

**MINUTES OF MEETING
HELD SEPTEMBER 15, 2004**

The fourth scheduled meeting of the Beaufort County Library Board of Trustees for 2004 was held in the Beaufort Library Meeting Room on September 15, 2004. The following members were present: Mrs. Dunn (presiding); Mrs. Doctor; Mrs. Kuchler; Mrs. Stephan; Mr. Wiler; and Wlodek Zaryczny, Director of Library Services, Ms. Gloria Underwood was absent due to father's medical surgery; Ms. Jimmy Edwards and Ms. Patsy Hand were absent due to vacation. Also present were: Chief Information Officer Frank Guth; Mrs. Hillary Barnwell, Beaufort Library Manager; Ms. Ann Rosen, Bluffton Library Manager; Ms. Mary Jo Berkes, Hilton Head Library Manager; Ms. Elizabeth Horn, Lobeco Library Manager; Ms. Connie Newell, St. Helena Library Manager; Ms. Wendy Allen, Children's Services Coordinator; Ms. Kathy Mitchell, Adult Services Coordinator; and Mr. Dennis Adams, Information Services Coordinator.

Mrs. Dunn called the meeting to order at 3:02 pm with a quorum. She could not introduce the new member of the Board; Ms. Patsy Hand because she was on vacation, however she introduced the new Manager of Lobeco, Ms Elizabeth Horn.

There was no public comment.

Minutes of May 12: Mrs. Dunn asked for a motion to accept the minutes, Ms. Stephan moved, Ms. Kuchler seconded. Motion carried.

Correspondence and Communications:

There is no correspondence.

Librarian Reports:

Mr. Wlodek Zaryczny presented the Librarian's Report, which is filed as an attachment to these minutes. In addition to this he mentioned the Fall Book Sale at Beaufort that will be held from September 24 through September 26 at the Waterfront Park in Beaufort.

Financial Reports:

Mr. Wlodek Zaryczny presented the Finance Report, which is filed as an attachment to these minutes. He mentioned that some accounts are going to be merged and closed out, so the different Funds can be handled more efficiently. Additionally the Trustees Account from Regions Bank will be switched to First Citizens Bank.

Ms. Stephan mentioned that the new taxes are not going to affect the Library's Budget. Ms. Hillary Barnwell stated that the County Budget was pretty much like the last fiscal year, but some transfers were made from some accounts to others and will be reflected in the County Budget. State Aid was increased and it is important to note that there was substantial advocacy from the Trustees and Friends Board to push Legislation through.

Committee Reports:

A. St. Helena Library Task Force:

Mr. Zaryczny mentioned that we were planning to move to the new renovated classrooms at the St. Helena Elementary School in the future. There are some points that are not concluded with the contractor and still await formal approval from Columbia. The contract with the School District is also being negotiated. When these are finalized, renovations will begin.

B. Human Resources Committee:

Mrs. Stephan mentioned the new member of the Board, Ms. Patsy Hand. Ms. Dunn, Mr. Zaryczny and Ms. Stephan have met twice to decide on objectives that Mr. Zaryczny will work on this year so that he can have an evaluation by the end of the year.

C. Blue Ribbon Funding Committee:

The Committee has finished and since then they have met with the Control Board for the Endowment and were pleased with the idea of transferring the Fund to the Community Foundation of the Lowcountry – CFL. Now it has become a bottleneck with the County Attorney who stated that Beaufort County Library cannot legally sign; therefore Ms. Theresa Dunn will send a letter to the three members of the Board of the Control to ask them to write to Tom Henrikson and ask him to release that money by writing a check to the Community Foundation of the Lowcountry (3 accounts: 1 endowment and 2 pass through). Ms. Dunn will pursue a process to create a separate Library Foundation.

D. Marketing committee:

Ms. Kuchler mentioned that the State has a part time person with expertise in marketing and the Committee is going to contact her. She thanked Dennis Adams for the articles in the Beaufort Gazette.

Wendy Allen mentioned a new form of marketing for this Fiscal Year in the form of a monthly book review publication called **BookPage**. This idea came from the Director of Beaufort Library when he was in Michigan. The head-lines of the front and back pages will be customized so that every month different information will be printed. Every month different services that the Library provides will be spotlighted.

The County is buying 2,000 copies per month, (600 for the three big Branches and 200 for the small two Branches). We will give copies to the Chambers of Commerce and other entities. The community has accepted it remarkably well. The monthly fee is \$ 300 plus \$50 for extras. Ms. Kuckler complimented the logo on the BookPage. We have already distributed the second issue.

E. Finance Committee.

There is no report.

F. Membership Committee.

The members of the Committee were absent. Ms. Patsy Hand is a new Trustee from Council District 5 – St. Helena Island. Ms. Dunn mentioned that Ms. Marjorie Harms resigned last summer.

G. Orientation Committee.

There is no report.

H. Other.

Coordination of Library Services:

Dennis Adams presented recent activities in two areas of the Long Range Plan:

1. LILAC (Library Latin American Coalition): Monthly programs for Hispanic residents will begin in October, with films at Bluffton and Beaufort and an event with Chef Hugo of the Sol y Luna Restaurant at the Hilton Head Island Branch. Programs on various topics are planned through March 2005.

2. LABC (Library Association of Beaufort County): Next meeting at the media center of the Beaufort Academy on October 20 (4:30 p.m.). As part of the cooperation with other members of the Association, Dennis Adams will be offering DISCUS and database training for math students (Battery Creek High School on September 28-29), School District media specialists (Nov. 4, at the Bluffton Branch Library computer lab), and for 17 new teachers at Robert Smalls Middle School (at a date to be announced).

Mr. Adams will plan to meet with the incoming Superintendent of Schools, Edna Crews, at a time in the near future, to discuss further training, and will ask the participants to recognize the training by writing letters to newspaper editors.

I. Old business:

Impact Fees Fund: Ms. Barnwell mentioned that Impact Fees Expenditures for the FY04 included \$40,000 for Library materials to Hilton Head and \$40,000 for Beaufort Library. Bluffton has a \$ 572 balance.

Mr. Zaryczny mentioned that the amount collected for Bluffton has been drastically decreasing per year for the last four years. We are creating a Facilities Committee whose objective is to examine the service areas and develop recommendations for a Master Plan. Committee members will include Ms. Dunn, Ms. Kuchler, Ms. Barnwell, Mr Guth and Mr. Zaryczny.

Mr. Zaryczny mentioned that there should be one representative for each Country District so that all areas have equal input.

J. New business:

Meeting Room Policies: Ms. Mitchell proposed a new policy dealing with copyright: Any group wishing to show a film in Library facilities must have a public-performance-right license and indemnify the Library from any responsibility. Library Staff will create a brochure for the community, which gives contract and contact information and explains the indemnity. Ms. Kuckler moved and Ms. Stephan seconded, motion carried.

Ms. Rosen brought two points to Ms. Dunn, as follows:

1. A group who booked the Meeting Room at Bluffton Library wants to charge a small fee for people to come in. No fee is approved. Ms. Stephan moved and Ms. Kuchler seconded, motion carried.

2. Another group has some prints to exhibit for one year at Bluffton. The conclusion is that the general Board Policy is that each exhibition committee could have an internal policy that includes a board policy for each facility. So the decision will be to rely on each Branch to create an internal policy for up to max of 90 days. For instance; each facility will have an individual policy and each Branch will establish separate rules for their exhibits.

XI. Branch Liaison Reports:

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

Mrs. Stephan moved to adjourn. Ms. Kuckler seconded the motion. Motion carried. The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

Wlodek Zaryczny
Executive Secretary