

MINUTES OF MEETING HELD NOVEMBER 12, 2003

The fifth scheduled meeting of the Beaufort County Library Board of Trustees for 2003 was held in the Beaufort-Jasper Water Authority Conference Room on November 12, 2003. The following members were present: Mrs. Dunn (presiding), Mrs. Doctor, Mrs. Kuchler, Mr. Nevill, Mrs. Stephan, Mrs. Wagoner, Mr. Wiler, and Mrs. Zachowski. Also present were: Chief Information Officer Frank Guth, Adult Services Coordinator Kathy Mitchell, Lobeco Library Manager Scott Strawn, Bluffton Library Manager Ann Rosen, Information Services Coordinator Dennis Adams, Children's Services Coordinator Wendy Allen, Sun City Guest Julie Yale, South Carolina State Library Director Jim Johnson, Gloria Underwood, and Library Administrative Assistant Rachel Smith.

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

There was no public comment.

An error in Branch Liaison Reports was noted: ten to fifteen new computers have been installed at the Hilton Head Branch in the public access area to replace the old computers. **Mrs. Wagoner moved that the minutes of the September 10, 2003 meeting be accepted as presented. The motion was seconded by Mrs. Stephan and adopted unanimously.**

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

Miss Zachowski distributed the FY 2003 Final Financial Report and presented the FY 2004 Financial Status Report with the following comments:

In the FY 2004 Status Report: In County and State appropriations, a \$996.00 DP Supplies encumbrance was carried forward although not shown in the report distributed.

Jim Johnson, State Library Director, gave the State aid forecast, which began at \$1.01 per capita and received a 1% cut in late August, bringing aid to \$1.00 per capita. He also stated that in the remainder of FY 2004 there would most likely not be any further cuts, dependant on the state of the economy. For the next fiscal year \$2.00 per capita has been recommended, but a cut between 3-7% has been projected. Mr. Johnson also made a request that there be more activity in lobbying, and sited the Advocacy Workshop at the Charleston County Library on November 18th. A handout was provided listing governors and legislators to contact throughout the year and what to do to promote library services through their influence.

The lottery distribution was at the same amount as in FY 2003: \$45,215.59. Fourteen thousand dollars was used to install a second T-1 (high speed) line to

the Hilton Head Branch, and the balance for the replacement of old PC's for new ones. Mr. Johnson noted that there was a possibility that additional lottery funds would be added to the amount above.

In Special Trustee Funds, Mrs. Zachowski stated that the Bluffton Book Fund has been closed for revenues and that those monies would be deposited as gifts to the Bluffton Library Miscellaneous Gifts Fund.

There was no new information in the Grants & Gifts Funds.

Committee reports were given for four committees: the St. Helena Library Relocation Committee, the Director Search Committee, the Blue Ribbon Funding Committee, and the Marketing Committee.

Mrs. Wagoner gave the report for the St. Helena Library Relocation Committee, stating they had met three times and that their primary objective was to locate a site for the relocation. Five sites were listed and described. Mr. Guth has met with the interim County Administrator and pursued meetings with the owners of various locations.

Mrs. Stephan reported the progress of the Director Search Committee. There is a meeting November 11th to have phone interviews with three of the twelve candidates (prior to the formal interviews). Reopening the position was discussed, and Mrs. Johnson offered to put it on the State Library Director's Web site. There was a good amount of staff input at Staff Development Day, with staff requesting that the new director be a team player, a decision maker, and be focused on a long range plan.

The Blue Ribbon Funding Committee, progress reported by Mrs. Dunn, has met twice. The first two were preliminary meetings to gather representatives from all areas and information on the budget and how much funding is needed. The next meeting is set for December 3rd, from which they expect to have tangible reports.

Mr. Wiler gave the report for the Marketing Committee via a Power Point Presentation. The presentation compared the state and national levels of funding and expenditures with the Beaufort County Library System's funding and expenditures. It was noted that it is necessary that the public be aware of where their community stands in comparison to other areas in order to raise awareness.

Frank Guth announced that Bluffton was nominated for the Palmetto Vision Award, an award for innovation in technology. The Beaufort County MIS Dept won for the use of cameras on HWY 278. He gave information on the new County Administrator: Gary Kubic, from Mahone County, Ohio is expected to be in Beaufort permanently as of the second week in December.

Under Old Business:

Mrs. Stephan proposes a Gift Policy Revision: that a statement be added indicating that no furniture, objects, or art will be accepted that is in conflict with the Exhibits and Display Policy. **Mrs. Kuchler moves for acceptance. Mrs. Wagoner seconds the motion and it is approved unanimously.**

Mrs. Stephan calls to attention an article in the Island Packet, an editorial by David Lauderdale, regarding Mrs. Zachowski's career in the Beaufort County Library System.

Under New Business:

A comparative view of the library system was presented by Mr. Wiler. It detailed Beaufort County Libraries in relation to other libraries in South Carolina. The presentation was given to the Sun City Republican Club, the Sun City Neighborhood and Margaret Griffin, Sun City Councilwoman. Mr. Wiler stated that the libraries must be seen as "County" library branches and not individually as the Hilton Head Library or the Bluffton Library.

The meeting dates for 2004 were approved and locations changed. Mrs. Stephan suggested more meetings due to the increased activity and special interest groups.

Closing dates for 2004 were approved by consensus. However, Staff Development Day may change and the 2004 Christmas Holidays pending a vote by county council.

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

Mr. Wiler moved for adjournment. The motion was seconded by Mrs. Wagoner and unanimously accepted. The meeting was adjourned at 4:55 p.m.

Respectfully submitted,

Julie Zachowski
Executive Secretary

Attachments