



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, May 12, 2021
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. March 10, 2021 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, Terry Thomas and James Morrall
 - Update
 - B. Foundation – Lynne Miller
 - C. Friends of the Library (FOL):

Beaufort: Brenda Ladson Powell, James Morrall

Bluffton: 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. Nominating Committee- Lynn Miller, Chair; Brenda Ladson Powell and Bernie Kole.

H. Library Facilities Committee, Bernie Kole; Chair; Joe Bogacz, Rosalie Richman, and Anna Marie Tabernik

- Status of Bluffton Branch Library Renovation
- Status of potential library at New Riverside Village

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 – March 10, 2021 – 4:00 p.m.
VIRTUAL MEETING**

The second scheduled meeting for 2021 was held virtually via Webex.

Trustees: Ana Maria Tabernik, Chair; Joseph Bogacz, Lynne Miller, Rosalie Richman, Bernard Kole, James Morrall, and Terry Thomas.

Absentees: Tracey Robinson, Brenda Ladson-Powell, and Laura Sturkie.

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

Hosts: Amanda Dickman, Interim Library Director; Joshua Greer, Library Operations Manager.

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

Public Comment: None.

Minutes from meeting held January 13 2021:

The minutes were approved as written on a motion from Ms. Miller and a seconded from Mr. Morrall. There was a unanimous vote to approve.

Correspondence/Memberships: None.

Library Director's Report:

Amanda Dickman, Interim Library Director presented her report:

- **Personnel:**

There are currently nine (9) vacant positions:

- Five (5) out of nine (9) positions are advertised.
- The library is hiring in order of priority need.

- **Projects Updates:**

- **Bluffton Branch Library:**

The Bluffton Branch Library renovation is now in process with Johnson-Laux starting construction as soon as permits are approved. It is our goal to keep library service available to Bluffton residents in the months ahead. Since Monday, March 1, the library's entryway and Large Meeting Room has been repurposed as a "miniature pop-up" library for the duration of the project while the main portion of the library is closed. In this designated space, we have shelves of books available for browsing and check out as well as a holds pick up station, public computer, fax/scanner and copy machine, self-checkout unit, and more.

- **Current Status of Library Operations:**

The Beaufort County Library remains at Phase 3 of the Pandemic Reopening Plan. In this phase, libraries are open to the public for quick browsing, curbside service and limited public computer use. All employees and visitors are required to wear a mask while in the library and practice social distancing. Complimentary masks are available for anyone who needs a mask and hand sanitizer is available at all service points. Library Administration continues to closely monitor the ongoing Coronavirus pandemic in order to safely provide library services to the community.

As of March 8th, Beaufort County Library employees are now eligible to register for COVID-19 vaccinations under Phase 1B, as a front line worker in one of the Beaufort County Library branches, who must be in-person at their place of work, and performs a job that puts them at increased risk of exposure due to their frequent, close (less than 6 feet) and ongoing (more than 15 minutes) contact with others in the work environment.

Since reopening in October 2020, the Beaufort County Library continues to see an increase in the number of people visiting branch libraries and Bookmobiles as well as a steady increase in the number of physical and digital items checked out each month.

Committee Reports:

Finance Committee:

Mr. Bogacz explained the financial documents presented. At 8 months, 66% (2/3) through the financial year, the Beaufort County Library is in good financial standing.

- **Beaufort County Library System – FY 2022 Budget Request:**

Amanda Dickman explained that the Library is in the initial stages of drafting the FY2022 Budget request. Starting this upcoming fiscal year, county administration has asked the library to wean itself away from using library impact fees for materials by requesting \$180,000 in the library's operating budget. This provides the library with a reliable source of materials funding. Additionally, this allows library impact fees to be used towards library related projects in the Capital Improvement Plan.

- **FY 2021 Special Funds Report:** (see attachment)

Mr. Bogacz explained the attached report.

- **Beaufort County Library System - Budget Update – FY 2021:** (see attachment)

Mr. Bogacz explained the attached report.

- **FY 2021 Library Materials Expenditure year-to-date:** (for more details, see attachment)

Mr. Bogacz explained the document in detail.

- Mr. Bogacz noted the receipt of the 3rd quarter State Aid funds and have spent \$101,718 on Materials, \$364,051 total across all fund sources.
- Mr. Bogacz confirmed materials spending is on track with annual projections.
- Mr. Bogacz thanked the Friends of the Library groups for their generous contribution of \$56,700 for library materials.

Public Library Foundation:

- Ms. Miller explained that the Public Library Foundation last met virtually on January 13, 2021.
- The Foundation continues to discuss acquiring Directors & Officers Insurance for their board members.

Friends of the Library (FOL):

Beaufort Branch:

- Mr. Morrall reported that on Monday, March 8th, the Friends of the Beaufort Library completed their annual “Books Sandwiched In” series. For those unable to view the live presentation, recordings are available on the Friends of the Library website.
- The next Friends of the Beaufort Library meeting will be held virtually on March 18th for regular business and to discuss electing a new board.
- Additionally, Mr. Morrall encouraged people to visit the Friends of the Beaufort Library website (www.friendsofthebeaufortlibrary.com).

Bluffton Branch:

Ms. Richman reported no significant updates from the Friends of the Bluffton Library.

Hilton Head Branch:

- Ms. Miller reported that the Friends of HHI Library met virtually on March 9th and are hoping to attract new volunteers.
- Ms. Miller shared about Miho Kinnas’s new initiative, “An Island Bookshelf”, a pop-up bookstore at the Arts Center of Coastal Carolina. This project is in collaboration with the HHI Office of Cultural Affairs and the Friends of the HHI Library used book store.

Policies and Procedures Committee: No report.

Strategic Planning Committee:

Ms. Porter reminded the Library Board of Trustees that the Strategic Planning process was suspended earlier this year due to COVID-19 and remains suspended pending the selection of a new Library Director.

Challenged Materials Committee: None.

Library Facilities Committee:

Bluffton Branch Library Renovation:

- Mr. Kole cited building age and population growth as deeming this renovation necessary to address current and future community needs.
- Ms. Richman asked for confirmation that consideration of seating for adults accompanying children to the library has been included in the final design plan for the renovated Bluffton Branch Library. Amanda Dickman explained that Library Administration is actively seeking design and price quotes from vendors on state contract to determine the final layout of furniture, fixtures, and equipment (FFE) to occupy the renovated space.

Potential library at New Riverside:

- Mr. Kole confirmed that up to \$30,000 has been approved to conduct pre-construction due diligence for the New Riverside Library land purchase.
- Mr. Atkinson provided a status update on the pre-construction due diligence. To date, the developer has submitted the property plat and Phase 1 environmental assessment. We are waiting for the developer to provide the Bluffton Development permit, water and sewer approval, and DOT encroachment approval. This is in effort to ensure that all necessary pieces are in place before an offer or contract on the property is made. In terms of a project timeline, the design phase could begin as early as Fall 2021 with construction starting late Spring or mid-2022. This is a very conservative timeline and subject to change.

New Business: None.

Executive Session:

Ms. Tabernik started the executive session at 4:40 p.m. Ms. Tabernik adjourned the executive session at 5:19 p.m. to reconvene the regular meeting.

Action coming out of Executive Session:

Mr. Kole made a motion to recommend Amanda Dickman to the County Administrator for hire as Library Director. Mr. Bogacz seconded the motion.

Discussion: Members of the hiring committee, Ms. Tabernik, Mr. Bogacz, and Mr. Morrall shared their support for the recommendation. Ms. Miller also provided support for the recommendation.

The motion passed with unanimous approval.

Amanda Dickman thanked the Library Board of Trustees for their confidence in her ability to serve as the next Library Director of the Beaufort County Library.

With no other business to discuss, Ms. Tabernik concluded the Library Board of Trustees meeting at 5:23 p.m. on a motion from Mr. Kole and a second from Mr. Bogacz.

Respectfully submitted,

Amanda Dickman
Interim Library Director

Beaufort County Library System - Budget Update - Fiscal Year 2021

Actual Expenditures as of April 30, 2021 [83%]

	Beaufort Library System			
	FY21 Allocation	Expended YTD	Remaining	% Spent
Personnel Per MUNIS (Sal.,FICA,Medicare,SC Retirement)	\$ 3,709,100	\$ 2,678,023	\$ 1,031,077	72%
ADVERTISING	\$ -	\$ -	\$ -	0%
PRINTING	\$ 3,000	\$ 121	\$ 2,879	4%
POSTAGE/OTHER CARRIERS	\$ 10,125	\$ 5,601	\$ 4,524	55%
TELEPHONE	\$ 55,802	\$ 44,464	\$ 11,338	80%
ELECTRICITY/NAT'L GAS	\$ 255,000	\$ 173,840	\$ 81,160	68%
WATER/SEWER/GARBAGE.	\$ 14,750	\$ 3,189	\$ 11,561	22%
MAINTENANCE CONTRACTS	\$ 105,771	\$ 94,840	\$ 10,931	90%
REPAIRS TO EQUIPMENT	\$ 300	\$ -	\$ 300	0%
EQUIPMENT RENTALS	\$ 9,500	\$ 6,909	\$ 2,591	73%
PROFESSIONAL SERVICES	\$ 35,000	\$ 34,832	\$ 168	100%
OTHER VEHICLE OPER COSTS	\$ 200	\$ 34	\$ 166	17%
GARAGE REPAIRS & MAINT	\$ 10,000	\$ 1,481	\$ 8,519	15%
BOOKS,SUBS,MEMBERSHIPS	\$ 2,000	\$ 2,098	\$ (98)	105%
TRAINING AND CONFERENCES	\$ -	\$ -	\$ -	0%
VEHICLE INSURANCE	\$ 3,930	\$ 3,720	\$ 210	95%
INSURANCE-OTHER	\$ 3,352	\$ 2,664	\$ 688	79%
INSURANCE-PREPAID	\$ 6,281	\$ -	\$ 6,281	0%
UNCLASSIFIED OPERATING	\$ 3,100	\$ 1,570	\$ 1,530	51%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 37,000	\$ 15,439	\$ 21,561	42%
DATA PROCESSING SUPPLIES	\$ 1,500	\$ 264	\$ 1,236	18%
LIBRARY MATERIALS	\$ -	\$ -	\$ -	0%
FUELS/LUBRICANTS	\$ 11,000	\$ 2,395	\$ 8,605	22%
MINOR OFF FURN/EQP <\$5,000	\$ 1,000	\$ 1,000	\$ -	100%
DATA PROCESSING EQUIP <\$5,000	\$ 20,000	\$ 7,433	\$ 12,567	37%
Personnel & Operating Total:	\$ 4,297,711	\$ 3,079,917	\$ 1,217,794	72%

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			
FY21 2nd Quarter State Aid	\$81,116	Mar 1, 2021 Balance	\$629,868		
FY21 3rd Quarter State Aid	\$81,116	Receipts	\$18,996	\$216,374	Endowment plus interest
FY21 4th Quarter State Aid	\$81,116	Expenditures	\$0		
FY21 State Aid	\$324,464	Total as of April 30, 2021	\$648,864		
State Aid spent-to-date	\$119,381	Bluffton			
Remaining	\$205,083	Mar 1, 2021 Balance	\$3,369,854	\$ 16,044.56	BDC materials/ Proquest & Materials only
		Receipts	\$137,650		
		Expenditures*	(\$62,505)		
		Total as of April 30, 2021	\$3,444,999		
		Beaufort(Port Royal)			
		Mar 1, 2021 Balance	\$624,931		
		Receipts	\$7,189		
		Expenditures	\$0		
		Total as of April 30, 2021	\$632,120		
		St. Helena (& Lady's Island)			
		Mar 1, 2021 Balance	\$415,033		
		Receipts	\$22,673		
		Expenditures	\$0		
		Total as of April 30, 2021	\$437,706		
		Lobeco (Sheldon)			
		Mar 1, 2021 Balance	\$35,154		
		Receipts	\$2,765		
		Expenditures	\$0		
		Total as of April 30, 2021	\$37,919		
		Del Webb Agreement			
		Mar 1, 2021 Balance	\$5,165		
		Receipts	\$68		
		Expenditures	\$0		
		Total as of April 30, 2021	\$5,233		
Totals	\$205,083		\$5,206,840	\$232,419	

*Bluffton expenditures include \$25,000 Pre-payment for Hoopla Digital (eBook/eMaterials) and \$37,505 for renovation costs.

Unofficial and
Unaudited

4/30/2021 [10 months/83%]

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

CASH / CHECK DEPOSITS - FINES/FEES- WELLS FARGO	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	* MAY	JUNE	TOTAL
BEAUFORT	\$ -	\$ 369.81	\$ -	\$ -	\$ 618.94	\$ 30.20	\$ 649.67	\$ 348.05	\$ -	\$ 971.58	\$ -	\$ -	\$ 2,988.25
BLUFFTON	\$ 202.54	\$ 40.00	\$ -	\$ 530.75	\$ 340.41	\$ 418.05	\$ 457.25	\$ 492.60	\$ 371.30	\$ 302.38	\$ -	\$ -	\$ 3,155.28
HILTON HEAD	\$ 275.15	\$ 163.39	\$ -	\$ 276.80	\$ 268.49	\$ 470.70	\$ 684.90	\$ 682.78	\$ 746.55	\$ 466.55	\$ -	\$ -	\$ 4,035.31
ST. HELENA	\$ 68.20	\$ 29.75	\$ 27.70	\$ 91.65	\$ 122.51	\$ 102.55	\$ 202.77	\$ 188.62	\$ 244.46	\$ 168.81	\$ -	\$ -	\$ 1,247.02
LOBECO	\$ -	\$ -	\$ 84.22	\$ -	\$ 29.70	\$ -	\$ 141.70	\$ -	\$ 197.80	\$ 98.40	\$ -	\$ -	\$ 551.82
TOTAL	\$ 545.89	\$ 602.95	\$ 111.92	\$ 899.20	\$ 1,380.05	\$ 1,021.50	\$ 2,136.29	\$ 1,712.05	\$ 1,560.11	\$ 2,007.72	\$ -	\$ -	\$ 11,977.68

CREDIT CARD DEPOSITS/ HEARTLAND PAYMENT SYSTEM -FINES/FEES - BB&T	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 172.40	\$ -	\$ -	\$ 158.39	\$ 122.43	\$ 154.41	\$ 343.84	\$ 276.90	\$ 400.31	\$ 219.45	\$ -	\$ -	\$ 1,848.13
BLUFFTON	\$ 318.78	\$ -	\$ -	\$ 198.01	\$ 332.17	\$ 414.24	\$ 412.00	\$ 390.36	\$ 263.89	\$ 174.39	\$ -	\$ -	\$ 2,503.84
HILTON HEAD	\$ 160.99	\$ -	\$ -	\$ 73.82	\$ 168.80	\$ 377.85	\$ 305.28	\$ 341.69	\$ 352.20	\$ 286.76	\$ -	\$ -	\$ 2,067.39
ST. HELENA	\$ 6.60	\$ -	\$ -	\$ 11.00	\$ 37.62	\$ -	\$ 26.60	\$ 7.85	\$ 32.60	\$ 64.60	\$ -	\$ -	\$ 186.87
LOBECO	\$ -	\$ -	\$ -	\$ 27.90	\$ 76.04	\$ 49.02	\$ 36.64	\$ 226.49	\$ 17.60	\$ 70.00	\$ -	\$ -	\$ 503.69
TOTAL	\$ 658.77	\$ -	\$ -	\$ 469.12	\$ 737.06	\$ 995.52	\$ 1,124.36	\$ 1,243.29	\$ 1,066.60	\$ 815.20	\$ -	\$ -	\$ 7,109.92

COPIERS -WELLS FARGO	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	* MAY	JUNE	TOTAL
BEAUFORT	\$ -	\$ -	\$ -	\$ -	\$ 217.70	\$ 156.50	\$ -	\$ -	\$ -	\$ 160.81	\$ -	\$ -	\$ 535.01
BLUFFTON	\$ 8.30	\$ -	\$ -	\$ 30.70	\$ 35.50	\$ 31.65	\$ 34.35	\$ 80.00	\$ 45.50	\$ 40.55	\$ -	\$ -	\$ 306.55
HILTON HEAD	\$ 28.45	\$ -	\$ -	\$ 13.30	\$ 45.35	\$ 31.30	\$ 33.65	\$ 57.60	\$ 67.50	\$ 55.95	\$ -	\$ -	\$ 333.10
ST. HELENA	\$ 1.85	\$ 3.70	\$ -	\$ 10.25	\$ 12.85	\$ 12.00	\$ 12.85	\$ 17.20	\$ 21.85	\$ 10.05	\$ -	\$ -	\$ 102.60
LOBECO	\$ -	\$ -	\$ 113.20	\$ -	\$ 65.16	\$ -	\$ -	\$ -	\$ 64.65	\$ 8.05	\$ -	\$ -	\$ 251.06
TOTAL	\$ 38.60	\$ 3.70	\$ 113.20	\$ 54.25	\$ 376.56	\$ 231.45	\$ 80.85	\$ 154.80	\$ 199.50	\$ 275.41	\$ -	\$ -	\$ 1,528.32

INTEREST SUMMARY -BB&T	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
INTEREST REVENUE	\$ 0.06	\$ 0.06	\$ 0.06	\$ 0.07	\$ 0.07	\$ 0.08	\$ 0.09	\$ 0.09	\$ 0.11	\$ 0.11	\$ -	\$ -	\$ 0.80

GRAND TOTAL

\$ 20,616.72