

**MINUTES OF MEETING
HELD MARCH 12, 2003**

The second scheduled meeting of the Beaufort County Library Board of Trustees for 2003 was held at the Hilton Head Island Library Conference Room on March 12, 2003. The following members were present: Mrs. Dunn (presiding), Mrs. Doctor, Mrs. Kuchler, Mr. Neville, Mrs. Stephan, Mrs. Wagoner, and Miss Zachowski. Also present were: Board of Trustees applicant Edward Wiler, Deputy Administrator Frank Guth, Adult Services Coordinator Kathy Mitchell, Beaufort Library Manager Hillary Barnwell, Bluffton Library Manager Ann Rosen, Hilton Head Island Library Manager Mary Jo Berkes, and Library Administrative Assistant Pege Gay.

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

There was no public comment.

Mrs. Stephan moved to accept the Minutes for the January 15, 2003 meeting as written. The motion was seconded by Mrs. Wagoner and carried with no objections.

Mrs. Dunn introduced Mr. Wiler, whose name had been submitted to replace Dr. Heslin, representing Sun City and the Okatie area.

There was no Correspondence or Communications.

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

In response to a staff request, **a motion was made by Mrs. Kuchler to allow wine to be served at the Beaufort volunteer appreciation event on May 2, 2003 at 6:00 p.m. The motion was seconded by Mrs. Dunn and carried with no objection.**

Miss Zachowski presented the Financial Report for the Trustees Accounts and Operating Accounts.

- State Aid had been reduced, again, to \$1.17 per capita for FY 2003. State revenue in FY 2002, at the 1990 Census level, was \$141,524. At \$1.17, using the 2000 Census figures, it would be \$141,496.
- Line item expenses were on track through January.
- Bluffton Book Fund gifts through the February bank statement totaled \$204,747. \$176,452 had been spent to date.

Mrs. Dunn presented a proposal to sponsor an advocacy workshop for Trustees, Friends and others using funds from the Trustee accounts. The speaker on this topic at the Columbia Trustees Institute, Coretta Bedsole, would be willing to conduct such a workshop on revenue building and improving public relations with funding sources for the Library. **Mrs. Wagoner moved, seconded by Mrs. Kuchler, that funds from interest and undesignated cash gifts in the Miscellaneous Gift accounts be used to sponsor an advocacy and public relations workshop as proposed by Mrs. Dunn. The motion passed with no opposition.**

Miss Zachowski reported that preparation of the FY 2004 Budget proposal to the County was underway.

- County Council had instructed County Administration to present a “maintenance” budget, with no tax increase required. The Administrator had stated that implementation of the Maximus classification and compensation study results would be his top priority. Low entry salaries presented a recruitment and retention problem for all departments.
- In view of this situation, Library Management proposed to request only two of the ten needed positions: 1) Beaufort Children’s Room Library Manager and 2) Beaufort Circulation Services Supervisor. It was noted that, after May 31, Lobeco staff would no longer be available for part-time staffing at Beaufort.
- Utilities for a 2,500 square foot facility on St. Helena would be included.
- Some expenses related to the upgrade of the operating system to Windows, including staff training and extra new data lines to Hilton Head and Bluffton would be included.
- Lottery funds had been reduced by the Ways and Means Committee, but efforts were underway with the Legislature to reverse that action.

Under Old Business:

One County One Book

Mrs. Mitchell reported that each branch had a screening of the film Conrack, panel discussions on related topics would be held in April and May, and planning was underway for a big event, in cooperation with the Literacy Volunteers of the Lowcountry, for May. Discussions were underway with Mr. Conroy about a date for his talk and book signing. The Island Packet was sponsoring an essay contest for high school students. An information packet had been presented to County Council and the Council had signed a proclamation for the project. Mr. Strawn had made arrangements with Bay Street Trading Company, who in turn arranged with Random House for them to be given free, to provide paperback copies of the book to the students at Beaufort Marine Institute. The local media had been very

responsive with this project. Some book discussion clubs were using this title for their groups, as well. Suggestion cards had been developed for potential titles for next year's project.

Upper Beaufort County Library

Miss Zachowski reported that roof replacement and installation of the windows had been completed. The completion date was still anticipated for mid to late May. It was hoped that it would be open for the summer reading program. Preparations were being made to order the furniture and equipment. A grand opening would be scheduled for early June.

Endowment Guidelines

A committee was appointed to develop recommended criteria, guidelines, and procedures for use of the interest on the \$200,000 endowment principal within the 1999 \$450,000 anonymous gift. Mrs. Kuchler agreed to serve as chairman, with Mr. Nevill, Mrs. Stephan, and Mr. Wiler (pending his appointment). Mrs. Mitchell would acquire guidelines from other library endowment sources.

Long Range Funding Task Force

Mrs. Mitchell noted that the Long Range Strategic Plan called for a funding task force to establish a program to seek and develop alternative sources of revenue for the Library system. Trustees would be the core of this committee, and recruit other community members to serve. Mrs. Wagoner would chair this group. Mrs. Dunn and Mrs. Stephan expressed their interest in serving.

Under New Business:

Gift Policy Revisions

Mrs. Dunn stated that she felt it was time, in view of active efforts to acquire original art works for the Hilton Head and Bluffton libraries and the funding task force being organized, to revisit and possibly revise the Gift Policy. **Mrs. Kuchler moved changing the section concerning artwork to reflect current practice, which was agreed to by consensus.**

Proposal to Increase Number of Board Members

Mrs. Dunn opened discussion on the proposed request for expansion of the Library Board from seven to nine members, which had been distributed prior to the meeting. She stated that there was a feeling that a larger number could reflect the increase in population, share the workload of the board, and assist with insuring a quorum at certain times of the year. **Mrs. Stephan moved to request that County Council amend the Board's Charter to increase the number of Board members from seven to nine. Mrs. Wagoner seconded**

and the motion carried with no opposition. Mrs. Dunn would talk with County Council Chairman Weston Newton prior to submitting the request.

Branch Liaison Reports were given and are attached to these minutes.

Mrs. Rosen presented the Bluffton Library's Art Acquisitions Committee's recommendation of five items for permanent acquisition as gifts: **1) a framed watercolor painting by Joyce Nagel of the original Bluffton Library, offered by Dorothy Smith, 2) framed photographs of Mimi Gordon and Mary Wright to be displayed in the Friends of the Library book sale area of the library, offered by their daughters, 3) two photographs by Diane Huffman, offered by the artist, 4) a large framed painting entitled "Underwood" by Ross Wetzel, offered by the artist and 5) a 1974 oil painting by Margaret Turnbull, offered by a local resident.** Mr. Nevill moved that the first four items be accepted as gifts and that a decision on the 1974 Turnbull painting be tabled pending further information from the Committee as to its compliance with the established criteria. Mrs. Wagoner seconded the motion and it carried with no opposition.

Mrs. Dunn presented the Hilton Head Island Library's Art Acquisitions Committee's recommendation of two gifts. Mrs. Kuchler moved, seconded by Mrs. Doctor, that pictures by Amos Hummel, offered by the artist, be accepted. The motion carried unanimously. Mrs. Wagoner moved, seconded by Mrs. Kuchler, that three photographs by Greg Smith, offered by the artist, be accepted. The motion carried unanimously.

Mrs. Dunn further reported that the Hilton Head Friends of the Library had approved an expenditure of \$1,200 to acquire the remaining animal cut outs for the Children's Room. Mrs. Kuchler moved to accept this gift. Mrs. Doctor seconded and the motion carried with no opposition

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

Respectfully submitted,

Pege Gay
Library Administrative Assistant

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Attachments