

**MINUTES OF MEETING
HELD NOVEMBER 10, 2004**

The fifth scheduled meeting of the Beaufort County Library Board of Trustees for 2004 was held in the Bluffton Library Meeting Room on November 10, 2004. The following members were present: Ms. Dunn (presiding); Ms. Doctor; Ms. Kuchler; Ms. Stephan; Ms. Underwood; Mr. Wiler; and Mr. Zaryczny, Director of Library Services. Ms. Jimmy Edwards and Ms. Patsy Hand were absent. Also present were: Chief Information Officer Frank Guth; Ms. Ann Rosen, Bluffton Library Manager; Ms. Mary Jo Berkes, Hilton Head Library Manager; Ms. Elizabeth Horn, Lobecko Library Manager; Ms. Connie Newell, St. Helena Library Manager; Ms. Kathy Mitchell, Adult Services Coordinator; and Mr. Dennis Adams, Information Services Coordinator. Ms. Hillary Barnwell who is Beaufort Library Manager was absent due to building facilities workshop at Greenville. Ms. Dunn called the meeting to order at 3:09 pm with a quorum.

There was no public comment.

Corrections were noted to the Minutes of the September 15, 2004 meeting as follows:

1) On page one, eight paragraph down "Mr. Guth mentioned that the new taxes are not going to affect the library's budget", not Ms. Stephan. 2) On page one, under "Human Resources Committee" Mrs. Stephan did not mention the new member of the Board, Ms. Patsy Hand. 3) On page three under "Old Business" impact fees were not stopped for Bluffton and do include the Bluffton Library collection. Mr. Guth presented two copies of the ordinances. 4) On page three under "New Business", "Meeting Room Policies" regarding film performance rights license were discussed. Mr. Zaryczny clarified to Ms. Stephan that we are not policing; language in Minutes should reflect that the librarians are not responsible.

The Minutes should be revised, Ms. Stephan moved. Ms. Kuchler seconded. The motion carried unanimously.

Correspondence and Communications:

1) Mr. Dick Stewart sent the Museum Term Sheet to the library trustees. It states key facts about the library and plans for building expansion. The document describes a potential collaboration between the Beaufort County Library System, the Historic Beaufort Foundation, the City of Beaufort, and Beaufort County to expand and enhance programs at the Beaufort County Library System and the Beaufort Museum. The collaboration's goal is to increase access to the cultural and historic resources of Beaufort County and the landmark historic district in the city of Beaufort, and promote economic development through historic and cultural tourism.

Ms. Dunn asked for a motion to pursue this project, Ms. Kuchler moved and Ms. Underwood seconded. Motion carried unanimously.

This project will still go forward despite defeat of a 1¢ sales tax in the recent election, but will be slower. Beaufort impact fees will be pursued regardless of other sources of money or progress of the building expansion. The mayor will pursue Beaufort impact fees with the City Council (same at Port Royal).

2) Ms. Dunn reported a letter from the governor's office and a conversation with State Representative Scott Richardson that show that government welcomes advocacy efforts.

3) A Letter was received from the Department of Consumer Affairs concerning the use of library resources by time-share owners. The letter was forwarded to Ms. Kelly Golden, Attorney for Beaufort County.

4) A Marketing proposal for Beaufort County Public Library was the result of a meeting in Columbia with Ann Addy. The proposed cost is \$4,000 out of original \$6,500 allocated for this purpose. Ms. Addy will conduct 1) a free focus group meeting at Okatie sponsored by the State

Library and 2) a separate marketing study that she will do as a private consultant. **Ms. Dunn asked for a motion to pursue this proposal, Ms. Kuchler moved and Ms. Underwood seconded. Motion carried unanimously.**

The marketing study will be deeper than publicity and involves the Foundation, assessment issues, etc. Mr. Zaryczny will supply delineated items for the marketing study (not given in the proposal).

Librarian Reports:

Mr. Wlodek Zaryczny presented the Librarian's Report, which is filed as an attachment to the minutes. In addition, he mentioned an injured Patron living in Sun City who he visited before this Meeting.

Financial Reports:

Mr. Zaryczny presented the State Aid Agreement for Ms. Dunn's signature as Chair of the Library Board. Ms. Dunn signed in presence of all the Members of the Board. This Agreement will be submitted to the State Library in Columbia.

FY 2005 status report: Mr. Zaryczny mentioned the Trustee account at Regions Bank where there are some funds that are going to be spent out before transferring the account to First Citizens Bank. Some funds have limitations so we can spend only the interest. The interest for each fund is going to be held in a separate account for the Trustees so as to not split the interest into different funds which will be undesignated. Some funds cannot go into the Foundation, specifically those tied to the South Carolina Room and the Clover Club. In addition there is a clarification on library revenues: Internet copies cost the same as copies from the photocopier, but are considered "fees", not "copies".

Mr. Zaryczny mentioned that the Impact fees Report coming from the Finance Department will be slightly different. They will provide more information and will be easier to understand.

Committee Reports:

Ms. Dunn handed in an updated list for the different Committees.

A. Development Committee:

There will be a final preparation meeting in December to gather facts for the January meeting. Data from the marketing focus group will be available for consideration. Ms. Dunn's attorney will work on this project on an "in-kind" basis. The previous preparation meeting was useful in determining the path ahead for this committee. Ms. Stephan is looking for good prospective members for a larger start-up group.

Members: Ms. Dunn, Ms. Hand, Mr. Wiler and Ms. Stephan. Staff: Mr. Zaryczny and Ms. Mitchell. Ms. Dunn has gotten basic forms from the state trustees organization. Effort will be made to keep the organization structure simple, under the trustees as the authorizing body for the Foundation.

B. Endowment Fund Committee:

Ms. Barnwell was absent from this meeting as mentioned above. Ms. Dunn asked Tom Henrikson to ask the attorney to review the endowment paperwork. It is still under consideration. A Foundation may make turning funds over to the library more appealing. **The Endowment Fund Committee is no longer necessary because its work has been done.**

C. Facilities Committee:

Ms. Kuchler feels that the Director should chair this committee, because he knows this area best. The goal is to determine the long-range mission of the facilities including examining impact fees.

Trustees do not have a first-hand knowledge, and so should be available to listen and expedite business.

Mr. Guth: Long range (15 years) planning is the role of Trustees, but day-to-day affairs are the Director's responsibility. Mr. Zaryczny's activities within the county impact this activity. The Director can coordinate the legwork done by Trustees and staff. County staff have up-to-date information. Ms. Stephan stated that the name of the committee and political interaction is the role of Trustees. Ms. Kuchler will interact with Mr. Zaryczny to this end. Trustees will call future meetings.

D. Human Resources Committee:

Ms. Stephan is looking into personnel issues and exploring new ways to staff the library adequately. Mr. Zaryczny has drafted his list of competencies.

E. Impact Fees Committee:

Bluffton: Staff prepared a finely detailed report of needs and costs. The next step is to determine how to get the additional impact fees for Bluffton. Ms. Mitchell expressed concern about who will administer these fees. Mr. Guth mentioned that we should find out what exactly is available from Mr. Tom Herinkson. Impact fees are part of The Development Committee's responsibility. However we need to address non-facilities concerns such as: materials. Issues: Hilton Head Branch Manager – Ms. Berkes needs more funds for Materials this year; "Friends money" for this year is almost spent.

F. Library Services Coordination & Development.

Mr. Adams mentioned his DISCUS for Science Projects presentations at two sessions at Bluffton Library and Robert Smalls Middle School. His report is attached to the Minutes.

G. Marketing Committee:

There is no report.

H. Membership Committee:

Irvana Faulkner and Marine (Military) contacts for Trustee membership are in motion. Hispanic Prospect (Eric Esquivel) will be contacted.

I. Orientation Committee:

A successful session with Trustees and Friends at the Board Development Day was held last October. There will be a follow up at the next opportunity. A history of the trustees, a brief introduction and an overview of the bylaws would be helpful at orientation. A "pep-talk" for all members could also energize Trustees.

J. St. Helena Library Relocation:

Ms. Newell handed out a Survey Report at the Meeting. She mentioned survey distribution points areas on St. Helena Island.

K. Other:

Mr. Wiler proposed changes in presentations at Board meetings; they are overly comprehensive in presenting results. Ms. Dunn suggested a balance between discussion and what is standard board practice.

Old business:

There is no report.

New business:

The closing dates for 2005 and Meeting dates for Board of Trustees meeting were approved. The dates of April 22 and October 10 were added specifically as Trustees orientation opportunities. Ms. Kuchler moved and Ms. Underwood seconded. Motion carried.

Mr. Zaryczny mentioned Board Members' terms and appointments. December 13 is the deadline to submit letters.

Branch Liaison Reports:

Branch Liaison Reports were given and are attached to the Minutes. Ms. Kuchler mentioned that it is good to have teen athletes read to younger children at Bluffton and suggested this might be good to try elsewhere. Lobeco received congratulations on outreach, family reading center and increased circulation.

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

Respectfully submitted,

Wlodek Zaryczny
Executive Secretary