



BEAUFORT COUNTY  
LIBRARY BOARD OF TRUSTEES  
Wednesday, November 4, 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. September 9, 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
  - 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 update

X. Old Business:

XI. New Business:

- Approval of Holiday Closures
- Approval of Library Board of Trustees 2021 Meeting Schedule

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 – September 9, 2020 – 4:00 p.m.**  
**VIRTUAL MEETING**

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

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

**Absentees:** Laura Sturkie, Vice-chair; Tracey Robinson.

**County Staff:** Charles Atkinson, Interim Assistant County Administrator for Community Services.

**Hosts:** Ray McBride, Director of Libraries; Amanda Dickman, Interim Library Director; Joshua Greer, Library Operations Manager.

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

**Guests:** Toren Andersson and David Moore, Principal Architects of *McMillan Pazdan Smith, LLC*.

**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 June 10, 2020:**

The minutes were approved as written on a motion from Ms. Porter and a second from Ms. Miller. There was a unanimous vote.

**Correspondence/Memberships:** Library staff sent a card to the board thanking for the Library luncheon.

**Library Director's Report:**

Mr. McBride presented his report:

**Personnel:**

- There are currently twelve (12) vacant positions:
  - Five (5) out of twelve (12) positions are advertised.
  - The library is hiring in order of priority need.

• **Projects Updates:**

• **Bluffton Branch Library:**

Interior Renovation of the Bluffton Children's area to be presented by Architects McMillan Pazdan Smith, LLC during the Library Facilities Committee report.

- **Proposed Reopening of Beaufort County Library System After COVID-19 Temporary Closures:**

Mr. McBride made a recommendation to the board to approve reopening library branches and bookmobiles to the public on **Monday, October 5, 2020**.

- **Next step:** Mr. McBride will present the proposed reopening of library branches and bookmobiles to the **Beaufort County Administration for their final approval**.

**Motion:** Ms. Porter made a motion to accept the Library Director's recommendation to reopen library branches/bookmobiles to the public on Monday, October 5, 2020 pending final approval of Beaufort County Administration. Mr. Kole seconded. There was a unanimous vote. Motion carried.

- **Proposed expansion of Curbside Hours at the Library Branches:**

Mr. McBride made a recommendation to the board to approve the expansion of curbside hours at library branches starting **Monday, September 28, 2020**.

**Motion:** Ms. Tabernik made a motion to accept the Library Director's recommendation to expand curbside hours at library branches/bookmobiles. Mr. Kole seconded. There was a unanimous vote. Motion carried.

- **Lobeco Branch Library:**

- The Lobeco branch is currently closed due to the suspension of water service.

**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.
- Mr. Bogacz added that the library received the first quarter installment of the State Aid FY 2021.
- Mr. Bogacz thanked to the Friends Groups for their generous contribution of \$56K for library materials.
- **FY 2021 Maintenance of Effort (MOE) and State Aid Agreements (see attachments).**
  - Mr. Bogacz explained the *State Aid Agreement* report and the *Maintenance of Effort*.
  - The library is required to complete and submit these documents every year to the State Library to receive State Aid Funding.

**Public Library Foundation:**

- The board will meet next Wednesday, September 16, 2020 via Webex.

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

**Beaufort Branch:**

- The Friends of the Library will meet on September 10th at Waterfront Park to allow for social distancing.
- Mr. Morrall added that the Friends have a new website [www.friendsofthebeaufortlibrary.com](http://www.friendsofthebeaufortlibrary.com)

**Bluffton Branch:** No report.

**Hilton Head Branch:**

- Ms. Miller mentioned that the Friends met on September 8.
- Ms. Miller mentioned that they are planning to open the bookstore in October.

**Policies and Procedures Committee:** No report.

**Strategic Planning Committee:**

- Ms. Porter mentioned that the Strategic Planning Process was suspended due to COVID-19.
- Ms. Porter added that the committee and Library Administration concurred in resuming activities when the new Library Director is hired.

**Challenged Materials Committee:** None.

**Library Facilities Committee:**

- David Moore and Toren Andersson of McMillan Pazdan Smith Architects LLC, presented floor plans for Bluffton Library renovation.

**New Business:**

- Ms. Tabernik mentioned that Ray McBride, Library Director, is retiring on Friday, October 2, 2020. Mr. McBride has been working at the Library for five years.
- Ms. Tabernik and board members thanked him for his amazing and excellent job during all these years.

**Executive Session:**

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

Ms. Tabernik called the executive session at 5:18 p.m. Ms. Tabernik adjourned the executive session at 5:42 p.m. and reconvened the regular meeting.

**Action coming out of Executive Session:**

**Appointed - Interim Library Director:**

Ms. Miller made a motion to approve the nomination of Amanda Dickman as *Interim Library Director* with the appropriate compensation until the new library director is hired. Mr. Kole 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 5:44 p.m. on a motion from Mr. Kole and a second from Mr. Thomas.

Respectfully submitted,

**Amanda Dickman**  
**Interim 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	\$ -	\$ 530.75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 773.29
HILTON HEAD	\$ 275.15	\$ 163.39	\$ -	\$ 276.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 715.34
ST. HELENA	\$ 68.20	\$ 29.75	\$ 27.70	\$ 91.65	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 217.30
LOBECO	\$ -	\$ -	\$ 84.22	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84.22
<b>TOTAL</b>	<b>\$ 545.89</b>	<b>\$ 602.95</b>	<b>\$ 111.92</b>	<b>\$ 899.20</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,159.96</b>

CREDIT CARD DEPOSITS/ HEARTLAND PAYMENT SYSTEM	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 172.40	\$ -	\$ -	\$ 158.39	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 330.79
BLUFFTON	\$ 318.78	\$ -	\$ -	\$ 198.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 516.79
HILTON HEAD	\$ 160.99	\$ -	\$ -	\$ 73.82	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 234.81
ST. HELENA	\$ 6.60	\$ -	\$ -	\$ 11.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17.60
LOBECO	\$ -	\$ -	\$ -	\$ 27.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27.90
<b>TOTAL</b>	<b>\$ 658.77</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 469.12</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,127.89</b>

COPIERS	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	* MAY	JUNE	TOTAL
BEAUFORT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BLUFFTON	\$ 8.30	\$ -	\$ -	\$ 30.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39.00
HILTON HEAD	\$ 28.45	\$ -	\$ -	\$ 13.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 41.75
ST. HELENA	\$ 1.85	\$ 3.70	\$ -	\$ 10.25	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15.80
LOBECO	\$ -	\$ -	\$ 113.20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 113.20
<b>TOTAL</b>	<b>\$ 38.60</b>	<b>\$ 3.70</b>	<b>\$ 113.20</b>	<b>\$ 54.25</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 209.75</b>

INTEREST SUMMARY	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
INTEREST REVENUE	\$ 0.06	\$ 0.06	\$ 0.06	\$ 0.07	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.25

**GRAND TOTAL**

**\$ 3,497.85**

**Beaufort County Library System - Budget Update - Fiscal Year 2021**

**Actual Expenditures as of October 30, 2020 [4 Month/33%]**

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

	Beaufort Library System			
	FY21 Allocation	Expended YTD	Remaining	% Spent
Personnel Per MUNIS (Sal.,FICA,Medicare,SC Retirement)	\$ 3,855,427	\$ 1,048,295	\$ 2,807,132	27%
ADVERTISING	\$ 1,000	\$ -	\$ 1,000	0%
PRINTING	\$ 2,000	\$ 32	\$ 1,968	2%
POSTAGE/OTHER CARRIERS	\$ 10,125	\$ 2,523	\$ 7,602	25%
TELEPHONE	\$ 55,802	\$ 16,500	\$ 39,302	30%
ELECTRICITY/NAT'L GAS	\$ 255,000	\$ 63,422	\$ 191,578	25%
WATER/SEWER/GARBAGE.	\$ 14,750	\$ 1,236	\$ 13,514	8%
MAINTENANCE CONTRACTS	\$ 102,771	\$ 9,670	\$ 93,101	9%
REPAIRS TO EQUIPMENT	\$ 300	\$ -	\$ 300	0%
EQUIPMENT RENTALS	\$ 9,500	\$ 864	\$ 8,636	9%
PROFESSIONAL SERVICES	\$ 35,000	\$ 34,832	\$ 168	100%
OTHER VEHICLE OPER COSTS	\$ 200	\$ -	\$ 200	0%
GARAGE REPAIRS & MAINT	\$ 10,000	\$ 580	\$ 9,420	6%
BOOKS,SUBS,MEMBERSHIPS	\$ 2,000	\$ 921	\$ 1,079	46%
TRAINING AND CONFERENCES	\$ -	\$ -	\$ -	0%
VEHICLE INSURANCE	\$ 3,930	\$ 2,068	\$ 1,862	53%
INSURANCE-OTHER	\$ 3,352	\$ 1,484	\$ 1,868	44%
INSURANCE-PREPAID	\$ 6,281	\$ -	\$ 6,281	0%
UNCLASSIFIED OPERATING	\$ 3,100	\$ 830	\$ 2,270	27%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 40,000	\$ 6,979	\$ 33,021	17%
DATA PROCESSING SUPPLIES	\$ 1,500	\$ 56	\$ 1,444	4%
LIBRARY MATERIALS	\$ -	\$ -	\$ -	0%
FUELS/LUBRICANTS	\$ 11,000	\$ 595	\$ 10,405	5%
MINOR OFF FURN/EQP <\$5,000	\$ 1,000	\$ 1,000	\$ -	100%
DATA PROCESSING EQUIP <\$5,000	\$ 20,000	\$ 1,522	\$ 18,478	8%
<b>Personnel &amp; Operating Total:</b>	<b>\$ 4,444,038</b>	<b>\$ 1,193,410</b>	<b>\$ 3,250,628</b>	<b>27%</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	\$81,116	Beginning FY20 Balance	\$447,474		
FY21 3rd Quarter State Aid		Receipts	\$37,798		
FY21 4th Quarter State Aid		Expenditures	(\$22,374)		
FY21 State Aid	<b>\$162,232</b>	Total	\$462,898		
State Aid spent-to-date	<b>\$48,330</b>	Bluffton		\$16,764	<i>BDC materials/ Proquest &amp; Materials only</i>
Remaining	\$113,902	Beginning FY20 Balance	\$3,129,345		
		Receipts	\$212,319		
		Expenditures	(\$135,208)		
		Total	\$3,206,455		
		Beaufort (Port Royal)			
		Beginning FY20 Balance	\$626,356		
		Receipts	\$8,295		
		Expenditures	(\$31,290)		
		Total	\$603,360		
		St. Helena ( & Lady's Island)			
		Beginning FY20 Balance	\$369,240		
		Receipts	\$19,576		
		Expenditures	(\$18,379)		
		Total	\$370,437		
		Lobeco (Sheldon)			
		Beginning FY20 Balance	\$29,116		
		Receipts	\$2,212		
		Expenditures	(\$1,456)		
		Total	\$29,872		
		Del Webb Agreement			
		Beginning FY20 Balance	\$4,707		
		Receipts	\$203		
		Expenditures	\$0		
		Total	\$4,910		
<b>Totals</b>	<b>\$113,902</b>		<b>\$4,677,933</b>	<b>\$230,472</b>	

Impact fee expenditures are for FY2021 Lease plans and eBooks.  
\*Bluffton expenditures include architectural and engineering study.

*Unofficial and  
Unaudited*

10/30/2020 [4 months/33%]