=3&clip_id=2550)

- Hilton Head Branch: The *Film Review* event was a success. Ms. Fitzgerald mentioned that the Volunteer Luncheon will be held on March 16<sup>th</sup>.

School liaison: Mr. McBride mentioned that each school within the Beaufort School District will send their summer reading list to their local library branch.

Policies and Procedures: *Proposed Circulation Policy* (attachment) Ms. Tabernik presented the key changes in the policy to the board.

- 1) Library cards can be scanned into their smart phones.
- 2) Non-residents can purchase a card for a \$30 fee per year.
- 3) Library cards can be renewed over the phone after verifying identification.
- 4) Customers may check out up to 25 items per card.

For more details, please read the Circulation Policy dated 9 March 2016.

Ms. Tabernik made a motion to accept the proposed changes to *the Circulation Policy of Beaufort County Library System*, as presented to all board members. Ms. Martin seconded. There was a unanimous vote.

Mr. McBride will implement written procedures for all five branches to standardize the circulation services across the library system.

The board discussed how to provide services to home-bound patrons. Volunteers may assist in checking out books on their behalf. Meetings may be set up with the community to present the library services (e.g. Hoopla) available to them. Ms. Martin suggested addressing this project with the Friends Groups for their support.

Strategic Planning Committee: (attachment). Ms. Johnson explained the *Strategic Planning Process Outline* in detail. The Plan covers three years: *January 2017* through *December 2019*. Ms. Johnson added that it is one of the key responsibilities of the board. It is not required by the State Library, but it is recommended. The committee is scheduled to have the *Plan* for Library Board's approval at the November 2016 meeting.

Ms. Johnson addressed three key questions on behalf of the committee. The board will send their feedback:

- 1) Outline of the timeline (e.g. reasonable and effective?)
- 2) Short survey (simple questions).
- 3) Consider expanding the committee beyond the library board. Several potential names were mentioned.

#### Old Business:

November 18, 2015 Minutes were not approved in January 13, 2016 meeting, since there was not a quorum. Ms. Martin made a motion, Ms. Tabernik seconded. There was a unanimous vote.

Mr. Kole asked if there was any other business. Being none, the meeting was adjourned at 5:27 p.m. on a motion from Ms. Fitzgerald and a second from Ms. Miller.

Respectfully submitted,

Ray McBride  
*Library Director*

DRAFT

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[http://beaufort.granicus.com/MediaPlayer.php?view\\_id=3&clip\\_id=2550](http://beaufort.granicus.com/MediaPlayer.php?view_id=3&clip_id=2550)

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
<b>FINES &amp; FEES</b>											
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	\$ 1,078.50	\$ 326.35	\$ 1,387.50	\$ 121.37	\$ 1,558.69	\$ 510.08	\$ 400.06	\$ 69.10	\$ 486.28	\$ 78.59	\$ 6,016.52
December	\$ 1,928.29	\$ 515.93	\$ 1,353.32	\$ 200.65	\$ 1,467.69	\$ 308.91	\$ 340.46	\$ 6.41	\$ 307.35	\$ 80.94	\$ 6,509.95
January	\$ 1,755.20	\$ 438.25	\$ 2,127.60	\$ 571.77	\$ 1,669.36	\$ 661.90	\$ -	\$ 80.31	\$ 887.29	\$ 83.80	\$ 8,275.48
February	\$ 1,642.59	\$ 755.35	\$ 2,627.25	\$ 509.95	\$ 1,793.35	\$ 794.63	\$ 888.61	\$ 47.40	\$ 673.41	\$ 160.06	\$ 9,892.60
March	\$ 1,686.97	\$ 748.35	\$ 2,236.69	\$ 466.15	\$ 2,104.72	\$ 800.63	\$ 522.29	\$ 7.00	\$ 707.72	\$ 88.81	\$ 9,369.33
April	\$ 1,438.03	\$ 718.74	\$ 1,575.59	\$ 168.94	\$ 1,595.15	\$ 665.34	\$ 387.15	\$ 183.60	\$ 497.18	\$ 207.09	\$ 7,436.81
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 16,009.78</b>	<b>\$ 6,755.53</b>	<b>\$ 17,983.80</b>	<b>\$ 3,292.75</b>	<b>\$ 18,121.42</b>	<b>\$ 6,490.58</b>	<b>\$ 3,741.08</b>	<b>\$ 586.27</b>	<b>\$ 5,696.04</b>	<b>\$ 1,044.54</b>	<b>\$ 79,721.79</b>
<b>COPIERS</b>											
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	\$ 54.60	\$ -	\$ 82.00	\$ -	\$ 84.75	\$ -	\$ 34.55	\$ -	\$ 50.95	\$ -	\$ 306.85
December	\$ 57.70	\$ -	\$ 64.20	\$ -	\$ 60.22	\$ -	\$ 42.10	\$ -	\$ 43.30	\$ -	\$ 267.52
January	\$ 31.70	\$ -	\$ 91.50	\$ -	\$ 75.10	\$ -	\$ -	\$ -	\$ 51.40	\$ -	\$ 249.70
February	\$ 75.30	\$ -	\$ 131.10	\$ -	\$ 142.20	\$ -	\$ 31.65	\$ -	\$ 52.15	\$ -	\$ 432.40
March	\$ 131.90	\$ -	\$ 173.10	\$ -	\$ 135.60	\$ -	\$ 27.80	\$ -	\$ 36.60	\$ -	\$ 505.00
April	\$ 55.00	\$ -	\$ 97.00	\$ -	\$ 110.50	\$ -	\$ -	\$ -	\$ 41.20	\$ -	\$ 303.70
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 681.55</b>	<b>\$ -</b>	<b>\$ 1,017.60</b>	<b>\$ -</b>	<b>\$ 1,034.64</b>	<b>\$ -</b>	<b>\$ 260.55</b>	<b>\$ -</b>	<b>\$ 420.94</b>	<b>\$ -</b>	<b>\$ 3,415.28</b>
<b>INTEREST REVENUE</b>											
July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.62
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.69
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.66
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.81
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.78
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.92
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.97
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2.84
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3.11

FY2016	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							
	BFT																					
April	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	3.08						
May	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-						
June	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-						
TOTAL	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	28.48						
<b>Convenience Fee</b>																						
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	\$	-	\$	8.97	\$	-	\$	3.34	\$	-	\$	14.03	\$	-	\$	1.90	\$	-	\$	2.16	\$	30.40
December	\$	-	\$	12.90	\$	-	\$	5.02	\$	-	\$	7.72	\$	-	\$	0.16	\$	-	\$	2.02	\$	27.82
January	\$	-	\$	10.96	\$	-	\$	14.29	\$	-	\$	16.55	\$	-	\$	2.01	\$	-	\$	2.09	\$	45.90
February	\$	-	\$	18.88	\$	-	\$	12.75	\$	-	\$	19.87	\$	-	\$	1.18	\$	-	\$	4.00	\$	56.68
March	\$	-	\$	18.71	\$	-	\$	11.65	\$	-	\$	20.02	\$	-	\$	0.17	\$	-	\$	2.22	\$	52.77
April	\$	-	\$	17.97	\$	-	\$	4.22	\$	-	\$	16.63	\$	-	\$	4.59	\$	-	\$	5.18	\$	48.59
May	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
June	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
TOTAL	\$	-	\$	177.82	\$	-	\$	85.76	\$	-	\$	170.41	\$	-	\$	15.30	\$	-	\$	27.17	\$	476.46



**Board of Trustees - Library Board**  
**General Ledger**  
As of April 30, 2016

	Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>First Citizens Bank (Total)</b>								<b>14,870.69</b>
<b>BDC Collection</b>								<b>616.67</b>
Total BDC Collection								616.67
<b>Bluffton Building Fund</b>								<b>6,227.70</b>
Total Bluffton Building Fund								6,227.70
<b>Bluffton Miscellaneous Fund</b>								<b>100.00</b>
Total Bluffton Miscellaneous Fund								100.00
<b>Clover Carolina Room Fund</b>								<b>1,440.81</b>
Total Clover Carolina Room Fund								1,440.81
<b>Greater Island Committee</b>								<b>77.82</b>
	Bill Pmt -Check	04/27/2016	1240	MIDWEST TAPE	GREATER ISLAND FUND	Accounts Payable	-72.49	5.33
Total Greater Island Committee							-72.49	5.33
<b>H Scheper Book Fund</b>								<b>4,199.74</b>
Total H Scheper Book Fund								4,199.74
<b>Historical Society Fund</b>								<b>396.61</b>
Total Historical Society Fund								396.61
<b>JOHN-CAROLINE TRASK</b>								<b>50.00</b>
Total JOHN-CAROLINE TRASK								50.00
<b>Kiwanis Club of Beaufort</b>								<b>131.46</b>
Total Kiwanis Club of Beaufort								131.46
<b>Sally &amp; Joseph Harrington</b>								<b>884.88</b>
	Bill Pmt -Check	04/11/2016	1237	MIDWEST TAPE	VOID:	Accounts Payable	0.00	884.88
	Bill Pmt -Check	04/11/2016	1238	MIDWEST TAPE		Accounts Payable	-734.88	150.00

**Board of Trustees - Library Board**  
**General Ledger**  
 As of April 30, 2016

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>SHIRLEY DILLON</b>							<b>100.00</b>
Total SHIRLEY DILLON							100.00
<b>WEBSTER FAMILY FOUNDATION</b>							<b>500.00</b>
Total WEBSTER FAMILY FOUNDATION							500.00
<b>Wendy Allen Memorial</b>							<b>145.00</b>
Total Wendy Allen Memorial							145.00
<b>First Citizens Bank (Total) - Other</b>							<b>0.00</b>
Total First Citizens Bank (Total) - Other							0.00
Total First Citizens Bank (Total)						-944.35	13,926.34