

**MINUTES OF MEETING
HELD MARCH 17, 2004**

The second scheduled meeting of the Beaufort County Library Board of Trustees for 2004 was held in the Lobeco Library Meeting Room March 17, 2004. The following members were present: Mrs. Dunn (presiding), Mrs. Doctor, Mrs. Edwards, Mrs. Kuchler, Mrs. Harms, Mrs. Stephan, Ms. Underwood, Mrs. Wagoner, Mr. Wiler, and Mrs. Barnwell, Interim Library Director. Also present were: Chief Information Officer, Frank Guth, Bluffton Library Manager, Ann Rosen, Hilton Head Library Manager, Mary Jo Berkes, St. Helena Library Manager, Connie Newell, Children's Services Coordinator, Wendy Allen, Adult Services Coordinator, Kathy Mitchell, Information Services Coordinator, Dennis Adams, and guest, Julie Zachowski.

Mrs. Dunn called the meeting to order at 3:10 pm with a quorum, and presented new board member, Mrs. Marjorie Harms who has officially welcomed.

There was no public comment.

The minutes of the January 14th meeting: Mrs. Dunn noted only one vacancy was on the board; actually there are two vacancies. **Mrs. Dunn moved that the minutes be accepted as changed. Mrs. Stephan seconded. Motion carried.** Ms. Stephan asked that the letter she received as head of the Search Committee be attached to the minutes.

Correspondence and Communications:

1. Julie was thanked for sending a lovely letter.
2. An E-mail was received from Curtis Rogers inviting everyone to the American Library Association legislative day on May 3-4 in Washington. He encourages all to consider joining the South Carolina delegation to learn the latest legislative issues. May 4th is South Carolina's chance to advocate the importance of libraries. Additional information is available from the SCLA home page, www.scla.org. Registration is paid by SCLA.

Librarian's Report:

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

Financial Report:

Mrs. Barnwell noted that the status report for County and State appropriations was not available due to the changeover in administrative staff.

Committee Reports:

- A. **St. Helena Library Task Force:** Mr. Guth reported that Dr. Davis has offered us temporary space. Mrs. Barnwell told the board that they had measured the two rooms that measure about 2400 square feet, and there is parking. Very limited renovation will be required to connect the two rooms. There is furniture from the old Bluffton Library, including desks, shelving, a circulation desk, and stands for PCs. There will be an intergovernmental agreement, which the County attorney is reviewing. About \$500,000 is available for Lady's Island St. Helena through Impact Fees. It is important to get Councilman Generales's backing. There was discussion about purchasing of land and the logistics of the distance from the Beaufort Library. Mrs. Stephan asked for suggestions of people to help her approach Mr. Generales. Mrs. Patricia Wagoner, Mr. Bill McBride, Mrs. Patsy Hand, Mr. Edward Wiler, Mr. Earl Dietz and Mrs. Gloria

Cartwright were all suggested for the Lady's Island/St. Helena Impact Fee Advocacy Task Force for St. Helena.

- B. **Human Resources Committee:** Mrs. Stephan reported that the Director's search is still on. The position is advertised in South Carolina and Georgia. There have been twelve or thirteen applications and two candidates will be brought in.
- C. **Blue Ribbon Task Force:** Mrs. Dunn reported that there were two meetings, one in February where a presentation was made from the Lowcountry Community Foundation. Mr. Guth commented that with reassessment, we would not be able to count on more than 6.2% increase in the budget. Blue Ribbon Committee recommended that the Board move funds into the Lowcountry Community Foundation. Mr. Wiler gave a brief report saying it is a good opportunity for us. The Lowcountry Community Foundation has one hundred seventy different funds and manages more than 31 million dollars. It has different types of agreements including non-public endowments, and public foundations. Mrs. Barnwell will forward copies of the Lowcountry Community Foundation presentation to Board members who do not have them.
Mrs. Dunn commented that this must be passed through the Beaufort County Legal Department and then through the committee that does the annual review for the endowment. The Board would attend a presentation by Emmy Rooney of the Lowcountry Foundation, followed by a question and answer period. Mrs. Stephan asked if there was a date by which this should be done and was assured that it is in process. Mrs. Dunn assured the committee that she had shown the Lowcountry proposal to Greg Dyson of Merrill Lynch who said it looked all right to him.
- D. **Marketing Committee:** Mrs. Kuchler reported that the committee will meet on March 31st to decide what they would like to do and how they can best put the library on everybody's mind. There will be more to report next time.
- E. **Finance Committee:** No report other than Blue Ribbon Library Services Committee.
- F. **Library Services Committee:** Dennis Adams reported on coordination and development of library services a "good step forward has been regular meetings of service area coordinators to standardize job descriptions, we discuss our shared difficulties and successes. We share this with our units in our regular meetings."
- G. **Membership Committee:** Mrs. Dunn announced that she met with Anna Lafourcade who writes for a Hilton Head publication. She thought she would be a good match to serve on our Board, but she does not have a voter's registration card, which is a requirement to qualify for the Board. We still have two vacant seats. The list of Board members was updated; Mrs. Barnwell will mail the list.
Dennis Adams received a letter of thanks from the earlier mentioned Anna Lafourcade, who is a member of the Hispanic Focus Group of the Library Latin American Coalition. She would have been an excellent and proactive candidate, but she is not a citizen. However, the Latin American Council recommended her.
Mrs. Dunn says we will have some kind of orientation for new members. Ms. Zachowski gave Mrs. Dunn some times that are available for them to meet and discuss this.
- H. **Other:** Mrs. Stephan feels that whoever is going to do the April budget hearing should have a meeting with Mrs. Dunn and Mrs. Barnwell to be informed. Cut backs of spending may need to happen because of budget restraints. Mrs. Stephan suggested that coordination with County Council is very important in order for us to stay on track. Mrs. Dunn asked for a show of hands from those who would like to help with advocacy; Mr. Wiler, Mrs. Kuchler, and Mrs. Dunn will attend. It was suggested by Mrs. Barnwell that representatives of the Board attend County Council meetings regularly to bring

information to the rest of the board. Important Budget meetings with council are beginning April 19th. Mrs. Barnwell will send a schedule of council meetings and the budget calendar to Trustees.

Other activities: Ms. Underwood and Mrs. Dunn attended the State Trustees Institute meeting on January 14. It was very worthwhile and Todd Stephens did a very good program; he was enthusiastic and motivated.

Discussion about eventually having a computer room at Hilton Head, with a suggestion that work should begin on creating a budget study. There are Impact Fees that can be used for study and design. Mrs. Stephan pointed out that \$97,000 is available.

Mrs. Dunn commented on Legislative Day held March 10 in Columbia. She mentioned four points:

1. State aid for libraries: please support the budgetary amendment, it needs to be sent out to our representatives, with a note attached like Mrs. Edwards did for the last advocacy workshop that we attended. Occasionally some people do respond to E-mail; many times they do not. Phone calls and letters work best.
2. The lottery funds have increased from \$ 1.5 to 3 million for next year. This is still not final, but is in the Senate and the State Library Director is hopeful.
3. The state government restructuring is very important, the State Library becoming a division of the Budget and Control Board will be to our advantage.
4. Mrs. Dunn reported that she went with Mrs. Russell, President of the Hilton Head Friends, and that Ms. Zachowski was also there. She regretted to say that not all legislators were available. Mrs. Dunn wanted to thank everybody for any or all the letters written after getting the E-mails that Mrs. Barnwell sent.

Under Old business:

A. Amendment to the Meeting Room Policies:

Reference to authors being able to attend library sponsored events and meetings and to sell their books in the meeting rooms. This has been put into Meeting Room Policies and Mrs. Barnwell will send out copies.

Mr. Guth said Meeting Room Policy was an agenda item on Council's Technology Committee Monday March 22nd at 2:15 pm, Mrs. Barnwell and Mrs. Stephan will attend.

B. Time shares:

Mrs. Berkes says that Hilton Head Chamber of Commerce does not consider Timeshare owners to be residents. Mrs. Barnwell says that they need to talk about that. Mrs. Dunn says that they have to work on that policy. Also some people complained about the Internet fee of \$2 and comment was made about being able to buy used books for \$1.

New business:

Beaufort Volunteer Party is on April 16 and they requested that wine be served; **Mrs. Stephan made a motion, Mr. Wiler seconded. Motion carried.** Ms. Underwood asked permission to have wine for Bluffton's Annual Friends on June 11th. **Mrs. Dunn asked for a motion, Ms. Underwood made a motion and Mrs. Kuchler seconded and the motion carried unanimously.**

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

Other: Mrs. Dunn reported that she had one more thing to add about the Blue Ribbon committee. Mrs. Stephan came as the official facilitator and really got things moving very well. The Task Force also made a suggestion about the possibly of hiring a fundraiser and she has gotten information on this. She met with one who helped the orchestra raise four hundred thousand dollars. Another raised \$3 million and is with a fundraising company in Charleston. They would charge \$30,000 because they have to send somebody here. This is for a feasibility study. We already have the endowment and we could use interest from the endowment for hiring a fundraiser. She has two more people to talk to in Atlanta. Mrs. Dunn says that she has another lady in Chicago, who has not called her. She would rather find a local person, it was agreed that ads in the paper are a good idea.

Mr. Wiler moved for adjournment. The motion was seconded by Mrs. Stephan and unanimously accepted. The meeting was adjourned at 5:50 p.m.

Respectfully submitted.

Hillary S. Barnwell
Executive Secretary