



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, January 8, 2020
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. November 13, 2019 Minutes (**backup**)
- VI. Corresponding/Membership
- VII. Library Director's Report
 - A. Personnel Update
 - B. Projects 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

- Impact Fee Discussion

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

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:

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

XIII. Adjournment

County Library
BOARD OF TRUSTEES MEETING
Minutes – November 13, 2019 – 4:00 p.m.

The sixth scheduled meeting for 2019 was held at the Beaufort Branch Library.

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

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

Library Staff: Ray McBride, Director of Libraries; Scott Strawn, Bluffton Branch Library Manager; Joshua Greer, Library Operation Manager; Ileana Herrick, Administrative Assistant.

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.

Public Comment: None.

Minutes from meeting held September 11, 2019:

The minutes were approved as written on a motion from Mr. Kole and a second from Ms. Robinson. There was a unanimous vote.

Minutes from meeting held October 11, 2019:

The minutes were approved as written on a motion from Mr. Kole and a second from Ms. Robinson. There was a unanimous vote.

Correspondence/Memberships: None

Library Director's Report:

Mr. McBride presented his report:

- **Personnel:**
 - The *Library Organizational Chart* is attached (six (6) vacant positions).
 - **Vacant positions:** Four (4) current vacant positions are in the process of begin filled by the end of the month.
 - **Deputy Director Position:**
 - **Applicant pool:** There are eight (8) job applicants: three (3) internal and five (5) external.
 - The *hiring panel* includes Monica Spells, Ana Maria Tabernik, and Ray McBride.
 - The hiring panel will conduct the first round of interviews on November 22.
 - The final decision should be made mid-December.
 - The position is expected to be filled in January 2020.

- **Projects Updates:**

- **Beaufort Branch:**

- Beaufort Public Restrooms: The existing public restrooms on the first floor have been renovated in compliance with the *American Disabilities Act (ADA)*.

- **County Impact Fees - New Study:**

- The *Current County Impact Fees Ordinances* are valid for up to 10 years.
 - The County hired Consultants to do the new *Impact Fees Study* for the next 10 years.
 - The Consultants did a preliminary presentation to the County Council on November 12.

Library Impact Fees: are tied directly to the County Facilities Plan for new facilities by State Law; they must be used to support new facilities for future growth (i.e. construction, renovations).

Committee Reports:

- **Finance Committee:**

Mr. Bogacz explained the financial documents presented.

- **FY 2020 Special Funds Report:** (see attachment)

Mr. Bogacz explained the attached report.

- **Beaufort County Library System - Budget Update – FY 2020:** (see attachment)

- **FY 2020 Library Materials Expenditure YTD year-to-date:** (for more details see attachment)

Mr. Bogacz explained the document in detail.

Foundation:

- The *Fashion Show* is a very significant fundraising event for the Foundation. The event is scheduled for March 2020 in Belfair.
- The board met today, November 13, to sign fundraising/appeal letters.

Friends of the Library (FOL):

Beaufort Branch:

- The *Annual Book Sale* event was held on November 9 at Waterfront Park, Beaufort.
- The event was very successful this year (proceeds \$22K).
 - The library board will send a *Thank You letter* to the Friends showing their appreciation for their support. Ms. Porter will draft the note.

Bluffton Branch:

- The Annual meeting will be held on Thursday, November 14 at 10 am at Bluffton Branch Library.

Hilton Head Branch:

- The *Volunteer Lunch program* is scheduled for March 12, 2020.
- The Friends won an Award from the *Island Packet* as best bookstore in the Lowcountry 2019.

Policies and Procedures: (see attachments)

Meeting Room policy:

- The committee has met to review the meeting room policy.
- The committee will have a report for the next January board meeting.

Art Policy:

- The *insurance cost* is the main concern for the Library.
- Ms. Miller is assessing the impact on the insurance cost if the current art inventory is changed (i.e. selling, disposal)
- Highlights:
 - All gifts and donated artwork are County Property.
 - Beaufort County would have to approve selling any library artworks.
 - Each donated piece of art will be assessed before accepting it as part of the Library art collection.
 - The committee will have a final report for the next (January) board meeting.

Bylaws:

- Ms. Miller made a recommendation to remove two committees from the *Bylaws*:
 - School Partnership and
 - Advocacy Committees.
- **Motion:** Ms. Miller made a motion to remove two committees from the *Bylaws*: *School Partnership Committee* and the *Advocacy Committee* because they are not necessary. Ms. Richman seconded. There was a unanimous vote.
- The final version will be presented at the next January meeting and all board members will sign the revised *Bylaws*.
- The Chair can appoint an ad hoc committee at any time; it does not need to be listed separately in the *Bylaws*.
- **Strategic Planning Committee:** Ms. Porter mentioned that the current strategic plan is in its last year. The committee will begin to develop the new strategic plan process in 2020.
- **Challenged Materials Committee:** None.
- **Library Facilities Committee:**
 - Renovations at Bluffton Branch Library:
 - A proposal was submitted by architects *McMillan Pazdan Smith* to prepare a construction bid packet.
 - The Library Administration and Library Board are waiting for the final approval of County Council in using *Bluffton Library Impact Fees* to fund the bid packet.
 - If approved, the architects will prepare a bid packet for the new children's area at the Bluffton Branch Library.
 - What is Next:
 - The *Legal Department* has reviewed and approved the proposal.
 - The *Finance Department* has reviewed and approved the proposal.
 - *County Council* will approve/disapprove the architects proposal.

- **New potential New River Library at Bluffton - Updates:**
 - The *final site plan* will be delivered by the developer (December 18, 2019) to the *Bluffton Planning Commission* for their approval in January 2020.
 - The *Town of Bluffton* needs to approve it before the *Beaufort County Council* can move forward.
 - After approval by *Town of Bluffton*, the County Council may approve/disapprove the funding mechanism (obligation bond to be repaid using Library Impact Fees).
- **New Potential Burton Wells Library.**
 - Mr. McBride explained the concept of the potential Burton Wells library:
 - This site was originally approved in the County Master Plan in 2006.
 - This potential library site is planned to be on the *Burton Wells Recreation Center site*.

New Business:

Proposed Library Closing Dates 2020: (see attachment)

- Mr. McBride made a recommendation to the Board to approve the Library closing dates for 2020.
 - There are two additional potential holidays: *President's Day* and *Good Friday*, which will need to be approved by County Council.
- Ms. Sturkie made a motion to accept the Library Director's recommendation to accept the 2020 closing dates with the possibility of adjusting the closing dates after the County Council approves the closing dates officially.

Launch of a new online auto-renewal feature for checkout library books:

- Mr. McBride mentioned that the Library launched a new '*auto-renewal*' feature (effective November 1st) which will save time for customers and library staff.
 - Any borrowed books checked out on November 1 or after will renew automatically without any action needed on behalf of the cardholder.

Ms. Tabernik asked whether there was any other business. Since there no other business was presented, the meeting was adjourned at 5:30 p.m. on a motion from Ms. Miller and a second from Ms. Richman.

Respectfully submitted,

Ray McBride
Library Director

**Beaufort County Library
FY 2020
(July 2019 - June 2020)
Library Revenues**

| CASH / CHECK DEPOSITS | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE | TOTAL |
|-----------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|---------------------|
| BEAUFORT | \$ 1,626.67 | \$ 1,203.28 | \$ 1,054.62 | \$ 1,036.66 | \$ 625.59 | \$ 756.74 | | | | | | | \$ 6,303.56 |
| BLUFFTON | \$ 1,856.24 | \$ 1,624.91 | \$ 1,083.36 | \$ 1,294.70 | \$ 1,054.77 | \$ 814.41 | | | | | | | \$ 7,728.39 |
| HILTON HEAD | \$ 932.40 | \$ 1,388.94 | \$ 424.39 | \$ 1,493.67 | \$ 778.95 | \$ 917.09 | | | | | | | \$ 5,935.44 |
| ST. HELENA | \$ 565.94 | \$ 457.82 | \$ 271.00 | \$ 365.79 | \$ 371.52 | \$ 279.51 | | | | | | | \$ 2,311.58 |
| LOBECO | \$ 115.60 | \$ 188.34 | \$ 119.05 | \$ 104.19 | \$ 133.20 | \$ - | | | | | | | \$ 660.38 |
| TOTAL | \$ 5,096.85 | \$ 4,863.29 | \$ 2,952.42 | \$ 4,295.01 | \$ 2,964.03 | \$ 2,767.75 | \$ - | \$ 22,939.35 |

| CREDIT CARD DEPOSITS/ HEARTLAND PAYMENT SYSTEM | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE | TOTAL |
|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|---------------------|
| BEAUFORT | \$ 954.76 | \$ 761.49 | \$ 664.30 | \$ 698.52 | \$ 583.85 | \$ 321.16 | | | | | | | \$ 3,984.08 |
| BLUFFTON | \$ 1,640.13 | \$ 1,006.66 | \$ 722.52 | \$ 821.75 | \$ 772.61 | \$ 432.02 | | | | | | | \$ 5,395.69 |
| HILTON HEAD | \$ 605.59 | \$ 518.76 | \$ 337.94 | \$ 459.22 | \$ 559.30 | \$ 448.89 | | | | | | | \$ 2,929.70 |
| ST. HELENA | \$ 142.87 | \$ 140.47 | \$ 52.62 | \$ 81.60 | \$ 300.50 | \$ 35.22 | | | | | | | \$ 753.28 |
| LOBECO | \$ 75.50 | \$ 32.00 | \$ - | \$ 41.15 | \$ 52.70 | \$ 30.82 | | | | | | | \$ 232.17 |
| TOTAL | \$ 3,418.85 | \$ 2,459.38 | \$ 1,777.38 | \$ 2,102.24 | \$ 2,268.96 | \$ 1,268.11 | \$ - | \$ 13,294.92 |

| COPIERS | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE | TOTAL |
|--------------|------------------|------------------|------------------|------------------|------------------|------------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------------|
| BEAUFORT | \$ 51.30 | \$ 2.90 | \$ 83.90 | \$ - | \$ 4.45 | \$ 595.30 | | | | | | | \$ 737.85 |
| BLUFFTON | \$ 93.10 | \$ 102.60 | \$ 74.25 | \$ 67.97 | \$ 61.10 | \$ 62.25 | | | | | | | \$ 461.27 |
| HILTON HEAD | \$ 32.00 | \$ 112.55 | \$ 76.30 | \$ 68.10 | \$ 149.10 | \$ 153.30 | | | | | | | \$ 591.35 |
| ST. HELENA | \$ 38.55 | \$ 78.15 | \$ 33.95 | \$ 56.15 | \$ 26.90 | \$ 44.00 | | | | | | | \$ 277.70 |
| LOBECO | \$ 148.20 | \$ 152.50 | \$ 60.10 | \$ 139.95 | \$ 116.80 | \$ - | | | | | | | \$ 617.55 |
| TOTAL | \$ 363.15 | \$ 448.70 | \$ 328.50 | \$ 332.17 | \$ 358.35 | \$ 854.85 | \$ - | \$ 2,685.72 |

| INTEREST SUMMARY | JULY | AUGUST | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | JANUARY | FEBRUARY | MARCH | APRIL | MAY | JUNE | TOTAL |
|------------------|---------|---------|-----------|---------|----------|----------|---------|----------|-------|-------|-----|------|---------|
| INTEREST REVENUE | \$ 0.98 | \$ 1.04 | \$ 1.01 | \$ 1.13 | \$ 1.14 | \$ 1.22 | | | | | | | \$ 6.52 |

| | |
|--------------------|---------------------|
| GRAND TOTAL | \$ 38,926.51 |
|--------------------|---------------------|

Beaufort County Library System - Budget Update - Fiscal Year 2020

Actual Expenditures as of December 31, 2019 [6 months]

Personnel Per MUNIS
(Sal.,FICA,Medicare,SC Retirement)

ADVERTISING
 PRINTING
 POSTAGE/OTHER CARRIERS
 TELEPHONE
 ELECTRICITY/NAT'L GAS
 WATER/SEWER/GARBAGE.
 MAINTENANCE CONTRACTS
 REPAIRS TO EQUIPMENT
 EQUIPMENT RENTALS
 PROFESSIONAL SERVICES
 OTHER VEHICLE OPER COSTS
 GARAGE REPAIRS & MAINT
 BOOKS,SUBS,MEMBERSHIPS
 TRAINING AND CONFERENCES
 VEHICLE INSURANCE
 INSURANCE BUILDING
 INSURANCE-OTHER
 INSURANCE-PREPAID
 UNCLASSIFIED OPERATING
 SUPPLIES-OFFICE/PHOTO/ETC
 DATA PROCESSING SUPPLIES
 LIBRARY MATERIALS
 LIBRARY PERIODICALS
 FUELS/LUBRICANTS
 MINOR OFF FURN/EQP <\$5,000
 DATA PROCESSING EQUIP <\$5,000

| Beaufort Library System | | | |
|-------------------------|--------------|-------------|---------|
| FY20 Allocation | Expended YTD | Remaining | % Spent |
| \$3,605,000 | \$1,772,426 | \$1,832,574 | 49% |
| \$2,500 | \$375 | \$2,125 | 15% |
| \$7,100 | \$1,885 | \$5,215 | 27% |
| \$11,596 | \$4,418 | \$7,178 | 38% |
| \$44,472 | \$22,257 | \$22,215 | 50% |
| \$210,000 | \$83,262 | \$126,738 | 40% |
| \$11,200 | \$5,973 | \$5,227 | 53% |
| \$97,611 | \$60,472 | \$37,139 | 62% |
| \$300 | \$0 | \$300 | 0% |
| \$9,600 | \$1,377 | \$8,223 | 14% |
| \$38,000 | \$22,201 | \$15,799 | 58% |
| \$350 | \$67 | \$283 | 19% |
| \$6,300 | \$6,455 | (\$155) | 102% |
| \$3,000 | \$876 | \$2,124 | 29% |
| \$6,500 | \$1,074 | \$5,426 | 17% |
| \$4,000 | \$0 | \$4,000 | 0% |
| \$0 | \$0 | \$0 | 0% |
| \$3,352 | \$0 | \$3,352 | 0% |
| \$4,475 | \$0 | \$4,475 | 0% |
| \$2,500 | \$1,580 | \$920 | 63% |
| \$37,000 | \$11,547 | \$25,453 | 31% |
| \$6,000 | \$449 | \$5,551 | 7% |
| \$90,000 | \$26,890 | \$63,110 | 30% |
| \$0 | \$0 | \$0 | 0% |
| \$10,340 | \$2,535 | \$7,805 | 25% |
| \$14,000 | \$4,805 | \$9,195 | 34% |
| \$50,000 | \$17,657 | \$32,343 | 35% |

| | | | | |
|------------------------------|-------------|-------------|-------------|-----|
| Personnel & Operating Total: | \$4,275,196 | \$2,048,581 | \$2,226,615 | 48% |
|------------------------------|-------------|-------------|-------------|-----|

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 | Hilton Head | \$397,229 | |
| FY20 1st Quarter State Aid | \$81,116 | | | \$213,708 |
| FY20 2nd Quarter State Aid | \$81,116 | | | <i>Endowment plus interest</i> |
| FY20 3rd Quarter State Aid | | | | |
| FY20 4th Quarter State Aid | | Bluffton | \$3,144,219 | |
| FY20 State Aid | \$173,056 | | | \$17,589 |
| | | | | <i>BDC materials/ Proquest & Materials only</i> |
| State Aid spent-to-date | \$148,125 | | | |
| Remaining | \$24,931 | | | |
| | | Beaufort(Port Royal) | \$617,443 | |
| | | St. Helena (& Lady's Island | \$326,782 | |
| | | | | |
| | | Lobeco (Sheldon) | \$22,937 | |
| | | | | |
| | | Del Webb Agreement | \$4,302 | |
| | | | | |
| Totals | \$24,931 | | \$4,512,912 | \$231,297 |
| 12/31/2019 [6 months] | | | | |