

**MINUTES OF MEETING
HELD MAY 12, 2004**

The third scheduled meeting of the Beaufort County Library Board of Trustees for 2004 was held in the Hilton Head Library Meeting Room on May 12, 2004. The following members were present: Mrs. Dunn (presiding); Mrs. Doctor; Mrs. Edwards; Mrs. Kuchler; Mrs. Stephan; Ms. Underwood; Mr. Wiler; and Wlodek Zaryczny, Director of Library Services. Also present were: Chief Information Officer Frank Guth; Mrs. Hillary Barnwell, Beaufort Library Manager; 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; and Information Services Coordinator, Dennis Adams.

Mrs. Dunn called the meeting to order at 3:03 pm with a quorum. She introduced the new Director, Mr. Wlodek Zaryczny and described his extensive background, including 16 years at The Detroit Public Library. He has had a variety of responsibilities including Assistant Director at Roseville Public Library and Troy Public Library, and Director of Warren Public Library. Most recently he was the Director in Roanoke (VA), which has a city population of 95,000 and a regional community of 220,000. He has master degrees in Library Science and in Public Administration, post graduate work in History and secondary education, and a Certificate from the Leadership Institute of the University of Virginia. He has participated very actively in all the communities where he served.

There was no public comment.

Minutes of March 17: Mrs. Dunn asked for a motion to accept the minutes, Mr. Wiler moved, Mrs. Edwards seconded. Motion carried.

Correspondence and Communications:

1. The South Carolina State Library sent the most recent annual statistical summary. It has a different format this year. Mrs. Barnwell has only just received it so she hasn't had an opportunity to study it in detail.
2. An e-mail from Jim Johnson said the Senate Finance Committee is recommending that \$3.8 million be used to provide state library technology. Senators Leatherman, Malloy and Knotts authored an amendment that passed that would provide up to \$ 50,000 per County Library from this year's surplus. The Staff indicated that a number of Senators were interested in assisting public libraries. Mrs. Dunn mentioned that contacting the Senators by those present today would be a good idea. Contacting Senator Leatherman and other Legislators will help us get these appropriations.

Librarian Reports:

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

Financial Reports:

Mrs. Barnwell presented the Librarian's Finance Report, which is filed as an attachment to these minutes. However, we added these comments under **Trustees Accounts:** It was agreed to move the remaining balance of the Building Fund for Lobecko to the Lobecko Miscellaneous Fund so it can be used for the building and books.

Committee Reports:

A. St. Helena Library Task Force:

This is included in the Librarian Report. The school's architectural firm is working on the project, which is the design of two rooms. Did not discuss new site. No plans received and no dates for completion.

In the "Land" Topic, \$3.84 million was requested for St. Helena Library in the County's Capital Improvements Projects. Actual amount depends on revenue.

B. Human Resources Committee:

Mrs. Stephen thanked Mrs. Barnwell for being the Interim Director. She did a fantastic job.

Mrs. Dunn thanked Mr. Frank Guth for his great job on the Committee.

C. Blue Ribbon Funding Committee: (Attached)

Mrs. Dunn mentioned the following recommendations from the Task Force:

1. That the Trustees contact the Community Foundation of the Lowcountry (CFL) Committee and inform them that they want the Library endowment to transfer \$ 200,000 from Beaufort County to the Community Foundation of the Lowcountry (CFL).

2. Designate pass through accounts for specific projects for the remaining \$ 194,213 as of December 13, 2003.

Mrs. Dunn requested a motion. Mrs. Stephan moved that they accept recommendations to move the current balance to CFL.

Mrs. Dunn mentioned that they can vote under assumptions that we can legally move funds out of the County to CFL. Mrs. Dunn asked for comments. Mrs. Kuchler seconded. Motion carried.

Mrs. Dunn mentioned her research into hiring a consultant. She thought originally that they could use some of the money from the endowment for fundraising, but learned that is not possible. However, any interest earned can be used for consulting services so we could possibly hire someone locally to initiate an endowment plan.

Mrs. Dunn asked if anyone is interested in being on the Advisory Committee. The members will be 3 Friends of the Library, the Trustees, and the Director.

Mrs. Stephan moved to give the Board of Trustees governing authority for the Fund Plan with Mr. Guth serving as ex-officio. Mrs. Kuchler seconded. Motion carried.

D. Marketing committee:

Mrs. Kuchler thanked Dennis Adams for his well-done participation. There is a suggestion to change our name from **Beaufort County Library** to **The Public Library System of Beaufort County**. One reason is that we want people to think of the entire library system instead of Beaufort Branch, Bluffton Branch and etc. We can start marketing as a System and not for each Branch. Changing the logo was also discussed.

Mrs. Underwood made a motion to change the name to **Public Library System of Beaufort County**, seconded by Mrs. Stephan. Motion carried.

E. Finance Committee. There is no report.

F. Membership Committee.

Mrs. Underwood mentioned that the Board needs three members from the Districts of Sea Pines, Burton and St. Helena. Mrs. Dunn mentioned that they would like to have diversity (Hispanic) on the Board, but they haven't been successful.

G. Orientation Committee.

Mrs. Underwood discussed the small training session conducted by Ms. Julie Zachowski. Mrs. Underwood moved that Orientation be done once per year. Mrs. Stephan seconded. Motion carried.

H. Other.

Mrs. Underwood said that Friends of the Bluffton Library are sponsoring a Book Sale on Friday June 18/2003. Trustees already approved wine. There is an invitation to the Trustees and all Staff.

Coordination of Library Services:

Mr. Dennis Adams reported that the Library Association of Beaufort County had entered its second year after its third meeting at the Lobeo Branch with the libraries of Whale Branch Elementary School and Whale Branch Middle School.

Old business:

There is no report.

New business:

Mrs. Barnwell reported there is an Agreement with the Technical College of the Lowcountry for the usage of Bluffton Facilities for their collection. This Agreement is for one year.

Mrs. Kuchler made a motion to sign the Agreement and Mr. Wiler seconded. Motion carried.

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

Mrs. Stephan moved to adjourn. Mrs. Dunn seconded the motion. Motion carried. The meeting was adjourned at 5:10 p.m.

Respectfully submitted,

Wlodek Zaryczny
Executive Secretary