



BEAUFORT COUNTY  
LIBRARY BOARD OF TRUSTEES  
Wednesday, September 9, 2020  
4:00 p.m.

This meeting is being held virtually in accordance with Beaufort County Resolution 2020-05

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. June 10, 2020 Minutes (**backup**)
- VI. Corresponding/Membership
- VII. Library Director's Report
  - A. Personnel Update
  - B. Projects Update
  - C. Recommendation to reopen libraries to the public
- 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
    - Update
    - Annual Maintenance of Effort certification

- 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
  - Update
- E. Strategic Planning – Janet Porter; Chair, Anna Maria Tabernik, Brenda Ladson Powell, Lynne Miller, Tracey Robinson.
  - Update
- 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
  - Bluffton Branch Library Architectural and Engineering Study presentation

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 – June 10, 2020 – 4:00 p.m.  
VIRTUAL MEETING**

**The third scheduled meeting for 2020 was held virtually via Webex.**

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

**Absentees:** None.

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

**Hosts:** Ray McBride, Director of Libraries; Amanda Dickman, Deputy Director.

**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 March 11, 2020:**

The minutes were approved as written on a motion from Ms. Ladson Powell and a second from Mr. Bogacz. 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 vacant positions).
  - Due to staff shortages, County Records Management cannot provide a full-time courier to transport library books among the five library branches.
    - At this time, the existing library staff are delivering library materials to the library branches.
    - Records Management has loaned the library a Mercedes Sprinter Van to facilitate the book transportation.
  - Next step:
    - Mr. McBride has requested to County Human Resources that the library be able to convert a vacant position to a full-time courier position.
- **Projects Updates:**

- **Hilton Head Branch:**
  - New furniture has been installed at the Hilton Head Library; the furniture has been funded by the Friends of Hilton Head Library (at a cost of \$60K).
  
- **Bluffton Branch Library:**
  - Mr. McBride mentioned that the renovation of the Bluffton children's area has been approved by County Administration, and Council Community Services Committee using Bluffton Library Impact Fees.
  
- **Reopening Beaufort County Library System After COVID-19 Temporary Closures:**
  - Libraries are reopening to the public starting on Monday, June 15 with new protocols in the interest of preventing the spread of COVID-19 and protecting County employees and the public.
  
  - The Library Branches are reopening on Monday, June 15:
    - All library branches will reopen to their normal opening hours, but will close at 4:00 pm daily to ensure proper cleaning and sanitizing.
    - Bookmobiles will resume their operation on July 6 (limited number of stops).
    - Beaufort District Collection: services will be available only by appointment due to staff shortages.
    - Curbside service will continue during open hours.
  
  - COVID-19 Protocols:
    - All libraries buildings have been deep-cleaned and surface continue to be sanitized daily.
    - Employees are required to wear face coverings in the workplace.
    - All visitors to the County buildings (i.e. Libraries) will be required to wear face covering while they are inside the county buildings.
    - Cough-guards have been installed at service counters
    - Floor markers and signs displayed inside and outside the buildings.
    - Furniture arranged to allow for social distancing.
  
  - Temporary changes to operations:
    - Public computers are not available at this time
    - Library meeting rooms are not available at this time.
    - Library programs are suspended until further notice
    - Restrictions on the number of customers allowed in facilities pursuant to state/local recommendations.
  
  - Mr. McBride thanked the public for their patience, support, and understanding as we closely monitor COVID-19 developments and work to mitigate issues related to the temporary closure and reopening of the library system.
  
  - **Motion:** Mr. McBride made a recommendation to the board to approve the 4:00 pm closing time for library branches to ensure proper cleaning and sanitizing. Ms. Tabernik made a motion to accept Mr. McBride's recommendation to close the libraries at 4:00 pm daily until further notice. Ms. Ladson seconded. There was a unanimous vote.

- Mr. McBride added that all library directors in South Carolina are working together in monitoring developments related to COVID-19 to protect library staff and the community.

### **Committee Reports:**

#### **Finance Committee:**

Mr. McBride mentioned that library expenditures are 6% below what they would normally be due to the COVID-19 temporary closure. We have been able to purchase all essential items that we have needed.

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.

Mr. Bogacz added that the library operating budget for FY 2021 would decrease by \$81K (only in operating expenses, excluding personnel) if the budget proposal receives final approval from County Council.

#### **Public Library Foundation:**

- The Fashion Show was held on March 4; the event was very successful.
- The *United Way of the Lowcountry* has given the Beaufort County School District a \$5,000 grant to purchase children's books for the summer reading program.
- The Public Library Foundation has matched this grant for the summer reading program.

#### **Friends of the Library (FOL):**

##### **Beaufort Branch:**

- The Friends of the Library met to discuss the upcoming programs: Books Sandwiched In and the Fall Book Sale.
- The Fall Book Sale might be postponed due to the COVID-19 event.
- The Friends discussed how to keep communication with the public during the COVID-19 event.

##### **Bluffton Branch:**

- No report.

##### **Hilton Head Branch:**

- Ms. Miller mentioned that the Friends will hold a virtual book club meeting in September. The virtual meeting will be open to the public.
- Ms. Miller thanked the outgoing President for her outstanding leadership over the last three years on the Friends Board. Mr. McBride seconded.

- Ms. Miller highlighted the Friends' achievements:
  - Purchase of Bookmobile, replacement of library computers, replacement of furniture, contribution to children's programs, among others.

**Policies and Procedures Committee:**

**Art Policy:**

- Ms. Miller mentioned that the committee decided to keep the artwork collection after reviewing the art inventory.
- The art policy established new guidelines for acceptance for works of art in the future.

**Next step:** The committee may highlight library artwork to the community through video clips showing some of the artwork.

- The Committee will work on this project over the summer.
- Mr. McBride added that the library may receive some additional artwork in the near future. The documentation should be ready for the next board meeting.

**Strategic Planning Committee:** (see attachment)

- Ms. Porter mentioned that the Strategic Planning Process was suspended due to COVID-19 event.
- Ms. Porter recommended resuming the strategic planning process with a new design.
  - The committee will meet virtually with the Library Director, Deputy Library Director, and the Strategic Planning consultant.

**Challenged Materials Committee:** None.

**Library Facilities Committee:**

- Mr. Kole presented updates on the Hilton Head and Bluffton Library renovations.

**New Business:**

• **Next Library Board Meeting – July 8, 2020:**

- **Motion:** Ms. Tabernik made a motion to cancel the July 8 meeting and continue with the September 9 meeting (regular schedule). Ms. Porter seconded. Motion carried.

Ms. Porter recommended that the board take a minute to recognize the death of George Floyd.

Ms. Porter stated that the strategic planning committee will reach out to the entire community. We will ensure minority groups are included in the process.

**Executive Session:**

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

Ms. Tabernik called the executive session at 5:20 p.m. Ms. Tabernik adjourned the executive session at 5:44 p.m. and reconvened the regular meeting.

**Action coming out of Executive Session:**

**Annual Performance Evaluation of the Library Director:**

Mr. Kole made a motion to approve the annual performance evaluation for the Library Director. Mr. Bogacz seconded. There was unanimous vote.

Ms. Tabernik asked whether there was any other business. Since there was no other business presented, the meeting was adjourned at 5:48 p.m. on a motion from Mr. Kole and a second from Ms. Robinson.

Respectfully submitted,

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

DRAFT

Beaufort County Library  
 FY 2021  
 (July 2020 - June 2021)  
 Library Revenues

CASH / CHECK DEPOSITS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	* MAY	JUNE	TOTAL
BEAUFORT	\$ -	\$ 369.81	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 369.81
BLUFFTON	\$ 202.54	\$ 40.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 242.54
HILTON HEAD	\$ 275.15	\$ 163.39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 438.54
ST. HELENA	\$ 68.20	\$ 29.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 97.95
LOBECO	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 545.89</b>	<b>\$ 602.95</b>	<b>\$ -</b>	<b>\$ 1,148.84</b>									

CREDIT CARD DEPOSITS/ HEARTLAND PAYMENT SYSTEM	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 172.40	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 172.40
BLUFFTON	\$ 318.78	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 318.78
HILTON HEAD	\$ 160.99	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160.99
ST. HELENA	\$ 6.60	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6.60
LOBECO	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 658.77</b>	<b>\$ -</b>	<b>\$ 658.77</b>										

COPIERS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	* MAY	JUNE	TOTAL
BEAUFORT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BLUFFTON	\$ 8.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8.30
HILTON HEAD	\$ 28.45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28.45
ST. HELENA	\$ 1.85	\$ 3.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5.55
LOBECO	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 38.60</b>	<b>\$ 3.70</b>	<b>\$ -</b>	<b>\$ 42.30</b>									

INTEREST SUMMARY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
INTEREST REVENUE	\$ 0.06	\$ 0.06	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.12

**GRAND TOTAL** **\$ 1,850.03**

<b>Beaufort County Library System - Budget Update - Fiscal Year 2021</b>	<b>Beaufort Library System</b>			
	<b>FY21 Allocation</b>	<b>Expended YTD</b>	<b>Remaining</b>	<b>% Spent</b>
<b>Actual Expenditures as of September 1, 2020 [2 Month/17%]</b>				
Personnel Per MUNIS (Sal.,FICA,Medicare,SC Retirement)	\$ 3,855,427	\$ 378,447	\$ 3,476,980	10%
ADVERTISING	\$ 1,000	\$ 15	\$ 985	2%
PRINTING	\$ 2,000	\$ -	\$ 2,000	0%
POSTAGE/OTHER CARRIERS	\$ 10,125	\$ 1,599	\$ 8,526	16%
TELEPHONE	\$ 55,802	\$ 8,261	\$ 47,541	15%
ELECTRICITY/NAT'L GAS	\$ 255,000	\$ 30,284	\$ 224,716	12%
WATER/SEWER/GARBAGE.	\$ 14,750	\$ 587	\$ 14,163	4%
MAINTENANCE CONTRACTS	\$ 102,771	\$ 9,445	\$ 93,326	9%
REPAIRS TO EQUIPMENT	\$ 300	\$ -	\$ 300	0%
EQUIPMENT RENTALS	\$ 9,500	\$ -	\$ 9,500	0%
PROFESSIONAL SERVICES	\$ 35,000	\$ 34,832	\$ 168	100%
OTHER VEHICLE OPER COSTS	\$ 200	\$ -	\$ 200	0%
GARAGE REPAIRS & MAINT	\$ 10,000	\$ -	\$ 10,000	0%
BOOKS,SUBS,MEMBERSHIPS	\$ 2,000	\$ 876	\$ 1,124	44%
TRAINING AND CONFERENCES	\$ -	\$ -	\$ -	0%
VEHICLE INSURANCE	\$ 3,930	\$ -	\$ 3,930	0%
INSURANCE-OTHER	\$ 3,352	\$ -	\$ 3,352	0%
INSURANCE-PREPAID	\$ 6,281	\$ -	\$ 6,281	0%
UNCLASSIFIED OPERATING	\$ 3,100	\$ 510	\$ 2,590	16%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 40,000	\$ 3,140	\$ 36,860	8%
DATA PROCESSING SUPPLIES	\$ 1,500	\$ 20	\$ 1,480	1%
LIBRARY MATERIALS	\$ -	\$ -	\$ -	0%
FUELS/LUBRICANTS	\$ 11,000	\$ 247	\$ 10,753	2%
MINOR OFF FURN/EQP <\$5,000	\$ 1,000	\$ 1,000	\$ -	100%
DATA PROCESSING EQUIP <\$5,000	\$ 20,000	\$ 1,149	\$ 18,851	6%
<b>Personnel &amp; Operating Total:</b>	<b>\$ 4,444,038</b>	<b>\$ 470,413</b>	<b>\$ 3,973,625</b>	<b>11%</b>

*Unofficial and Unaudited*

### Beaufort County Library - FY 21 Special Funds

<u>Library System</u>	<u>State Aid/Lottery</u>	<u>Impact Fees</u>		<u>Special Trusts</u>	<u>Comments</u>
FY21 1st Quarter State Aid	\$81,116	Hilton Head		\$213,708	<i>Endowment plus interest</i>
FY21 2nd Quarter State Aid		Beginning FY20 Balance	\$447,474		
FY21 3rd Quarter State Aid		Receipts	\$22,508		
FY21 4th Quarter State Aid		Expenditures	(\$19,374)		
FY21 State Aid	<b>\$81,116</b>	Total	<b>\$450,609</b>		
State Aid spent-to-date	<b>\$22,874</b>	Bluffton		\$16,764	<i>BDC materials/ Proquest &amp; Materials only</i>
Remaining	<b>\$58,242</b>	Beginning FY20 Balance	\$3,129,345		
		Receipts	\$148,576		
		Expenditures	(\$52,745)		
		Total	<b>\$3,225,175</b>		
		Beaufort(Port Royal)			
		Beginning FY20 Balance	\$626,356		
		Receipts	\$5,530		
		Expenditures	(\$26,290)		
		Total	<b>\$605,595</b>		
		St. Helena ( & Lady's Island)			<i>Impact fee expenditures are for FY2021 Lease plans and CloudLibrary. *Bluffton expenditures include architectural and engineering study.</i>
		Beginning FY20 Balance	\$369,240		
		Receipts	\$7,742		
		Expenditures	(\$16,379)		
		Total	<b>\$360,603</b>		
		Lobeco (Sheldon)			
		Beginning FY20 Balance	\$29,116		
		Receipts	\$1,659		
		Expenditures	(\$1,270)		
		Total	<b>\$29,505</b>		
		Del Webb Agreement			
		Beginning FY20 Balance	\$4,707		
		Receipts	\$68		
		Expenditures	\$0		
		Total	<b>\$4,775</b>		
<b>Totals</b>	<b>\$58,242</b>		<b>\$4,676,262</b>	<b>\$230,472</b>	

**Unofficial and Unaudited**

09/01/2020 [2 months/17%]