



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, July 12, 2017
4:00 p.m.
St. Helena Branch Library
6355 Jonathan Francis Senior Road
St. Helena, South Carolina 29920
843.255-6490

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. May 10, 2017 Minutes (**backup**)
- VI. Corresponding/Membership
- VII. Library Director's Report
 - A. Personnel Update
 - B. Projects Update
 - C. Annual Report Presentation (FY 16/17)
- VIII. Financial Reports:
 - A. County Funds
 - B. Library Revenues & Trustee Funds (**backup**)
 - C. Library Director's Expenditure Report (**backup**)
- IX. Committee Reports:

- A. Advocacy – Lynne Miller, Chair; Laura Sturkie and Brenda Ladson Powell
- B. Finance Committee - Joseph Bogacz, Chair; Anna Maria Tabernik and Laura Sturkie

- Proposed FY18 Library Budget Review/Approval

- C. Foundation – Lynn Miller
- D. Friends of the Library (FOL):
 - Beaufort: Brenda Ladson Powell
 - Bluffton: Laura Sturkie
 - Hilton Head: Lynne Miller
- E. School Liaison – Brenda Ladson Powell; Chair
- F. Policies & Procedures – Anna Maria Tabernik, Chair; Deborah Johnson

- Proposed Inter-Library Loan (ILL) Policy Revision

- G. Strategic Planning – Deborah Johnson, Chair; Anna Maria Tabernik, Brenda Ladson Powell, Lynn Miller

- Strategic Planning Update

- H. Challenged Materials Committee – Joe Bogacz, Chair; Laura Sturkie, Anna Maria Tabernik.

- I. Director Evaluation – Anna Maria Tabernik, Chair; Brenda Ladson Powell, Joe Bogacz

X. Old Business:

XI. New Business:

XII. Executive Session: Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee.

XIII. Adjournment

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – May 10, 2017 – 4:00 pm

The third scheduled meeting for 2017 was held at the Bluffton Branch Library.

Trustees: Bernard Kole, *Chair*; Anna Maria Tabernik, Vice-chair; Joseph Bogacz, Deborah Johnson, Brenda Ladson Powell, Peggy Martin, Lynne Miller, Eileen Fitzgerald, and Laura Sturkie.

Absent: Rosalie Richman, Tracey Robinson.

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

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 March 8, 2017: The minutes were unanimously approved as written on a motion from Ms. Martin, and a second from Ms. Tabernik. There was a unanimous vote.

Correspondence/Memberships: None.

Library Director's Report: Mr. McBride presented his report (attached).

Personnel Updates:

- The *Library Organizational Chart* is attached (there are six vacancies at this time).
- Three (3) *Library Assistant IV* positions (currently vacant) require library experience, presenting a great opportunity for internal staff to be promoted.

Projects:

Beaufort Library:

- **First Floor Renovation:**
 - The library will be closed May 12-20 for the new carpet installation in the children's area and the main public area.
 - The library is in preparation mode for the new carpet installation:
 - The furniture will be removed on Friday morning (May 12).
 - The contractor will remove the old carpet on Friday afternoon before installing the new carpet.
 - The library may upgrade to LED lighting and replace the current circulation desk (and other furniture) during the next fiscal year.
- **Bluffton Library:**
 - **Carpet Replacement:**

- The furniture will be moved out of the work room and kitchen on May 25 to replace the carpet with tile.
- The tile installation may take a week to complete.
- **Bookmobile:**
 - South Carolina State Tags may be ready next week.
 - The *ribbon-cutting ceremony* hosted by the County Council will be held at the Bluffton Branch Library on May 22.
 - The library will have a *Media Day* at the Bluffton Branch on May 22.
 - The library may coordinate a full-day *Community Unveiling* event at each branch.
 - The library may publish the schedule of stops and routes within the next week.

Financial Reports:

Library Director's Expenditure Report: (see attachments)

- Mr. McBride explained in detail the *Monthly Expenditure* and *Special Funds* Reports.
- **FY 2017 Budget:** Currently, the remaining balance is \$95,000.
 - **Operating:** \$48,981 *(postage, electricity and maintenance contracts)
 - **Staff slippage (vacant positions):** \$46,662.
- The Library will expend the remaining budget by June 30, 2017.

Committee Reports:

Advocacy Committee: None.

Finance Committee:

- The committee met prior to this meeting at 3 pm at the Conference Room (Bluffton Library).
- The committee is looking forward to the outcomes of the first, second, and third budget hearings. The last budget hearing will be on June 12.
- The *FY 2018 Library Budget* will be ready for approval at the next board meeting (July 2017).

Foundation:

- The *Annual Fashion Show* was successful; the event will continue in memory of *Theresa Dunn*, who made it successful through the years.
- The *Dataw Conservancy* placed a plaque at the St. Helena Library in honor of Earl Dietz.
- The board will send out the *Annual Appeal Letter* in July.

Friends of the Library (FOL):

- **Beaufort Branch:**
 - The Friends donated a significant amount of money for the Beaufort Branch Renovation project.
- **Bluffton Branch:**
 - The amount of sales has increased due to the new shelving in the Book Sale area.

- **Hilton Head Branch:**

- The annual meeting was held on May 9.
- The Friends have received two grants: one from the *Community Foundation of the Lowcountry* and one from the *St. Francis Thrift Shop*.

School Liaison: None.

Policy and Procedures: None.

Strategic Planning Committee:

- The Staff Development Day (April 19) was very successful.
 - The strategic planning sessions with the staff were very productive.
 - The six facilitators did a good job of compiling staff's input in the two-hour sessions.
- The committee met on May 2 to review:
 - The staff sessions' outcomes, next steps, and strategic plan format.
 - The top three goals based on the staff sessions' outcomes.
- Ms. Johnson will email a rough text block to Ms. Traci Cox (Information Services Coordinator) for a final draft of the strategic plan.
- The board will review the final draft prior to the next board meeting. Members will have time to review *content and direction*.
- The four-year strategic plan is a flexible document; the committee may review/revise it every six months.

Miscellaneous:

- Ms. Tabernik passed around a list of the various standing committees.
- Every member should be signed up for at least two committees.
- Members are encouraged to sign up in different committees to experience new roles on the board.
- The committees will be formed by the next board meeting.

Old Business:

Collection Inventory Statistics (see attachment)

- Mr. McBride explained in detail the *Statistics Report (see attachment)*.
- The library has almost finished the inventory of 376,125 items. The Beaufort District Collection inventory is still in progress.
- The "*Location*" (materials placed in different library areas without being updated in the online catalog) was the main issue found in the inventory process. All the issues were corrected in the online catalog.
- Finding errors in the inventory of 5% or less is good considering that the library circulates over 800,000 items per year.

New Business:

- **Request of Artwork Donation:**

- Mr. McBride requests approval to accept a “36x36 inch acrylic painting” by *Mary Lester*, a local Bluffton artist. The artwork will be placed in the *Teen Area* at the Bluffton Library. The artwork is valued at \$1,600.
- Ms. Johnson made a motion to accept the artwork for the Bluffton Library. Mr. Bogacz seconded. There was a unanimous vote.
- **Expansion of operating hours at St. Helena Branch:**
 - Mr. McBride requests approval to accept the expansion of operating hours to 42 hours per week. Thursday hours would be from 11 am to 5 pm (currently 11 am to 3 pm). Changing the hours will not have an impact on the operating cost.
 - Ms. Martin made a motion to accept the expansion of the two additional hours on Thursdays. Ms. Tabernik seconded. There was a unanimous vote.
- **Peggy Martin farewell**
 - Mr. Kole presented Ms. Martin with a plaque for being a member of the Library Board for five years (May 2012 – May 2017).
- **Executive Session:**
 - Mr. Kole made a motion to move into an executive session. Ms. Martin seconded the motion. There was a unanimous vote. The motion was carried.
 - Mr. Kole called the executive session at 4:45 pm. Mr. Kole adjourned the executive session at 5:05 pm and reconvened the regular meeting.
- **Annual Performance Evaluation of the Library Director:**

Ms. Martin made a motion to approve the annual performance evaluation for the Library Director. Mr. Bogacz seconded. There was a unanimous vote.
Ms. Tabernik added that the board is very pleased with the Library Director’s performance.

Mr. Kole asked whether there was any other business. There being none, the meeting was adjourned at 5:08 pm on a motion from Ms. Tabernik and a second from Ms. Martin.

Respectfully submitted,

Ray McBride
Library Director

Beaufort County Library System - Budget Update - Fiscal Year 2017
Actual Expenditures as of July 3, 2017

Line Item	Administration				Beaufort				Bluffton				Hilton Head				Lobeco				St. Helena				Tech Services				BDC				Beaufort Library System				
	FY17 Allocation	Expended YTD	Remaining	Notes	FY17 Allocation	Expended YTD	Remaining	Notes	FY17 Allocation	Expended YTD	Remaining	Notes	FY17 Allocation	Expended YTD	Remaining	Notes	FY17 Allocation	Expended YTD	Remaining	Notes	FY17 Allocation	Expended YTD	Remaining	Notes	FY17 Allocation	Expended YTD	Remaining	Notes	FY17 Allocation	Expended YTD	Remaining	Notes					
Personnel Per MUNIS (Sal.,FICA,Medicare,SC Retirement)	\$490,602	\$492,254	(\$1,652)	100%	\$453,360	\$444,370	\$8,990	98%	\$559,668	\$569,183	(\$9,515)	102%	\$516,647	\$514,260	\$2,387	100%	\$131,737	\$131,732	\$5	100%	\$428,266	\$410,535	\$17,731	96%	\$298,203	\$310,155	(\$11,952)	104%	\$94,599	\$97,335	(\$2,736)	103%	\$2,973,082	\$2,969,824	\$3,258	100%	
ADVERTISING	\$299	\$345	(\$46)	115%	\$0.00	\$0.00	\$0.00	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0.00	\$0.00	\$0	0%	\$0.00	\$0.00	\$0	0%	\$299	\$345	(\$46)	115%	
PRINTING	\$10,406	\$9,235	\$1,171	89%	\$0.00	\$0.00	\$0.00	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0.00	\$0.00	\$0	0%	\$0.00	\$0.00	\$0	0%	\$10,406	\$9,235	\$1,171	89%	
POSTAGE/OTHER CARRIERS	\$43,000	\$37,601	\$5,399	87%	\$0.00	\$0.00	\$0.00	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$114	\$133	(\$19)	117%	\$0	\$0	\$0	0%	\$0.00	\$0.00	\$0	0%	\$0.00	\$0.00	\$0	0%	\$43,114	\$37,734	\$5,380	88%	
TELEPHONE	\$11,300	\$11,107	\$193	98%	\$30	\$31	(\$1)	105%	\$1,050	\$978	\$72	93%	\$2,600	\$2,306	\$294	89%	\$12	\$2	\$10	13%	\$25	\$25	\$0	100%	\$5.00	\$3.68	\$1	74%	\$12.00	\$6.76	\$5	56%	\$15,034	\$14,455	\$579	96%	
ELECTRICITY/NAT'L GAS	\$0	\$0	\$0	0%	\$59,526	\$54,106	\$5,420	91%	\$65,000	\$59,915	\$5,085	92%	\$61,000	\$58,885	\$2,115	97%	\$6,405	\$5,660	\$745	88%	\$55,000	\$53,421	\$1,579	97%	\$0.00	\$0.00	\$0	0%	\$0.00	\$0.00	\$0	0%	\$246,931	\$231,988	\$14,943	94%	
WATER/SEWER/GARBAGE	\$0	\$0	\$0	0%	\$1,950	\$1,916	\$34	98%	\$6,500	\$5,778	\$722	89%	\$2,380	\$1,050	\$1,330	44%	\$0	\$0	\$0	0%	\$2,600	\$2,116	\$484	81%	\$0.00	\$0.00	\$0	0%	\$0.00	\$0.00	\$0	0%	\$13,430	\$10,860	\$2,570	81%	
MAINTENANCE CONTRACTS	\$22,000	\$21,991	\$9	100%	\$17,500	\$1,200	\$16,300	7%	\$16,300	\$1,200	\$15,100	7%	\$17,250	\$1,620	\$15,630	9%	\$6,950	\$240	\$6,710	3%	\$25,750	\$6,885	\$18,865	27%	\$0.00	\$0.00	\$0	0%	\$1,152.00	\$1,152.00	\$0	100%	\$106,902	\$34,288	\$72,614	32%	
REPAIRS TO EQUIPMENT	\$500	\$275	\$225	55%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0.00	\$0.00	\$0	0%	\$1,620	\$1,343	\$277	83%	
EQUIPMENT RENTALS	\$1,025	\$876	\$149	85%	\$600	\$537	\$63	90%	\$1,350	\$1,231	\$119	91%	\$1,420	\$1,296	\$124	91%	\$550	\$491	\$59	89%	\$1,120	\$1,068	\$52	95%	\$450	\$491	(\$41)	109%	\$395.00	\$265.73	\$129	67%	\$6,910	\$5,764	\$1,146	83%	
PROFESSIONAL SERVICES	\$10,410	\$9,214	\$1,196	89%	\$0.00	\$0.00	\$0.00	0%	\$200	\$200	\$0	100%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$23,000	\$22,048	\$952	96%	\$0.00	\$0.00	\$0	0%	\$33,410	\$31,462	\$1,948	94%	
OTHER VEHICLE OPER COSTS	\$50	\$17	\$33	34%	\$0.00	\$0.00	\$0.00	0%	\$0	\$0	\$0	0%	\$50	\$32	\$18	64%	\$0	\$0	\$0	0%	\$50	\$0	\$50	0%	\$0	\$0	\$0	0%	\$0.00	\$0.00	\$0	0%	\$150	\$49	\$101	33%	
GARAGE REPAIRS & MAINT	\$1,249	\$407	\$842	33%	\$0.00	\$0.00	\$0.00	0%	\$274	\$213	\$61	50%	\$975	\$42	\$933	4%	\$0	\$0	\$0	0%	\$1,249	\$268	\$981	21%	\$0	\$0	\$0	0%	\$0.00	\$0.00	\$0	0%	\$3,747	\$929	\$2,818	25%	
BOOKS,SUBS,MEMBERSHIPS	\$3,370	\$3,314	\$56	98%	\$0.00	\$0.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0.00	\$0.00	\$0	0%	\$3,370	\$3,314	\$56	98%	
TRAINING AND CONFERENCES	\$3,000	\$3,271	(\$271)	109%	\$0.00	\$0.00	\$0.00	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0.00	\$0.00	\$0	0%	\$3,000	\$3,271	(\$271)	109%	
VEHICLE INSURANCE	\$1,672	\$1,671	\$1	100%	\$0.00	\$0.00	\$0.00	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0.00	\$0.00	\$0	0%	\$1,672	\$1,671	\$1	100%	
INSURANCE BUILDING	\$0	\$0	\$0	0%	\$0.00	\$0.00	\$0.00	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$84	\$0	\$84	0%	\$0	\$0	\$0	0%	\$0.00	\$0.00	\$0	0%	\$84	\$0	\$84	0%	
UNCLASSIFIED OPERATING	\$1,800	\$1,740	\$60	97%	\$0.00	\$0.00	\$0.00	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0.00	\$0.00	\$0	0%	\$1,800	\$1,740	\$60	97%	
SUPPLIES-OFFICE/PHOTO/ETC	\$20,084	\$19,952	\$132	99%	\$2,900	\$2,928	(\$28)	101%	\$1,748	\$1,663	\$85	95%	\$2,005	\$1,668	\$337	83%	\$725	\$433	\$292	60%	\$975	\$992	(\$17)	102%	\$150	\$90	\$60	60%	\$0.00	\$0.00	\$0	0%	\$28,587	\$27,636.04	\$951	97%	
DATA PROCESSING SUPPLIES	\$4,825	\$4,902	(\$77)	102%	\$0.00	\$0.00	\$0.00	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0.00	\$0.00	\$0	0%	\$0.00	\$0.00	\$0	0%	\$4,825	\$4,902	(\$77)	102%	
LIBRARY MATERIALS	\$0	\$0	\$0	0%	\$0.00	\$0.00	\$0.00	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$134,580	\$131,278	\$3,302	98%	\$0.00	\$0.00	\$0	0%	\$134,580	\$131,278	\$3,302	98%	
LIBRARY PERIODICALS	\$335	\$335	\$0	100%	\$2,500	\$2,500	\$0	100%	\$2,500	\$2,499	\$1	100%	\$3,149	\$3,226	(\$77)	102%	\$1,000	\$999	\$1	100%	\$1,500	\$1,499	\$1	100%	\$0.00	\$0.00	\$0	0%	\$0.00	\$0.00	\$0	0%	\$10,984	\$11,058.61	(\$75)	101%	
FUELS/LUBRICANTS	\$550	\$446	\$104	81%	\$0.00	\$0.00	\$0.00	0%	\$50	\$0	\$50	0%	\$150	\$155	(\$5)	103%	\$0	\$0	\$0	0%	\$250	\$333	(\$83)	133%	\$25	\$0	\$25	0%	\$75	\$18	\$57	0%	\$1,100	\$952	\$148	87%	
MINOR OFF FURN/EQP <\$5,000	\$38,610	\$39,822	(\$1,212)	103%	\$0.00	\$0.00	\$0.00	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0.00	\$0.00	\$0	0%	\$0.00	\$0.00	\$0	0%	\$38,610	\$39,822	(\$1,212)	103%	
DATA PROCESSING EQUIP <\$5,000	\$44,995	\$45,018	(\$23)	100%	\$0.00	\$0.00	\$0.00	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0	\$0	\$0	0%	\$0.00	\$0.00	\$0	0%	\$0.00	\$0.00	\$0	0%	\$44,995	\$45,018	(\$23)	100%	
	\$219,480	\$211,538	\$7,942	96%	\$85,006	\$63,217	\$21,789	74%	\$94,972	\$73,677	\$21,295	78%	\$90,979	\$70,279	\$20,700	77%	\$15,756	\$7,958	\$7,798	51%	\$88,603	\$66,608	\$21,995	75%	\$158,210	\$153,911	\$4,299	97%	\$1,634	\$1,443	\$191	88%	\$754,640	\$648,631.58	\$106,008	86%	
personnel and operating	\$710,082	\$703,792	\$6,290	99%	\$538,366	\$507,587	\$30,779	94%	\$654,640	\$642,860	\$11,780	98%	\$607,626	\$584,539	\$23,087	96%	\$147,493	\$139,690	\$7,803	95%	\$516,869	\$477,143	\$39,726	92%	\$456,413	\$464,066	(\$7,653)	102%	\$96,233	\$98,778	(\$2,545)	103%	\$3,727,722	\$3,207,921	\$519,802	86%	
FY17 County Library Allocations																																					\$3,727,722