

**MINUTES OF MEETING
HELD SEPTEMBER 10, 2003**

The fourth scheduled meeting of the Beaufort County Library Board of Trustees for 2003 was held in the Bluffton Library Conference Room on September 10, 2003. The following members were present: Mrs. Dunn (presiding), Mrs. Doctor, 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, Lobeco Library Manager Scott Strawn, St. Helena Library Manager Connie Newell, Hilton Head Library Manager Mary Jo Berkes, Bluffton Library Manager Ann Rosen, Information Services Coordinator Dennis Adams, Children's Services Coordinator Wendy Allen, Gloria Underwood, and Library Administrative Assistant Rachel Smith.

Mrs. Dunn called the meeting to order at 3:15 p.m., with a quorum present.

There was no public comment.

A clarification of the definition of the Del Webb money was requested and provided. **Mrs. Stephan moved that the minutes of the May 14, 2003 meeting be accepted as presented. The motion was seconded by Mrs. Wagoner and carried with no objections.**

Following discussion, **Mrs. Stephan moved that the offer of a "Peace Pole," to be erected at the Hilton Head Library by Hilton Head for Peace, not be accepted based on Library policies which prohibit partisan and political use of the buildings. Mrs. Doctor seconded the motion and the motion carried with no objections.** Miss Zachowski and Mrs. Berkes would respond to the organization.

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

Miss Zachowski presented a **request from the Bluffton Friends of the Library for permission to serve wine at a First Year Anniversary celebration for the new building on November 18, 2003. Mr. Wiler moved approval, seconded by Mrs. Stephan, and the motion was approved unanimously.**

Miss Zachowski presented the Financial Report with the following comments:

Beaufort County closed its FY 2003 accounts in August but the final calculations had not been completed.

In the FY 2004 Status Report: There were two additional positions approved at the last minute; the Materials budget had increased overall by \$37,286.00. There were minor reductions in Overtime, Advertising, Postage, Non-

Professional Services, Programs, Supplies, and Fuel, and no Capital Equipment was approved.

State Aid, currently at \$1.01 per capita (a total of \$122,501.65), is expected to be reduced again within the fiscal year.

A request was made to approve the application of the total State Aid revenue for FY 2004 toward the Materials budget, bringing it to an allocation of \$462,286.00. Mrs. Wagoner moved to accept the motion, Mrs. Stephan seconded, and the motion was approved with no objections.

Three proposals received from staff for use of the Anonymous Gift Endowment Interest met guidelines established by the Committee chaired by Mrs. Kuchler as follows:

- Not to supplant budgeted funds;
- To address a goal or priority in the LRP or Annual Plan;
- To augment special collections not covered otherwise; and
- To initiate a new project or expand the scope of an existing one

The Committee recommended approval of the following proposals:

- 1. \$5,000 to purchase a Spanish language “core” collection of approximately two hundred items, to be distributed among the five branches, based on recommendations of a focus group that would identify the essential needs of the Spanish-speaking community.**
- 2. \$2,625 to create approximately fifteen story time kits to be lent from all five branches to day care groups for their own in-house programming. Kits would include books, puppets or dolls, a flannel story board, a finger play sheet, craft ideas with samples, and a notebook with instructions for conducting the programs.**
- 3. \$6,500 for establishing a marketing plan by producing newsletter formatting, online user feedback, logos for the Library system, training, and review and revision of the existing brochures.**

There was a consensus for the approval of all three proposals.

There was no Old Business.

Under New Business:

The results of the Beaufort Library Space Analysis were presented by architect Jane Frederick. It was phased into three parts: 1) capturing unused space, 2) adding necessary square footage, and 3) moving of the Administrative and Technical Services Departments to the potential Burton location. A rough cost estimate was given at \$5,000.00 for designing the first phase, involving renovation, material movement, and minor construction. The possibility of using the Alexander Dawson Fund balance was considered.

Mr. Adams distributed the proposed **Reference Services Guidelines**, a compilation of two years of research and discussion by the Information Services Unit, for review and approval by the Library Trustees. **Mrs. Stephan moved to accept. Mrs. Wagoner seconded the motion and it was approved unanimously without objection.**

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

The following donations of artwork were presented for approval to be accepted as permanent gifts: 1) "The Bluffton Oyster Company, a watercolor by Helen Nevins; 2) a photograph of South Forest Beach by Weissman, and 3) a print of the Old Hilton Head Bridge. Mrs. Doctor moved to accept all three. Mrs. Wagoner seconded the motion, and it was approved unanimously.

The meeting was adjourned at 5:05 p.m.

Respectfully submitted,

Julie Zachowski
Executive Secretary

Attachments