

**MINUTES OF MEETING  
HELD MAY 14, 2003**

The third scheduled meeting of the Beaufort County Library Board of Trustees for 2003 was held in the Beaufort Library Conference Room on May 14, 2003. The following members were present: Mrs. Dunn (presiding), Mrs. Doctor, Mr. Nevill, Mrs. Stephan, Mrs. Wagoner, Mr. Wiler, 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, and Library Administrative Assistant Pege Gay.

Mrs. Dunn called the meeting to order at 3:00 p.m., with a quorum present.

There was no public comment.

**The Minutes of the March 12, 2003 meeting were amended to include the \$500 cost of the Advocacy Workshop approved at that time. Mrs. Stephan moved to approve the Minutes as amended. The motion was seconded by Mrs. Wagoner and carried with no objections.**

There were no Correspondence or Communications.

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

Miss Zachowski presented the Financial Report with the following comments:

A deficit in the Bluffton Miscellaneous Gift fund of the Trustee account was due to an overpayment of \$298.85 for supplies for the Children's Room. This had been reimbursed, though the deposit had not cleared the bank, leaving an actual \$154.39 in that account.

**Staff requested approval to use \$4,845.00 from the Lobeco Building Fund to purchase "Big Cozy Books" seating components for the children's area. Mrs. Wagoner moved, seconded by Mrs. Stephan, and the request was approved unanimously.**

**Staff requested approval to use \$70.26 in unobligated interest on the Miscellaneous Gift accounts to pay for lunch for "One County – One Book" panelists, \$23.42 each from Beaufort, Bluffton and Hilton Head. Mrs. Wagoner moved, seconded by Mr. Wiler, and the request was approved unanimously.**

Staff presented a proposal to use \$2,000 of the balance in the Alexander Dawson Fund to augment \$6,800 identified in Operating Accounts to pay for an architectural space analysis of the Beaufort Library. Two proposals had been secured, with

Frederick & Frederick's selected at \$8,800. After some discussion, **Mrs. Stephan moved that staff be authorized to negotiate with Frederick & Frederick to enlarge the concept of the space analysis study, and to use Alexander Dawson funds to augment operating funds up to a total cost of no more than \$10,000. Mrs. Wagoner seconded the motion and it passed unanimously.**

Staff requested approval to use the \$7,217 balance in the Bluffton Building Fund to provide audiovisual equipment for the Children's Program Room at Bluffton which fortunately was quoted at about that amount. The projection systems in this area in addition to the Meeting Room (\$28,900), the Computer Lab (\$7,137.65), and the Conference Room (\$12,130) had been omitted from the construction project for budgetary reasons. Lottery funds could be used for the Computer Lab. The children's program was in most urgent need of this equipment. After some discussion and exploration of supplementary funds available, **Mr. Nevill moved authorization of using the Bluffton Building Fund's \$7,217 balance to complete the Bluffton Children's Room audiovisual installation first and to recommend to County Council that up to \$42,000 from the Del Webb Agreement Library Fund be spent to complete comparable Meeting Room and Computer Lab installations. Mr. Wiler seconded the motion and it passed unanimously.**

Miss Zachowski distributed copies of the proposed FY 2004 Budget submission, noting the following reductions by County Administration to meet Council's no-tax-increase mandate:

- The two requested positions had been eliminated.
- \$34,214 had been cut from the Materials request, leaving \$462,286, which represented an increase of \$37,286 from the FY 2003 appropriation (\$425,000).
- All Capital Equipment had been eliminated.

The entire remaining proposal represented an 8.14% increase over FY 2003. Implementation of the starting salaries recommended by the Maximus study were included in the Administrator's budget. Utilities for a potential small, free-standing St. Helena facility remained in. Mr. Guth elaborated on the stringency of the County's FY 2004 budget situation. Miss Zachowski noted that the lack of the two additional positions for the Beaufort Library, added to the loss of 30 hours of Lobeck staff's time, would result in the need to consider **reducing service hours at the Beaufort Library from 60 to 52 per week. A work session with participation by Trustees and staff had indicated that the most workable scenario would be half-day closings on Friday and Saturday. Mrs. Stephan moved and it was the consensus of members present that the Board supported Library Administration's need to take this action in the absence of additional staff for the Beaufort Library.** Mrs. Dunn would draft a letter to County Council informing them in advance that this change in service hours would be necessary.

Under Old Business:

Lobeco Branch Library: Miss Zachowski reported that the Lobeco Branch building was scheduled to be turned over to the County on May 19. Shelving would begin to arrive on May 26 and the move from the old location would follow immediately. Mrs. Kuchler had organized a fund raising event in the form of a pig roast to be held at Bray's Island on May 23. The total collected to date was \$10,300, with about half of the anticipated responses in. **It was the consensus of the Board that these funds could be used for computer equipment, opening day expenses, "education boxes" for the children's program and possibly a roadside sign to identify the building.** A preview reception was being considered for the evening of June 5. **Mr. Nevill moved, seconded by Mrs. Wagoner, approval for wine to be served at this event. The motion passed unanimously.** The dedication was currently scheduled for June 7 at 11:00 a.m.

Endowment Guidelines Committee: Mr. Wiler was appointed to replace Mr. Nevill, who had withdrawn from the committee due to pressing business commitments. Mrs. Stephan reported for the Chair, Mrs. Kuchler, that tentative goals and guidelines had been identified for spending the first \$19,000 of Endowment interest. There had not been an opportunity to review these as a committee. First, these funds would not be used to supplant budgeted funds. Then, projects would: 1) address a goal or priority in the Long Range or Annual Plan; 2) augment special collections not covered otherwise; and/or 3) initiate a project or expand the scope of an existing project. A committee comprising a Library staff member, a Board member, and a non-attached community representative would review and recommend the proposals for approval by the Board. **Mr. Nevill moved adoption of these guidelines as a conceptual plan. The motion was seconded by Mrs. Stephan and approved unanimously.**

Long Range Funding Task Force: There was nothing to report. Work would continue during the summer.

Gift Policy Revisions: A draft proposal developed by staff had been sent out, along with a Gift Agreement form aimed at art. Additional comments on possible policy revisions were requested to be sent to Miss Zachowski. The Art Gift Agreement form was approved by consensus as proposed.

Proposal to Increase Number of Board Members: The Board's proposal had been submitted to and reviewed by the Information Technology Committee of County Council. Chairman Mark Generales had recommended aligning the Board structure with that of Council, expanding to 11 seats based on Council districts. The Board would review applications and recommend prospective members to Council for appointment to fill the vacant seats. This amendment to the Charter would be considered by full Council at its next meeting. It was the consensus of the Board to accept this recommendation to add 4, rather than 2, additional seats based on geographical districts.

Review of Proposal to Increase Out-of-County Fees: This proposal had been approved previously. However, a number of new Board members had come on since that time. Prior to forwarding it to County Council for comments, staff requested a review by the current

members. **Mrs. Stephan moved that the fee for out-of-county borrowers cards, to include Internet access, be increased to \$25 per year and that a \$2 per use fee for one hour Internet sessions, without borrowing privileges, be instituted for out-of-county users. Mr. Nevill seconded the motion and it passed unanimously.**

There was no New Business.

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

Mr. Nevill stated that his work load prevented him from the involvement in Board activities that he would wish and announced his intention to resign from the Board when an appropriate Bluffton candidate could be indentified to fill his seat. Mrs. Dunn stated that, in case he was not present at the September meeting, the Board thanked him for his years of great service to the Library system.

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Julie Zachowski  
Executive Secretary

Attachments

## **LIBRARIAN'S REPORT**

May 14, 2003

Staff is recovering from the shock of Vera Surrena's sudden and unexpected death. A part time Circulation Assistant at Bluffton, Vera had previously worked in the Children's Room at the Hilton Head Library. This leaves 2 unfilled part time circulation positions at Bluffton. All others are filled.

Beaufort Circulation Assistant Kiani Major is on maternity leave. Beth Woodring from the Technical Services Department is filling in.

Hilton Head has one Page vacancy and Priscilla Miller is ready to go on maternity leave. Circulation Assistant Madeline Munoz has requested a leave of absence during June and July for family reasons.

SCLA memberships have been renewed and initiated for all Board members for the calendar year 2003.

The exterior signs for the Bluffton Library are nearing completion. A problem has arisen with the directional sign design inside Bluffton Village apparently not meeting their architectural guidelines. They have requested a change in the design, which Public Works Director Buz Boehm is negotiating.

The stained carpet in the Hilton Head meeting room has been replaced. Work is continuing on the restroom doors. The change on these looks good, but a problem remains with disabled access to the water fountain situated between them. Mark Roseneau is arranging to add another fountain in the hallway.

A window in the Bluffton Children's Room was shattered by vandals on late May 1. It was only the outside pane of a double window, so there was no weather intrusion. J&L Glass has been called to repair it.

Friends of the Library decals, purchased with the balance of the Diebold Foundation gift, have arrived and are in the hands of Friends' membership chairpersons for distribution.

Mrs. Mitchell: The "One County – One Book" program is underway and successful so far. A panel discussion on "Education in Southern Beaufort County," featuring George Westerfield, Jim Alberto, Carol Roark, and Isaac Wilborn, is taking place at the Hilton Head Library today.

Mrs. Barnwell: Distribution of current fiscal year statistical reports.

BRANCH LIAISON REPORTS  
May 14, 2003

BEAUFORT LIBRARY

The Beaufort Friends of the Library would like a Board liaison to attend their Board of Directors meetings at 5:00 p.m. on the first Wednesday of each month (except June, July and August). These are usually held at the Beaufort Library but occasionally elsewhere. Mrs. Wagoner volunteered to do so, with Mrs. Stephan as a back-up.

Mrs. Barnwell announced that a contract had been signed for the upgraded automated operating system, SIRSI. The new server was in house and the system should be "going live" in November.

BLUFFTON LIBRARY

Mrs. Rosen expected to be at full staff by July 1. The branch was celebrating National Poetry Week.

