



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, March 13, 2019
4:00 p.m.
Beaufort Branch Library
311 Scott Street
Beaufort, South Carolina 29902
843.255-6456

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. January 09, 2019 Minutes (**backup**)
- VI. Corresponding/Membership
- VII. Library Director's Report
 - A. Personnel Update
 - B. Projects Update
- VIII. Financial Reports:
 - A. Library Revenues & Trustee Funds (**backup**)
 - B. Library Director's Expenditure Report (**backup**)
- IX. Committee Reports:

A. Finance Committee - Joseph Bogacz, Chair; Anna Maria Tabernik and Laura Sturkie, Terry Thomas

B. Foundation – Lynn Miller

C. Friends of the Library (FOL):

Beaufort: Brenda Ladson Powell

Bluffton: Laura Sturkie

Hilton Head: Lynne Miller

D. School Liaison – Brenda Ladson Powell; Chair; Rosalie Richman, Terry Thomas

E. Policies & Procedures – Anna Maria Tabernik, Chair; Rosalie Richman

- Library Code of Conduct Revision/Update
- Library Unattended Minor Policy (Delete – combine with Code of Conduct)

F. Strategic Planning – Janet Porter; Chair, Anna Maria Tabernik, Brenda Ladson Powell, Lynn Miller, Tracey Robinson,

G. Challenged Materials Committee – Joe Bogacz, Chair; 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.

XIII. Adjournment

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – January 9, 2019 – 4:00 p.m.

The first scheduled meeting for 2019 was held at the Bluffton Branch Library.

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

Absent: Janet Porter, Terry Thomas, and Tracey Robinson.

Library Staff: Ray McBride, *Director of Libraries*.

Call to Order: The meeting was called to order at 4:02 p.m.

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

Public Comment: None.

Minutes of November 14, 2018: The minutes were approved as written on a motion from Mr. Bogacz and a second from Ms. Sturkie. There was a unanimous vote.

Correspondence/Memberships: None.

Library Director's Report

Mr. McBride presented his report:

- **Personnel**
- **Vacant positions:**
 - Organizational chart is attached.
 - There are currently five (5) vacant positions:
 - Three (3) vacant positions are in the process of being filled.
- **Projects Updates**
 - **Space Utilization Study for Hilton Head and Bluffton Branch Libraries:**
 - The architectural firm has been selected by the county/library.
 - The architects will conduct interviews and two open public sessions on January 28th and 29th.
 - The agenda will be distributed next week.
 - Bluffton Branch – January 28.
 - Hilton Head Branch – January 29.
 - **Art Appraisal at the libraries:**
 - The library system has collected 130 artwork pieces over the lifespan of the libraries.
 - The last appraisal was made in 2006; it needs to be updated for insurance purposes.
 - The art appraisal is scheduled for the last 2 weeks in January.

- **Mr. McBride made a recommendation to the board to review the *Artwork Collection Policy and Procedures*.**
 - **Recommendations:**
 - The next art appraisal will be conducted by the appraisal firm by the end of January.
 - The board should review the current policy after receiving the new art appraisal.
- **Mobile Services and Outreach:** (see attachment)
 - The board should review the attached report.
- **Bookmobile # 2**
 - The new bookmobile was delivered to the county garage in December 2018 for processing.
 - The South Carolina state tags and title should be ready by the end of January 2019.
 - Ribbon cutting ceremony may be late February 2019.
- **Fine Amnesty Program**
 - The library collected 350 children's books through the *Fine Amnesty* Program.
 - These books will be donated to the *Born to Read* program (non-profit organization).
- **Mr. McBride made a recommendation to the Board to review/update the 'Unaccompanied minor' (child/teen) policy and procedures due to recent incident reports.**
 - The policy and procedures committee will review the '*Code of Conduct*' and the '*Unaccompanied minor (child/teen)*' policies.
 - The committee will meet in February to review the information/research provided by library staff.
- **Financial Reports:**
 - Library Revenues and Trustees Funds (see attachments)

Committee Reports

- **Finance Committee:** Mr. Bogacz explained the financial documents presented.
 - **Trustees Checking Account Report** as of December 31, 2018 (see attachment)
 - **Library Fines and Fees Account Report** as of December 31, 2018 (see attachment)
 - This report will not be presented at future library board meetings.
 - The Finance Committee will continue receiving this report for informational purposes.
 - **FY 2019 Special Funds Report:** (see attachment).
 - Lottery funds: balance of \$3,760
 - Impact fees: balance of \$3.7M
 - Trustees: balance of \$8,250
 - Expenditures in progress:
 - *Space Utilization Study* \$39,000.
 - **Budget Update – FY 2019:**(see attachment)

- The library has expended 45% of the budget for this fiscal year.
- **Library Expenditure report:** (See attachment)
- **Foundation**
 - The Annual Appeal letters were signed and mailed on November 14.
 - The Fashion Show is a very significant fundraising event for the foundation. The event is scheduled for March 6, 2019, at Belfair.
- **Friends of the Library (FOL)**
 - **Beaufort Branch**
 - 'Books Sandwiched In ' event started on January 7, 2019, at the USCB Art Center (Historic Campus).
 - **Bluffton Branch**
 - The next meeting will be held on January 17, 2019.
 - **Hilton Head Branch**
 - The board met yesterday, January 8.
 - The board approved \$5,000 for bookmobile programs in fiscal year 2020 (July 1, 2019 – June 30, 2020).
- **School Liaison**
 - Ms. Ladson Powell make a recommendation to dissolve the committee since the library staff is contacting/working directly with the school district.
 - The committee will make a presentation at the next board meeting as to why the committee should be dissolved.
- **Policies and Procedures:**
 - The committee will review both policies: 'Unattended Child/Teen' & 'Artwork Collection.'
 - The committee will present the results of the review at the next board meeting.
- **Strategic Planning Committee:**
 - Ms. Tabernik mentioned that the strategic plan implementation process has been very successful.
 - The plan will be reviewed at the end of the current fiscal year.
- **Challenged Materials Committee:** None.
- **Executive Session:**

Mr. Kole made a motion to move into an executive session. Ms. Tabernik seconded the motion. There was a unanimous vote. The motion carried.

Mr. Kole called the executive session at 4:53 pm. Mr. Kole adjourned the executive session at 5:09 pm and reconvened the regular meeting. Mr. McBride presented an update of potential future staff retirements.

There were no decisions made in executive session.

Mr. Kole asked whether there was any other business. There being none, the meeting was adjourned at 5:12 p.m. on a motion from Ms. Sturkie and a second from Ms. Ladson Powell.

Respectfully submitted,

Ray McBride
Library Director

DRAFT

Beaufort County Library System - Budget Update - Fiscal Year 2019

Expenditures as of March. 6, 2019

	<i>FY19 Allocation</i>	<i>Expended YTD</i>	<i>Remaining</i>	<i>Notes</i>
Personnel Per MUNIS (Salary,FICA,Medicare, SC Retirement)	\$3,382,555	\$2,198,601	\$1,183,954	65%
ADVERTISING	\$500	\$409	\$91	82%
PRINTING	\$4,000	\$749	\$3,251	19%
POSTAGE/OTHER CARRIERS	\$54,669	\$22,316	\$32,353	41%
TELEPHONE	\$49,316	\$28,883	\$20,433	59%
ELECTRICITY/NAT'L GAS	\$262,879	\$103,573	\$159,306	39%
WATER/SEWER/GARBAGE	\$13,660	\$6,611	\$7,049	48%
MAINTENANCE CONTRACTS	\$81,535	\$64,015	\$17,520	79%
REPAIRS TO EQUIPMENT	\$404	\$404	\$0	100%
EQUIPMENT RENTALS	\$8,715	\$3,679	\$5,036	42%
PROFESSIONAL SERVICES	\$26,504	\$24,762	\$1,742	93%
OTHER VEHICLE OPER COSTS	\$150	\$561	(\$411)	374%
GARAGE REPAIRS & MAINT	\$4,698	\$531	\$4,167	11%
BOOKS,SUBS,MEMBERSHIPS	\$1,604	\$787	\$817	49%
TRAINING AND CONFERENCES	\$5,866	\$5,853	\$13	100%
VEHICLE INSURANCE	\$2,000	\$84	\$1,916	4%
INSURANCE BUILDING	\$0	\$0	\$0	0%
INSURANCE-OTHER	\$0	\$0	\$0	0%
INSURANCE-PREPAID	\$0	\$5,354	(\$5,354)	0%
UNCLASSIFIED OPERATING	\$2,200	\$1,830	\$370	83%
SUPPLIES-OFFICE/PHOTO/ETC	\$36,234	\$20,069	\$16,165	55%
DATA PROCESSING SUPPLIES	\$5,000	\$4,234	\$766	85%
LIBRARY MATERIALS	\$0	\$0	\$0	0%
LIBRARY PERIODICALS	\$0	\$0	\$0	0%
FUELS/LUBRICANTS	\$5,538	\$3,165	\$2,373	57%
MINOR OFF FURN/EQP <\$5,000	\$38,007	\$29,507	\$8,500	78%
DATA PROCESSING EQUIP <\$5,000	\$130,122	\$98,806	\$31,316	76%
	<u>\$733,601</u>	<u>\$426,182</u>	<u>\$307,419</u>	<u>58%</u>
	\$4,116,156	\$2,624,783	\$1,491,373	64%

FY19 Special Funds

<u>Library System</u>	<u>State Aid/Lottery</u>	<u>Impact Fees</u>		<u>Trustees</u>	<u>Comments</u>	<u>Special Trusts</u>	<u>Comments</u>
Carryforward State Aid/Lottery FY18	\$29,424	Beaufort(Port Royal)	\$573,653	\$719	materials		
FY19 1st Quarter State Aid	\$70,977			(\$575)		\$210,280	Endowment
FY19 2nd Quarter State Aid	\$70,977			\$144			plus interest
FY19 3rd Quarter State Aid	\$70,977						
FY19 4th Quarter State Aid	\$0	Bluffton	\$2,549,419	\$6,307			
				(\$5,812)	Building, materials	\$25,590	BDC materials
FY19 Lottery funds	\$10,006			\$495	conference room	(\$7,303)	Proquest
					furniture	\$18,287	
<i>FY19 1st Quarter spent-to-date</i>	<i>-\$96,641</i>						
<i>FY19 2nd Quarter spent-to-date</i>	<i>-\$65,290</i>	Del Webb Agreement	\$4,100				
<i>FY19 3rd Quarter spent-to-date</i>	<i>-\$22,218</i>						
<i>FY19 4th Quarter spent-to-date</i>	\$0	Hilton Head (& Daufauskie)	\$355,773				
Remaining	\$68,212						
		Lobeco (Sheldon)	\$24,508				
		St. Helena (& Lady's Island)	\$291,860				
				\$7,910	BDC materials		
				(\$2,318)			
				\$5,592			
				\$2,333	systemwide		
				(\$313)	discretionary		
				\$2,019			
Totals	\$68,212		\$3,799,313	\$8,250		\$228,567	

Note: \$39,000 has been allocated for the upcoming space study; \$19,500 from both Bluffton and Hilton Head Impact fees. These funds have not yet been spent and this is for informational value only.

Board of Trustees - Library Board
General Ledger
 As of February 28, 2019

	Type	Date	Num	Name	Memo	Amount	Balance
First Citizens Bank (Total)							8,250.18
BDC Collection							616.67
Total BDC Collection							616.67
Bluffton Building Fund							495.23
Total Bluffton Building Fund							495.23
Bluffton Miscellaneous Fund							39.08
Total Bluffton Miscellaneous Fund							39.08
Clover Carolina Room Fund							879.68
Total Clover Carolina Room Fund							879.68
H Scheper Book Fund							3,720.29
Total H Scheper Book Fund							3,720.29
Historical Society Fund							335.49
Total Historical Society Fund							335.49
Kiwanis Club of Beaufort							143.74
Total Kiwanis Club of Beaufort							143.74
WEBSTER FAMILY FOUNDATION							2,000.00
Total WEBSTER FAMILY FOUNDATION							2,000.00
WOLF CREEK ENTERPRISES							20.00
Total WOLF CREEK ENTERPRISES							20.00
First Citizens Bank (Total) - Other							0.00
Total First Citizens Bank (Total) - Other							0.00
Total First Citizens Bank (Total)							8,250.18

**Beaufort County Library
FY 2019
(July 2018 - June 2019)
Library Revenues**

CASH / CHECK DEPOSITS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 1,055.50	\$ 1,762.07	\$ 1,033.52	\$ 1,430.69	\$ 1,079.18	\$ 617.30	\$ 1,570.89	\$ 1,432.76					\$ 9,981.91
BLUFFTON	\$ 1,872.64	\$ 1,603.46	\$ 1,408.88	\$ 1,588.27	\$ 1,567.28	\$ 816.57	\$ 1,448.60	\$ 1,358.95					\$ 11,664.65
HILTON HEAD	\$ 1,135.00	\$ 1,897.20	\$ 858.69	\$ 982.57	\$ 1,231.45	\$ 983.80	\$ 2,411.18	\$ 1,854.20					\$ 11,354.09
ST. HELENA	\$ 561.74	\$ 844.42	\$ 341.75	\$ 389.84	\$ 313.14	\$ 279.45	\$ 435.87	\$ 653.64					\$ 3,819.85
LOBECO	\$ 283.55	\$ 282.33	\$ 132.62	\$ 175.14	\$ 179.64	\$ 90.74	\$ 160.10	\$ 216.75					\$ 1,520.87
TOTAL	\$ 4,908.43	\$ 6,389.48	\$ 3,775.46	\$ 4,566.51	\$ 4,370.69	\$ 2,787.86	\$ 6,026.64	\$ 5,516.30	\$ -	\$ -	\$ -	\$ -	\$ 38,341.37

**CREDIT CARD DEPOSITS/
HEARTLAND PAYMENT**

SYSTEM	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 924.94	\$ 928.58	\$ 524.19	\$ 855.92	\$ 635.62	\$ 490.32	\$ 750.23	\$ 638.11					\$ 5,747.91
BLUFFTON	\$ 1,622.13	\$ 1,496.61	\$ 952.17	\$ 943.41	\$ 910.76	\$ 851.31	\$ 1,202.62	\$ 1,116.19					\$ 9,095.20
HILTON HEAD	\$ 699.14	\$ 470.68	\$ 382.62	\$ 802.86	\$ 333.06	\$ 483.50	\$ 1,059.80	\$ 798.35					\$ 5,030.01
ST. HELENA	\$ 132.60	\$ 80.20	\$ 82.40	\$ 24.96	\$ 196.40	\$ 49.78	\$ 177.97	\$ 280.87					\$ 1,025.18
LOBECO	\$ 205.53	\$ 126.90	\$ 55.80	\$ 93.25	\$ 13.30	\$ 119.42	\$ 202.91	\$ 38.10					\$ 855.21
TOTAL	\$ 3,584.34	\$ 3,102.97	\$ 1,997.18	\$ 2,720.40	\$ 2,089.14	\$ 1,994.33	\$ 3,393.53	\$ 2,871.62	\$ -	\$ -	\$ -	\$ -	\$ 21,753.51

COPIERS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 7.57	\$ 273.90	\$ 27.15	\$ 27.35	\$ 218.75	\$ -	\$ 95.90	\$ 120.20					\$ 770.82
BLUFFTON	\$ 118.00	\$ 82.00	\$ 146.05	\$ 105.75	\$ 58.80	\$ 40.10	\$ 97.00	\$ 130.10					\$ 777.80
HILTON HEAD	\$ -	\$ -	\$ 117.50	\$ -	\$ 120.55	\$ 67.00	\$ -	\$ 103.40					\$ 408.45
ST. HELENA	\$ 40.30	\$ 57.95	\$ 19.00	\$ 36.75	\$ 18.20	\$ 18.50	\$ 33.40	\$ 33.20					\$ 257.30
LOBECO	\$ 40.35	\$ 148.45	\$ 78.00	\$ 98.00	\$ 122.50	\$ 133.40	\$ 118.80	\$ 116.00					\$ 855.50
TOTAL	\$ 206.22	\$ 562.30	\$ 387.70	\$ 267.85	\$ 538.80	\$ 259.00	\$ 345.10	\$ 502.90	\$ -	\$ -	\$ -	\$ -	\$ 3,069.87

INTEREST SUMMARY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
INTEREST REVENUE	\$ 1.78	\$ 1.85	\$ 1.85	\$ 1.47	\$ 0.47	\$ 0.53	\$ 0.59	\$ 0.59					\$ 9.13

GRAND TOTAL

\$ 63,173.88

Library Code of Conduct **DRAFT**

The Board of Trustees of the Beaufort County Library has adopted the Code of Conduct to provide a welcoming environment for those using library facilities and resources.

All library users, regardless of age, are subject to the Library's Code of Conduct. Behavioral regulations will be enforced by Library staff in a fair and reasonable manner. Parents and caregivers, not Library staff, are responsible for the actions and safety of children visiting the Library; however, Library staff and/or law enforcement officers are authorized to stop prohibited activities and behaviors.

Failure to comply with the Library's established regulations and policies may result in an individual's restriction/termination of Library privileges, ranging from exclusion from Library property for the remainder of the day to permanent exclusion and/or arrest/prosecution.

An individual excluded from Library property may appeal in writing to the Library Executive Director. Decisions of the Executive Director may be appealed in writing to the Library Board.

An individual receiving a Trespass Warning Notice wishing to appeal the notice must submit a request for a hearing to the Library's Board of Trustees within five (5) business days of receiving the written notice per the SC Code of Laws 16-11-625(A)(2)(c).

Unruly, inappropriate or annoying behavior; violations of Federal, State or local laws; and violations of Library policy are prohibited.

Examples of prohibited activities and behaviors include, but are not limited to:

- Caregivers leaving children unattended. Caregivers must remain in the same area of the library as the child being cared for.
- Failing to pick up a child/teen (ages 17 and younger) at a Library facility before its closing time.
- Caregivers allowing children under age four (4) to use a Library computer without the hands-on supervision of someone at least 15 years of age.
- Possessing, consuming or being under the influence of alcohol or illegal drugs.
- Engaging in sexual activity of any kind.
- Threatening or committing acts of physical violence.
- Displaying material inconsistent with Internet Use Policy standards.
- Possessing a weapon or other item deemed by Library staff to be potentially dangerous to others.
- Intentionally damaging, destroying or stealing any property belonging to the Library, patrons or staff.
- Prolonged display of physical affection.
- Failing to heed program attendance limits/room capacities.
- Failing to heed requests of Library staff in relation to potential Code of Conduct violations or other Library business.
- Removing, altering, relocating or misusing Library furnishings.
- Monopolizing Library equipment, materials or facilities.
- Using obscene or abusive language or engaging in obscene/intimidating actions.
- Creating disruptive noises such as loud talking, screaming or banging on Library furnishings.

- Interfering in any way with the free movement of others.
- Persistent staring at others or following others around.
- Attempting to enter nonpublic areas.
- Failing to silence all electronic devices. All sound produced by electronic devices must be silenced or audible only to the user.
- Consuming food or beverages outside an approved or designated area with exception of baby bottles for infants and toddlers. Closeable drinking containers are permitted.
- Sleeping.
- Bringing into the building any large or cumbersome items, such as bicycles, bedrolls, luggage, etc.
- Creating an obstruction for others entering or exiting a Library facility.
- Smoking, using tobacco products or vaping.
- Skateboarding or skating.
- Selling and/or soliciting for services, money or products.
- Distributing or posting printed material/literature that has not been approved by Library Administration.
- Bringing animals, other than service animals, into a Library facility without staff approval.
- Using photographic, video or other recording devices without Library staff approval.
- Entering a Library facility without footwear and a shirt, pants or other covering of the upper and lower body. Carried children are exempt from the footwear requirement.
- Bodily hygiene that is offensive so as to constitute a nuisance to others.
- Misusing public restrooms. Bathing, shaving or lingering is prohibited.
- Adults lingering in the teen or children's area when unaccompanied by a teenager or child.

Revised and Approved by Library Board of Trustees on _____