



BEAUFORT COUNTY  
LIBRARY BOARD OF TRUSTEES  
Wednesday, July 10, 2019  
4:00 p.m.  
Bluffton Branch Library  
120 Palmetto Way  
Bluffton, South Carolina 29910  
843.255-6501

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 8, 2019 Minutes (**backup**)
- VI. Corresponding/Membership
- VII. Library Director's Report
  - A. Personnel Update
  - B. Projects Update
  - C. Bluffton & Hilton Head Library Space Utilization Study Update
  - D. Summer Reading Program Update
  - E. Annual State Aid to Public Libraries Certification
- 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 – Lynne Miller
- C. Friends of the Library (FOL):
  - Beaufort: Brenda Ladson Powell
  - Bluffton: Laura Sturkie
  - Hilton Head: Lynne Miller
- D. Policies & Procedures – Anna Maria Tabernik, Chair; Rosalie Richman
- E. Strategic Planning – Janet Porter; Chair, Anna Maria Tabernik, Brenda Ladson Powell, Lynne Miller, Tracey Robinson.
- F. Challenged Materials Committee – Joe Bogacz, Chair; Laura Sturkie, Rosalie Richman.
- G. Nomination Committee, Anna Maria Tabernik; Chair; Laura Sturkie, Lynne Miller; Brenda Ladson-Powell.
- H. Library Facilities Committee, Bernie Kole; Chair; Joe Bogacz, Rosalie Richman, Laura Sturkie and Tracey Robinson

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 8, 2019 – 4:00 p.m.**

The third scheduled meeting for 2019 was held at the St. Helena Branch Library.

**Trustees:** Bernard Kole, *Chair*; Anna Maria Tabernik, *Vice-chair*; Joseph Bogacz, Rosalie Richman, Lynne Miller, Terry Thomas, Tracey Robinson, Laura Sturkie, Janet Porter, and Brenda Ladson Powell (*participated via phone*).

- Trustee seat for District 5<sup>th</sup> is vacant.
- Ms. Porter encouraged residents of District 5<sup>th</sup> to apply online (County website)

**Library Staff:** Ray McBride, *Director of Libraries*; Traci Cox, *Marketing and Communication Coordinator*; Madeline Helser-Howard, *Lobeco Branch Manager & Youth Services Coordinator System wide*; Joshua Greer, *Information Services Librarian*; Ileana Herrick, *Administrative Assistant*.

**County Council Member:** Councilwoman Alice Howard, District 4.

**Call to Order:** The meeting was called to order at 4:05 p.m.

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

**Public Comment:** None.

**Minutes of March 13, 2019:** The minutes were approved as written on a motion from Ms. Porter and a second from Mr. Bogacz. There was a unanimous vote.

**Correspondence/Memberships:** None.

**Library Director's Report**

Mr. McBride presented his report:

- **Personnel**
- **Vacant positions:**
  - Library Organizational chart is attached.
    - There are currently five (5) vacant positions.
    - Two (2) more vacancies by the end of May (projected).
- **Projects Updates:** (see attachment)
  - Mr. McBride mentioned that most of the projects have been accomplished for FY18/19.
    - Sixty-six (66) projects have been completed in the last 24 months.
- **Bluffton and Hilton Head Library Space Utilization Study Update**
  - The final copy of the 'Space utilization Study Phase I' report is attached.
  - **What is next:**
  - Mr. McBride explained the *Phase II process* in detail.

- The ‘*Request For Proposal (RFP) Phase II*’ document refers to estimating the cost of renovations to the the existing spaces in the Hilton Head and Bluffton Branch Libraries.
- Mr. McBride requested approval to submit the ‘*Request for Proposal (RFP) Phase II*’ document to the Community Services Committee of County Council for approval to start the procurement process for potential architects for cost estimate of renovations for the Hilton Head and Bluffton Branch Libraries.
- **Motion:** Ms. Tabernik made a motion to accept Mr. McBride's request to submit to ‘*RFP Phase II*’ document to the Community Services Committee of County Council. Mr. Bogacz seconded. There was a unanimous vote.
- Mr. McBride will report to the board as the project progresses.
- **Summer Reading @ Your Library Update (Powerpoint presentation is attached).**
  - Ms. Cox and Ms. Helser-Howard explained the Powerpoint presentation in detail to the board.
  - **Highlights:**
    - **Mission:** *Summer Reading @ Your Library*; targets everyone (all ages) in the community.
    - **Summer @ Your Library: June 1 – July 31, 2019.**
      - The Library and the School District worked together for one combined Summer Reading Program ‘*Summer @ Your Library*’.
      - Thanks to a partnership between the *Beaufort County School District, Sodexo, and the Beaufort County Library*, the food truck will make daily stops at the Beaufort, Lobeco, and St. Helena branch libraries to provide a free hot lunch to children and teens during the summer.
    - Mr. Bogacz requested that Ms. Cox and Ms. Helser-Howard return to the Board at a later month with a follow-up report on the success and metrics of the reading program.
- **Financial Reports:**
  - Library Revenues and Trustees Funds (see attachments)
  - Expenditure and Special Funds (see attachments)

### **Committee Reports**

- **Finance Committee:** Mr. Bogacz explained the financial documents presented.
  - The Finance Committee meets at 3 p.m., prior to the board meeting.
  - **Beaufort County Library (BCL) Proposed Budget for the next Fiscal Year 2019/2020:** see attachment.
    - Mr. Bogacz reiterated that the line item ‘*library periodicals*’ is budgeted under *State Aid funds* instead of *County general funds*.
  - **Trustees Checking Account Report** as of April 30, 2019 (see attachment).
  - **FY 2019 Special Funds Report:** (see attachment).
  - **Budget Update – FY 2019:**(see attachment)

- The library has expended 82% of the budget for this fiscal year.
- **Expenditure Report FY 2019 - Library Materials:** (see attachment)
  - The library has expended \$507K of the budget for this fiscal year.
- **Foundation**
  - The next meeting will be on Friday, May 10 at the Beaufort County Library.
    - The *Fashion Show* was held on March 6 in Belfair; the event was very successful.
- **Friends of the Library (FOL)**
  - **Beaufort Branch:** None.
  - **Bluffton Branch:** The next meeting will be on May 16.
  - **Hilton Head Branch:**
    - The Annual Meeting was on May 7.
    - The board is excited about the new Bookmobile # 2.
- **Policies and Procedures:**
  - *Library Art policy:*(see attachment)
    - Ms. Tabernik mentioned that the committee will meet in July to discuss the *Library Donations Policy*.
      - **Background:** The library has received many pieces of art over the years.
      - Many of these pieces are not suitable for the library due to space limitations (more suitable for Museums) and insurance cost.
- **Strategic Planning Committee:**
  - The committee will start reviewing the current strategic plan in June 2019.
- **Challenged Materials Committee:** None.
- **Nominating committee:**

**Nominations & Election of Officers:**

Ms. Miller presented the slate of officers for nomination:

- Chairwoman: Anna Maria Tabernik.
- Vice-Chair: Laura Sturkie.
- Finance Chair: Joseph Bogacz
- Corresponding Secretary: Rosalie Richman.

Ms. Miller collected the written ballots for Chairperson.

Mr. Kole asked for a show of hands for Vice Chair, Finance Chair, and Corresponding Secretary.

The written ballot vote was unanimous for Chairperson.

- Ms. Tabernik has been elected as the Chairwoman of the Library Board.
- Ms. Sturkie has been elected as the new Vice Chair of the Library Board.

- Mr. Bogacz has been elected as the new Finance Chair of the Library Board.
  - Ms. Richman has been elected as the Corresponding Secretary of the Library Board.
- Mr. Kole made a motion to accept the Chair, Vice Chair, Finance Chair, and Corresponding Secretary for a two-year period. Ms. Miller seconded the motion. There was a unanimous vote to accept. Motion carried.

**Bernie Kole has served as a Chair of the Library Board for a term of five years:**

- Mr. McBride presented Mr. Kole with a plaque for being an outstanding Chair of the Board for five years (March 2014 – May 2019).

**Library Facilities Committee:**

- Board members are welcomed to join the Committee.
- **Executive Session:**
  - Mr. Kole made a motion to move into an executive session. Ms. Sturkie seconded the motion. There was a unanimous vote. The motion was carried.
  - Mr. Kole called the executive session at 5:30 pm. Mr. Kole adjourned the executive session at 6:00 pm and reconvened the regular meeting.
- **Annual Performance Evaluation of the Library Director:**
  - Mr. Bogacz made a motion to approve the annual performance evaluation for the Library Director. Ms. Sturkie seconded. There was a unanimous vote.
  - Ms. Tabernik added that the board is very pleased with the Library Director's performance.
- Ms. Miller made a motion to recommend that the County Administration should provide Mr. McBride with a well-deserved merit pay. The amount is specified in today's written evaluation for his outstanding performance as Library Director and his continuing dedication to our residents. Ms. Sturkie seconded. There was a unanimous vote.
- Note: This merit pay-based on annual evaluation is the same that all County employees are eligible for.

Mr. Kole asked whether there was any other business. There being none, the meeting was adjourned at 6:02 p.m. on a motion from Ms. Sturkie and a second from Ms. Richman.

Respectfully submitted,

**Ray McBride**  
**Library Director**

## Beaufort County Library System - Budget Update - Fiscal Year 2019

Expenditures as of June 21, 2019

[11.75 months]

Personnel Per MUNIS

(Salary,FICA,Medicare, SC Retirement)

	FY19 Allocation	Expended YTD	Remaining	Notes
Personnel Per MUNIS (Salary,FICA,Medicare, SC Retirement)	\$3,382,555	\$3,289,834	\$92,721	97%
ADVERTISING	\$1,500	\$457	\$1,043	30%
PRINTING	\$5,500	\$5,460	\$40	99%
POSTAGE/OTHER CARRIERS	\$29,369	\$25,602	\$3,767	87%
TELEPHONE	\$49,141	\$39,591	\$9,550	81%
ELECTRICITY/NAT'L GAS	\$212,719	\$164,827	\$47,892	77%
WATER/SEWER/GARBAGE	\$12,660	\$8,365	\$4,295	66%
MAINTENANCE CONTRACTS	\$81,535	\$67,491	\$14,044	83%
REPAIRS TO EQUIPMENT	\$404	\$404	\$0	100%
EQUIPMENT RENTALS	\$9,065	\$6,805	\$2,260	75%
PROFESSIONAL SERVICES	\$26,504	\$25,730	\$774	97%
OTHER VEHICLE OPER COSTS	\$677	\$594	\$83	88%
GARAGE REPAIRS & MAINT	\$7,715	\$1,869	\$5,846	24%
BOOKS,SUBS,MEMBERSHIPS	\$1,857	\$1,857	\$0	100%
TRAINING AND CONFERENCES	\$6,166	\$5,488	\$678	89%
VEHICLE INSURANCE	\$2,000	\$2,012	(\$12)	101%
INSURANCE BUILDING	\$0	\$0	\$0	0%
INSURANCE-OTHER	\$0	\$0	\$0	0%
INSURANCE-PREPAID	\$0	\$5,354	(\$5,354)	0%
UNCLASSIFIED OPERATING	\$2,430	\$2,430	\$0	100%
SUPPLIES-OFFICE/PHOTO/ETC	\$37,907	\$30,192	\$7,715	80%
DATA PROCESSING SUPPLIES	\$5,000	\$4,415	\$585	88%
LIBRARY MATERIALS	\$70,235	\$0	\$70,235	0%
LIBRARY PERIODICALS	\$0	\$0	\$0	0%
FUELS/LUBRICANTS	\$5,688	\$5,285	\$403	93%
MINOR OFF FURN/EQP <\$5,000	\$39,407	\$38,158	\$1,249	97%
DATA PROCESSING EQUIP <\$5,000	\$126,122	\$125,622	\$500	100%
	\$733,601	\$568,008	\$165,593	77%
	\$4,116,156	\$3,857,842	\$258,314	94%

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
<b>First Citizens Bank (Total)</b>							<b>8,250.18</b>
<b>BDC Collection</b>							<b>616.67</b>
Total BDC Collection						616.67	616.67
<b>Bluffton Building Fund</b>							<b>495.23</b>
Total Bluffton Building Fund						495.23	495.23
<b>Bluffton Miscellaneous Fund</b>							<b>39.08</b>
Total Bluffton Miscellaneous Fund						39.08	39.08
<b>Clover Carolina Room Fund</b>							<b>879.68</b>
					Contributions		
	Deposit	06/03/2019			Deposit Income	1,500.00	2,379.68
Total Clover Carolina Room Fund						1,500.00	2,379.68
<b>H Scheper Book Fund</b>							<b>3,720.29</b>
Total H Scheper Book Fund							3,720.29
<b>Historical Society Fund</b>							<b>335.49</b>
Total Historical Society Fund							335.49
<b>Kiwanis Club of Beaufort</b>							<b>143.74</b>
Total Kiwanis Club of Beaufort							143.74
<b>WEBSTER FAMILY FOUNDATION</b>							<b>2,000.00</b>
Total WEBSTER FAMILY FOUNDATION							2,000.00
<b>WOLF CREEK ENTERPRISES</b>							<b>20.00</b>
Total WOLF CREEK ENTERPRISES							20.00
<b>First Citizens Bank (Total) - Other</b>							<b>0.00</b>
Total First Citizens Bank (Total) - Other							0.00
<b>Total First Citizens Bank (Total)</b>						<b>1,500.00</b>	<b>9,750.18</b>



**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	\$ 1,515.77	\$ 1,214.66	\$ 667.08	\$ 1,614.62	\$ 14,994.04
BLUFFTON	\$ 1,872.64	\$ 1,603.46	\$ 1,408.88	\$ 1,588.27	\$ 1,567.28	\$ 816.57	\$ 1,448.60	\$ 1,358.95	\$ 1,735.88	\$ 1,740.20	\$ 1,283.87	\$ 1,800.10	\$ 18,224.70
HILTON HEAD	\$ 1,135.00	\$ 1,897.20	\$ 858.69	\$ 982.57	\$ 1,231.45	\$ 983.80	\$ 2,411.18	\$ 1,854.20	\$ 1,527.20	\$ 875.80	\$ 1,436.90	\$ 1,223.50	\$ 16,417.49
ST. HELENA	\$ 561.74	\$ 844.42	\$ 341.75	\$ 389.84	\$ 313.14	\$ 279.45	\$ 435.87	\$ 653.64	\$ 385.17	\$ 419.56	\$ 388.62	\$ 221.68	\$ 5,234.88
LOBECO	\$ 283.55	\$ 282.33	\$ 132.62	\$ 175.14	\$ 179.64	\$ 90.74	\$ 160.10	\$ 216.75	\$ 248.15	\$ 204.49	\$ 142.95	\$ 656.83	\$ 2,773.29
<b>TOTAL</b>	<b>\$ 4,908.43</b>	<b>\$ 6,389.48</b>	<b>\$ 3,775.46</b>	<b>\$ 4,566.51</b>	<b>\$ 4,370.69</b>	<b>\$ 2,787.86</b>	<b>\$ 6,026.64</b>	<b>\$ 5,516.30</b>	<b>\$ 5,412.17</b>	<b>\$ 4,454.71</b>	<b>\$ 3,919.42</b>	<b>\$ 5,516.73</b>	<b>\$ 57,644.40</b>

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	\$ 1,627.91	\$ 605.47	\$ 888.50	\$ 1,432.45	\$ 10,302.24
BLUFFTON	\$ 1,622.13	\$ 1,496.61	\$ 952.17	\$ 943.41	\$ 910.76	\$ 851.31	\$ 1,202.62	\$ 1,116.19	\$ 957.50	\$ 938.55	\$ 1,331.87	\$ 2,146.20	\$ 14,469.32
HILTON HEAD	\$ 699.14	\$ 470.68	\$ 382.62	\$ 802.86	\$ 333.06	\$ 483.50	\$ 1,059.80	\$ 798.35	\$ 785.17	\$ 675.53	\$ 688.57	\$ 702.03	\$ 7,881.31
ST. HELENA	\$ 132.60	\$ 80.20	\$ 82.40	\$ 24.96	\$ 196.40	\$ 49.78	\$ 177.97	\$ 280.87	\$ 218.16	\$ 338.61	\$ 132.72	\$ 358.08	\$ 2,072.75
LOBECO	\$ 205.53	\$ 126.90	\$ 55.80	\$ 93.25	\$ 13.30	\$ 119.42	\$ 202.91	\$ 38.10	\$ 65.20	\$ 36.54	\$ 57.20	\$ 145.17	\$ 1,159.32
<b>TOTAL</b>	<b>\$ 3,584.34</b>	<b>\$ 3,102.97</b>	<b>\$ 1,997.18</b>	<b>\$ 2,720.40</b>	<b>\$ 2,089.14</b>	<b>\$ 1,994.33</b>	<b>\$ 3,393.53</b>	<b>\$ 2,871.62</b>	<b>\$ 3,653.94</b>	<b>\$ 2,594.70</b>	<b>\$ 3,098.86</b>	<b>\$ 4,783.93</b>	<b>\$ 35,884.94</b>

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	\$ 59.00	\$ 89.75	\$ 67.00	\$ 54.25	\$ 1,040.82
BLUFFTON	\$ 118.00	\$ 82.00	\$ 146.05	\$ 105.75	\$ 58.80	\$ 40.10	\$ 97.00	\$ 130.10	\$ 141.70	\$ -	\$ 101.10	\$ 82.80	\$ 1,103.40
HILTON HEAD	\$ -	\$ -	\$ 117.50	\$ -	\$ 120.55	\$ 67.00	\$ -	\$ 103.40	\$ -	\$ 162.00	\$ -	\$ 117.00	\$ 687.45
ST. HELENA	\$ 40.30	\$ 57.95	\$ 19.00	\$ 36.75	\$ 18.20	\$ 18.50	\$ 33.40	\$ 33.20	\$ 48.80	\$ 35.20	\$ 45.35	\$ 40.40	\$ 427.05
LOBECO	\$ 40.35	\$ 148.45	\$ 78.00	\$ 98.00	\$ 122.50	\$ 133.40	\$ 118.80	\$ 116.00	\$ 138.10	\$ 166.26	\$ 105.35	\$ 123.62	\$ 1,388.83
<b>TOTAL</b>	<b>\$ 206.22</b>	<b>\$ 562.30</b>	<b>\$ 387.70</b>	<b>\$ 267.85</b>	<b>\$ 538.80</b>	<b>\$ 259.00</b>	<b>\$ 345.10</b>	<b>\$ 502.90</b>	<b>\$ 387.60</b>	<b>\$ 453.21</b>	<b>\$ 318.80</b>	<b>\$ 418.07</b>	<b>\$ 4,647.55</b>

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	\$ 0.72	\$ 0.76	\$ 0.84	\$ 0.88	\$ 12.33

<b>GRAND TOTAL</b>	<b>\$ 98,189.22</b>
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