

**MINUTES OF MEETING
HELD JANUARY 14, 2004**

The first scheduled meeting of the Beaufort County Library Board of Trustees for 2004 was held in the Bluffton Library Meeting Room January 14, 2004. The following members were present: Mrs. Dunn (presiding), Mrs. Doctor, Mrs. Edwards, Mrs. Kuchler, Mrs. Stephan, Ms. Underwood, Mrs. Wagoner, Mr. Wiler, and Mrs. Hillary Barnwell, Interim Library Director. Also present were: Chief Information Officer Frank Guth, Bluffton Library Manager Ann Rosen, Hilton Head Library Manager Mary Jo Berkes, Lobeco Library Manager Scott Strawn, St. Helena Library Manager Connie Newell, Children's Services Coordinator Wendy Allen, and guests Marjorie Harms and Julie Zachowski.

Mrs. Dunn called the meeting to order at 3:02 p.m., with a quorum present, and introduced new Board members Jimmie Edwards and Gloria Underwood. She also introduced Marjorie Harms, a potential nominee to represent Council District 9 on the Library Board. **Mrs. Stephan moved, seconded by Mrs. Kuchler, that Ms. Harms be recommended to County Council for appointment to the Board. The motion carried unanimously.**

Mrs. Dunn announced that the Human Resources Committee had met and named Public Services Coordinator Hillary Barnwell to serve as Interim Library Director while the search for a new director was being conducted.

There was no public comment.

Mrs. Stephan moved that the minutes of the November 12, 2003, meeting be accepted, with one spelling correction to the Branch Liaison Reports. The motion was seconded by Mrs. Wagoner and approved unanimously.

Correspondence and communication Included an invitation to all Trustees to attend the State Library's Trustee Institute on January 24 in Columbia.

Mrs. Stephan reported that, as chairperson of the Director Search Committee, she had received a letter from State Librarian Jim Johnson pointing out that the advertisement posted for the Director position did not reflect state public library legislation, which specifies the hiring of county library directors as a sole responsibility of the Library Board of Trustees. She had discussed this concern with Mr. Guth to clarify County Administration's position and felt that the selection team in place, consisting of two Board members and the County's Chief Information Officer, was a good one. Mr. Guth

stated that he did not view this as a problem and that no candidate would be appointed without the Board's approval or who did not meet state accreditation requirements.

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

Mrs. Barnwell noted that the status report for County and State appropriations was not available due to the changeover in administrative staff. She distributed the report of Special Trustee Funds. Mrs. Dunn reported that the Hilton Head Library had received a \$10,000 gift from John and Rachel Jakes via the Hilton Head Friends of the Library.

Committee reports were presented as follows:

Mrs. Wagoner stated that the St. Helena Library Relocation Committee was considering a temporary relocation possibility proposed by St. Helena Elementary School principal. Dr. Davis had two kindergarten rooms which would become vacant when the preschool students moved into the new Early Childhood Education building at the end of the school year. The rooms provided a total of 3,200 square feet, outside doors to a playground which could be used as an entry area, and restroom facilities. Renovations could be made for public library purposes, but the space must be returned to its original condition when the Library left. The space should be available for up to 2 years while a permanent branch facility was being planned and built. This offer would have to be verified with the Board of Education. Mrs. Barnwell added that all of the old Bluffton Library furniture and shelving was in storage for just such a purpose. Mr. Guth noted that any costs to make the move should be addressed in the FY 2004 budget request and that some Lady's Island/St. Helena impact fees might be tapped. It was the Board's consensus to keep costs to a minimum since this would be an interim solution only. The committee was commended for its hard work to date and encouraged to continue the efforts toward a permanent solution.

Mrs. Stephan reported that the Director Search Committee had begun its process with a staff survey and revised position description. Ads had been placed. 14-15 applications had been reviewed by the Committee and they had conducted telephone interviews with three. Two of those had been brought in for personal interviews. The position had been offered to one of those candidates who declined after much consideration. The position would be readvertised as "open until filled" and the committee would review the applications after 2 months or so.

Mrs. Dunn reported that the Blue Ribbon Funding Committee had met three times for background information and to consider ideas. In February they would hear about the investment provisions and services provided by the Community Foundation of the Lowcountry from President and CEO Dianne Garrett.

Mr. Wiler had resigned a chairperson of the Marketing Committee, which now needed a new leader. Mrs. Stephan stated her willingness to work on it, but not to chair. Ms Underwood would also serve. Mr. Guth noted the need to consider what priority a possible staff position for marketing should have in the FY 2004 budget proposal Mrs. Stephan raised the potential need for an internal marketing policy to coordinate the format of signs, stickers, and other marketing tools. Mrs. Barnwell would research such policies from other libraries. Mrs. Kuchler suggested publishing a folder with a list of in-kind donations, such as furniture and equipment, rather than placing plaques on these items. The Board's consensus was that this was a good idea and Mrs. Kuchler and Mrs. Barnwell would pursue it.

Mrs. Barnwell distributed the list of 2004 priorities for the Long Range Plan. Mr. Wiler recommended that the scope of the Long Range Strategic Plan be reduced to make it more manageable.

For the Policy Committee, it was noted, from Mrs. Mitchell's review of policies and adoption dates at the last meeting, that the Meeting Room Policy was the oldest and would be brought forward for possible revision at a future meeting. One issue of concern was the issue of allowing books to be sold for autographing at literary events in the libraries. Following discussion, **Mrs. Stephan moved, seconded by Mrs. Kuchler, that the sale of copies of books to be signed would be allowed at Library-sponsored author events. The motion was approved unanimously.**

For Development and Coordination of Libraries, Information Services Coordinator Dennis Adam's apparently successful efforts to reactivate the Library Association of Beaufort County were noted. Mrs. Harms expressed an interest in working with this committee.

With two, possibly one, vacant seats still on the Board, Ms Underwood agreed to chair the Membership Committee.

Under Old Business:

Mrs. Wagoner moved that the 2004 schedule of closings be amended to include April 11, Easter Sunday. Ms Underwood seconded and the motion carried unanimously.

Under New Business:

Mrs. Kuchler reported on an advocacy workshop that she and Miss Zachowski had attended. Handouts from the session were distributed. The speakers emphasized that the need for positive contact with legislators goes on all year and that they like to hear from constituents, but usually not by e-mail or telephone. Letters are the best medium.

Library Legislative Day, a good opportunity for exercising advocacy, would be on March 10 in Columbia.

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

Mrs Kuchler moved, seconded by Mrs. Wagoner, that permission be given to serve wine and a Board function at the Beaufort Library on January 30, 2004. The motion carried unanimously.

Mrs. Berkes raised the question of the status or non-status of time share owners for free library membership. This question had been raised periodically at the Hilton Head Library, more frequently with the addition of Internet access to the visitors' fee schedule. The consensus was that Mrs. Kuchler's suggestion that the onus of providing ownership and tax payer status documentation for these individuals be placed on the time share associations was a good one. If time share owners could provide such documentation, they would qualify for property owner status free borrowing privileges. It was also proposed that Mrs. Berkes query the Chamber of Commerce as to how they would suggest addressing this situation.

The meeting was adjourned at 4:50 p.m. by consensus.

Respectfully submitted,

Hillary Barnwell
Executive Secretary

Attachments