



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, September 11, 2019
4:00 p.m.
Hilton Head Branch Library
11 Beach City Road
Hilton Head, South Carolina 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. July 10, 2019 Minutes (**backup**)
- VI. Corresponding/Membership
- VII. Library Director's Report
 - A. Personnel Update
 - B. Projects Update
 - C. Summer Reading Program Update
 - D. Mobile Services & Outreach Annual Report FY19
 - E. Potential New Branch Library Update
- VIII. Financial Reports:
 - A. Library Revenues (**backup**)
 - B. Library Director's Expenditure Report (**backup**)

IX. Committee Reports:

- A. Finance Committee - Joseph Bogacz, Chair; Anna Maria Tabernik, Laura Sturkie, Terry Thomas and James Morrall
- B. Foundation – Lynne Miller
- C. Friends of the Library (FOL):
 - Beaufort: Brenda Ladson Powell, James Morrall
 - Bluffton: Laura Sturkie, Rosalie Richman
 - Hilton Head: Lynne Miller
- D. Policies & Procedures – Rosalie Richman, Chair; Lynne Miller, Janet Porter and Terry Thomas
 - Reconsideration of Meeting Room Policy Revision
 - Proposed Privacy and Confidentiality Policy Revision
 - Proposed Donations and Gift Policy Revision
- E. Strategic Planning – Janet Porter; Chair, Anna Maria Tabernik, Brenda Ladson Powell, Lynne Miller, Tracey Robinson.
- F. Challenged Materials Committee – Joe Bogacz, Chair; James Morrall, Rosalie Richman and Tracey Robinson
- G. Library Facilities Committee, Bernie Kole; Chair; Joe Bogacz, Rosalie Richman, Laura Sturkie and Anna Marie Tabernik

X. Old Business:

XI. New Business:

- Library Board Meeting Dates/Locations for 2020

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 – July 10, 2019 – 4:00 p.m.

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

Trustees: Ana Maria Tabernik, *Chair*; Laura Sturkie, *Vice-chair*; Bernard Kole, Rosalie Richman, James Morrall, Terry Thomas, Janet Porter, and Brenda Ladson Powell.

Absent: Joseph Bogacz, Tracey Robinson, and Lynne Miller.

Library Staff: Ray McBride, *Director of Libraries*; Scott Strawn, *Bluffton Branch Library Manager*; Traci Cox, *Marketing and Communication Coordinator*; Madeline Helsler-Howard, *Lobeco Branch Manager & Youth Services Coordinator System wide*; Joshua Greer, *Information Services Librarian*.

County Council Member: Councilwoman Alice Howard, District 4.

Call to Order: The meeting was called to order at 4:00 p.m.

Pledge of Allegiance: Ms. Tabernik led those present in the Pledge of Allegiance.

Introduction: Ms. Tabernik introduced and welcomed new board member Mr. James Morrall.

Public Comment: None.

Minutes of May 8, 2019: The minutes were approved as written on a motion from Mr. Kole and a second from Ms. Sturkie. There was a unanimous vote.

Correspondence/Memberships:

- **Exception Request Letter from Ms. Claire Sullivan - Exception to Meeting Room Policy:** (see attached letter)
 - Mr. McBride read the letter to the Board.
 - Ms. Claire Sullivan, Public Forum Facilitator, sent a letter requesting an exception to reserve the meeting room for 12 consecutive meetings at Bluffton Branch Library.
 - **Background:** The *Meeting Room Policy* states that groups can book two consecutive meetings to give equitable access to meeting rooms for the public (see policy for more details).
 - There was a discussion followed by a vote.
- **Motion:** Ms. Porter made a motion to support the *Meeting Room Policy* and to deny this exception request. Ms. Ladson Powell seconded the motion. There was a unanimous vote. The motion carried.
- Mr. McBride will respond to Ms. Sullivan with the board's decision.

Library Director's Report

Mr. McBride presented his report:

- **Personnel**
 - **Vacant positions:**
 - Library Organizational chart is attached.
 - There are no vacant positions at this time.
 - **Projects Updates:** (see attachment)
 - Sixty-six (66) projects have been completed in the last 24 months.
- **Summer Reading @ your Library Powerpoint presentation is attached:**
 - **Summer @ Your Library: June 1 – July 31, 2019.**
 - Ms. Cox and Ms. Helsler-Howard presented a Powerpoint presentation to the board (see attachment).
 - The Library and the School District worked together on a combined Summer Reading Program: ‘*Summer @ Your Library*’.
 - **Highlights:**
 - Forty thousand (40,000) game boards were distributed: thirty-five (35,000) to the School District.
 - The *Sodexo* food truck makes daily stops at the Beaufort, Lobeco and St. Helena Library branches to provide a free hot lunch to children and teens.
 - Hundreds of meals served.
 - Mr. McBride will meet with the New School Superintendent to evaluate the *Summer Reading Program*.
 - The Library and the School District have developed an excellent working relationship.

Committee Reports

Ms. Tabernik coordinated the new committee assignments.

- **Finance Committee:** Ms. Sturkie explained the financial documents presented.
- **FY 2019 Special Funds Report:** (see attachment).
- **Trustees Checking Account as of June 30, 2019:** After discussion, the board agreed to close out and transfer this fund to the Public Library Foundation of Beaufort County Library. This Account is designated to specific projects (see attachment for more details).
- **Motion:** Ms. Sturkie made a motion to close out the Trustees Checking Account and transfer this fund to the *Public Library Foundation of Beaufort County Library* (501C3 non-profit organization). Ms. Porter seconded the motion. There was a unanimous vote. The motion carried.

Library staff will prepare a final check after paying any potential fees to the bank.

- **Beaufort County Library System - Budget Update – FY 2019:**(see attachment)
- **Expenditure Report FY 2019 as of June 21/2019 - Library Materials:** (see attachment)

- **Beaufort County Library System Budget – Proposed FY 2020:** (see attachment).
- **FY 19 Library Materials expenditure:** (for more details see attachment).
 - Ms. Sturkie explained the document in detail.
 - The Library uses multiple sources of funds (i.e. State Aid, Lottery Funds, Friends of the Libraries, etc.) to fund Library Materials.
 - Total expenditures \$660K for FY 2019.
- **FY 2020 Maintenance of Effort (MOE) and State Aid Agreement documents (see attachments).**
 - Ms. Sturkie explained the *State Aid Agreement Report* and the *MOE Statement of Effort* in detail.
 - The Library is required to complete and submit these documents every year to the State Library to receive State Aid Funding.
 - FY 2020 State Aid Agreement is prepared by the Library Director.
 - FY 2020 MOE is prepared by Alicia Holland, Chief Financial Officer of Beaufort County.

Motion: Ms. Sturkie made a motion to authorize the Chair of the Board and the Library Director to sign the *State Aid Agreement Library Budget FY2019-2020*. Ms. Tabernik seconded. There was a unanimous vote.

- As required by the State Library, Ms. Tabernik and Mr. McBride signed the State Aid agreement in the presence of a quorum of the Board.
- **Library Staff Scholarships for Master of Library Science Degree Program at the University of South Carolina:**
 - The library has received a total of \$42K in scholarships for three Library staff members.
 - The Public Library Foundation of Beaufort County: \$14,000
 - Friends of the Hilton Head Library: \$14,000
 - Friends of the Beaufort Branch Library: \$14,000.
 - The Library board recognized the Foundation, the Friends of Hilton Head and Beaufort Libraries for their generosity.
- **Foundation**
 - The next meeting will be on Friday, September 6 at the Beaufort County Library.
- **Friends of the Library (FOL)**
 - **Beaufort Branch:** The next meeting will be on Thursday, August 15, at St. Helena Branch.
 - **Bluffton Branch:** The next meeting will be on Thursday, August 22.
 - **Hilton Head Branch:** None.
- **Policies and Procedures:**
 - The ‘*Library’s Donations & Gifts Policy*’ and ‘*Meeting Room Policy*’ were reviewed at the meeting.
 - Library Donations & Gifts Policy:

- Ms. Richman discussed specifically the current pieces of art (1,027 pieces) donated to the Library branches over the years.
- The board is concerned about the insurance cost, the space limitations and inadequate environmental conditions.
 - Many of these pieces are more suitable for Museums.
- Summary:
 - The library has received many pieces of art over the years.
 - The board created a subcommittee to work on the future disposition of these current pieces of art.
 - Ms. Porter will lead the subcommittee.
 - The board will make a decision after assessing the inventory and status of each piece of art.
- Meeting Room Policy: (see attachment)
 - Yoga and physical exercises classes in Library Meeting Rooms:
 - Ms. Richman explained in detail the concerns about the yoga/physical exercise classes in library meeting rooms.
 - The County Attorney recommends that the classes be moved to more appropriate locations (Recreational Centers) due to potential liability to Beaufort County.

Motion: Ms. Richman made a motion to approve the exclusion of yoga and other physical exercise classes from our Meeting Room policy. Mr. Thomas seconded. There was a unanimous vote. The motion carried.

- Code of Conduct Policy: (for more details see attachment).
 - Mr. McBride recommends adding a footnote to the current policy.
 - After the statement of “*Bringing animals, other than service animals, into a Library facility without staff approval...*” a footnote is being added at the bottom of the Policy to reflect federal law. (See attachment).
- **Strategic Planning Committee: (see attachment).**
 - The committee met on June 11 at the Bluffton Branch Library.
 - Ms. Porter explained in detail the topics discussed at the meeting.
 - The committee reviewed the status of the *Strategic Plan 2018-2021*.
 - The committee discussed the approach and timing for the next *Strategic Plan 2021-2024*.
 - The process will start in the Fall of 2020.
 - Ms. Porter mentioned that the process will have five phases (see attachment for more details).
- **Challenged Materials Committee:** None.
- **Nominating committee:** None.
- **Library Facilities Committee:**
 - Space Utilization Study – renovations at Bluffton and Hilton Head Libraries:
 - Mr. Kole, Chair of the committee, explained in detail the proposed renovations at both library branches:

- Expanding the Children Department in Bluffton Branch (3 times the current size)
- Expanding the Staff Area in Hilton Head Branch (due to new Bookmobile staff).
- Mr. Kole mentioned that the Beaufort County Council Community Services Committee has approved the Library moving to *Phase II*:
 - Request for Bids to determine potential cost of renovations.
- Development of new potential Library Site at Bluffton Area:
 - County Administration and the Community Services Committee of County Council has approved reviewing options and discussing potential sites with the Town of Bluffton and developers in the Bluffton Area.
 - Mr. Kole mentioned that a potential library site could be in the May River Road and Buckwalter Parkway area.

New business:

- **Annual Board Planning Retreat:**
 - The Board will have its annual planning retreat on October 11 from 10 to 2 pm at St. Helena Branch Library.
 - Proposed topics/areas to be covered in the retreat are: 1) library budget process 2) branch renovation project and 3) new potential library site in Bluffton Area.

Ms. Tabernik asked whether there was any other business. There being none, the meeting was adjourned at 5:40 p.m. on a motion from Mr. Kole and a second from Ms. Sturkie.

Respectfully submitted,

Ray McBride
Library Director

Beaufort County Library System - Budget Update - Fiscal Year 2020

Actual Expenditures as of August 30, 2019

Personnel Per MUNIS * transfers for Bookmobile salaries, materials, DP equip.
(Sal., FICA, Medicare, SC Retirement)

Beaufort Library System			
<i>FY20 Allocation</i>	<i>Expended YTD</i>	<i>Remaining</i>	<i>% Spent</i>
\$3,515,280	\$601,246	\$2,914,034	17%
ADVERTISING	\$2,500	\$314	\$2,186 13%
PRINTING	\$7,100	\$212	\$6,888 3%
POSTAGE/OTHER CARRIERS	\$11,596	\$1,108	\$10,488 10%
TELEPHONE	\$49,400	\$5,161	\$44,239 10%
ELECTRICITY/NAT'L GAS	\$212,000	\$31,237	\$180,763 15%
WATER/SEWER/GARBAGE.	\$12,000	\$708	\$11,292 6%
MAINTENANCE CONTRACTS	\$101,000	\$5,594	\$95,406 6%
REPAIRS TO EQUIPMENT	\$300	\$0	\$300 0%
EQUIPMENT RENTALS	\$9,600	\$59	\$9,541 1%
PROFESSIONAL SERVICES	\$38,000	\$20,511	\$17,489 54%
OTHER VEHICLE OPER COSTS	\$350	\$17	\$333 5%
GARAGE REPAIRS & MAINT	\$6,300	\$0	\$6,300 0%
BOOKS,SUBS, MEMBERSHIPS	\$3,000	\$876	\$2,124 29%
TRAINING AND CONFERENCES	\$6,500	\$0	\$6,500 0%
VEHICLE INSURANCE	\$4,000	\$0	\$4,000 0%
INSURANCE BUILDING	\$0	\$0	\$0 0%
INSURANCE-OTHER	\$3,352	\$0	\$3,352 0%
INSURANCE-PREPAID	\$4,475	\$0	\$4,475 0%
UNCLASSIFIED OPERATING	\$2,500	\$660	\$1,840 26%
SUPPLIES-OFFICE/PHOTO/ETC	\$37,000	\$4,733	\$32,267 13%
DATA PROCESSING SUPPLIES	\$6,000	\$0	\$6,000 0%
LIBRARY MATERIALS	\$90,000	\$26,890	\$63,110 30%
LIBRARY PERIODICALS	\$0	\$0	\$0 0%
FUELS/LUBRICANTS	\$10,340	\$623	\$9,717 6%
MINOR OFF FURN/EQP <\$5,000	\$14,000	\$385	\$13,615 3%
DATA PROCESSING EQUIP <\$5,000	\$55,000	\$3,255	\$51,745 6%
Operating Total:	\$4,201,593	\$703,590	\$3,498,003 17%

FY 20 Special Funds

<u>Library System</u>	<u>State Aid/Lottery</u>	<u>Impact Fees</u>		<u>Special Trusts</u>	<u>Comments</u>
Carryforward State Aid/Lottery FY	\$10,824	Beaufort(Port Royal)	\$619,743		
FY20 1st Quarter State Aid	\$81,116			\$210,280	<i>Endowment plus interest</i>
FY20 2nd Quarter State Aid					
FY20 3rd Quarter State Aid					
FY20 4th Quarter State Aid		Bluffton	\$2,915,616		
FY20 State Aid	\$91,940			\$18,149	<i>BDC materials/ Proquest & Materials only</i>
State Aid spent-to-date	-\$84,127				
Remaining	\$7,813				
		Del Webb Agreement	\$4,100		
		Hilton Head (& Daufuskie	\$378,607		
		Lobeco (Sheldon)	\$21,490		
		St. Helena (& Lady's Island	\$316,497		
Totals	\$7,813		\$4,256,052	\$228,429	
8/29/2019					