

**MINUTES OF MEETING
HELD JANUARY 15, 2003**

The first scheduled meeting of the Beaufort County Library Board of Trustees for 2003 was held at the Beaufort Jasper Water Sewer Authority Community Meeting Room on January 15, 2003. The following members were present: Mrs. Dunn (presiding), Mrs. Doctor, Mr. Neville, Mrs. Stephan, Mrs. Wagoner, and Miss Zachowski. Also present were: Chief Information Officer Frank Guth, Adult Services Coordinator Kathy Mitchell, Beaufort Library Manager Hillary Barnwell, Bluffton Library Manager Ann Rosen, St. Helena Branch Manager Connie Newell, Beaufort Friends of the Library President Shirley Dillon, and Library Administrative Assistant Pege Gay.

Mrs. Dunn called the meeting to order at 3:05 p.m., with a quorum present. Mrs. Kuchler was absent.

The election of officers for 2003-2004 was held as follows:

Mrs. Wagoner nominated Mrs. Dunn as Chairman, seconded by Mrs. Stephan. All members present voted by a show of hands; the motion carried with no objections.

Mrs. Dunn nominated Mrs. Wagoner as Vice Chairman, seconded by Mrs. Stephan. All members present voted by a show of hands; the motion carried with no objections.

There was no public comment.

Mr. Nevill moved to accept the Minutes for the September 11, 2002, and the November 13, 2002, meetings as written. The motion was seconded by Mrs. Stephan and passed with no objections.

There was no correspondence to be brought forward.

Miss Zachowski presented the Librarian's Report, which is filed as an attachment to these minutes.

Mr. Guth reported that the second edition of the Classification and Compensation Study, commissioned by the County from DMG Maximus a year ago, was in the County Administrator's hands and should be released to the departments within a week. Mr. Kachmar planned to take the study results to the Council's new Human Resources Committee's first meeting, possibly in January.

Miss Zachowski presented the Financial Report, which is filed as an attachment to these minutes, with the following comments:

- The budget status report covered the period through December 12, 2002, based on County Finance Department reports.
- State Aid had been reduced by an additional 5%, bringing it to \$1.25 per capita (\$151,171.25). FY 2002 State Aid revenue was \$141,524 at the 1990 Census population numbers. A chart representing the 10-year history of State Aid was distributed.

Legislative Day would be on Wednesday, February 26th, in Columbia, providing an opportunity for public library advocates to discuss state funding with legislators.

- Bluffton Book Funds are being spent down rapidly.
- Miss Zachowski requested use the balance of the Diebold Foundation gift, which was given to the Library "to support Library programs," for printing postcards with peel-off decals for distribution to all three Friends of the Library groups to be used to acknowledge membership. Text on the decals would be "Friends of Beaufort County Libraries." This project would benefit the entire system as a promotional device in that the decals would be seen on vehicles throughout the county.

Mrs. Dunn moved that the remaining Diebold Foundation Funds be utilized to purchase postcard/decals, to be distributed by the Friends of the Library. Mrs. Wagoner seconded the motion, which passed with no objection.

Under Old Business:

Mrs. Mitchell reported that the kick-off for the countywide One County, One Book program would be the first week in March. Branch Managers had planned programs to go along with the project, including panel discussions, a screening of the film "Conrack" at each location, and displays on Gullah culture. A ferry ride and tour of Daufuskie Island was under discussion and the author would be invited to participate in an event.

The inside of the Lobeco Library building had been gutted, steel posts were in place, and infill for the foundation was expected to begin within the week. Completion was projected May, 2003. The Beaufort Friends of the Library had voted to provide \$48,000 for shelving and furnishings in addition to a \$5,000 grant from the Community Fund already on hand. The floor plans were displayed.

A proposal to seek an interim relocation for the St. Helena Branch Expansion, to provide better space and service hours, was being drafted for submission to the County Administrator.

Discussion of Endowment Guidelines was postponed.

Mrs. Mitchell distributed and commented on a written report of progress at the conclusion of the Long Range Strategic Plan, which is filed as an attachment to these minutes. A meeting would be scheduled for staff and committee members to review progress and consider adjustments to the plan.

Mrs. Dillon raised the critical issue of the lack of adequate staff and patron parking for the Beaufort Library location. Mrs. Stephan indicated that she was interested in pursuing this problem along with Mrs. Dillon and the Friends of the Library.

Under New Business:

Mr. Nevill stated that a group of historic photographs had been offered as gifts to the Bluffton Library. Mrs. Dunn recommended establishing an "art advisory committee" to screen potential gifts of art and then the Board of Trustees would then accept the advisory committee's recommendations. This arrangement had worked well with the Hilton Head Library. It was agreed that Mrs. Rosen would gather a committee together and present proposed guidelines at the March meeting.

Branch Liaison Reports are files as attachments to these minutes.

Mrs. Stephan moved, all agreed, and the meeting was adjourned at 5:05 p.m.

Respectfully submitted,

Pege Gay
Library Administrative Assistant

/psg

Attachments

BRANCH LIAISON REPORTS

Beaufort:

- The model trains exhibit in December attracted 1,900 visitors.
- An agreement for staff parking at the Beaufort Baptist Church vacant lot had been signed by the Church and approved by the County staff attorney.
- The Beaufort Friends of the Library had provided \$100 in quarters and parking tokens for the library's volunteers.
- A consortium of agencies with local historical resources was being organized. The next meeting would be on February 19th at Penn Center.
- The Library's operating system upgrade to a Windows format would be taking place soon. The contract with the vendor, SIRSI, was currently under review.

Hilton Head Island:

- The Hilton Head Friends of the Library had begun its winter book review and film seminar series.
- The Friends of the Library were sponsoring a Friday Readers program in cooperation with the elementary school. First grade classes came to the library each Friday to hear stories read by volunteers and to have a tour of the library.
- Super Saturdays programs for children were a big success as usual.
- The Friends' Shop is thriving.
- The Art Advisory Committee had two items in process of being donated.
- Children's Librarian Jean Morgan had scheduled a "Bedtime Story Time" to begin soon.

Bluffton:

- Road construction was still underway and the sandwich sign at Highway 46 was inadequate. Miss Zachowski was asked to e-mail County Engineer Bob Klink to determine when this might be completed. Meanwhile, could a large temporary sign be acquired?

Dale:

St. Helena:

- The number of new books has doubled with an increased lease plan.