

**BEAUFORT COUNTY LIBRARY
BOARD OF TRUSTEES
MINUTES OF MEETING
HELD MARCH 15, 2006**

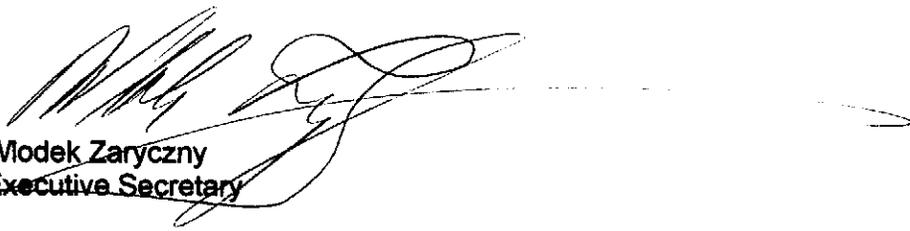
- The second scheduled meeting was held in the Penn Center.
- Attendants:
 - Ms. Janet Kuchler (presiding) – Vice chairman of the Board
 - Ms. Katherine Doctor – Member of the Board
 - Ms. Eileen Fitzgerald – Member of the Board
 - Ms. Patsy Hand – Member of the Board
 - Ms. Veronica Miller – Member of the Board
 - Ms. Norma Stewart – Member of the Board
 - Ms. Jean Wolff – Member of the Board
 - Mr. Frank Guth - Chief Information Officer
 - Mr. Wlodek Zaryczny – Director of the Beaufort Library
 - Ms. Maryjo Berkes – Hilton Head Branch Manager
 - Ms. Ann Rosen – Bluffton Branch Manager
 - Ms. Elizabeth Horn – Lobecko Branch Manager
 - Mr. Dennis Adams - Library Services Coordinator
 - Ms. Wendy Allen – Youth Services Coordinator
 - Ms. Kathy Mitchell – Adult Services Coordinator
 - Mr. Scott Strawn – Youth Services Librarian at Bluffton Library
- Guest:
 - Ms. Angela Leaphart– Interim Librarian at Beaufort Branch Library.
- Call to Order: 3:05 p.m. with quorum.
- Motions:
 - Minutes of January 11, 2006 were approved as written: Ms. Wolff moved. Ms. Miller seconded.
 - The Burton Wells/Laurel Library Facilities on the Facilities Master Plan was moved from priority # 4 to priority # 2. Ms. Hand moved. Ms. Stewart seconded.
 - Amendment to the second motion: The Beaufort Branch expansion - priority # 2 was moved to priority # 4. Ms. Hand moved. Ms. Stewart seconded.
 - The interest from BAG fund will be transferred to Library Foundation: Ms. Hand moved. Ms. Miller seconded.
 - Wine for Volunteer appreciation on April 28th was approved: Ms. Stewart moved. Ms. Hand seconded.
 - Adjournment: Ms. Fitzgerald moved. All in favor.
- Public Comment: There was no comment.
- Minutes January 11, 2006: The Minutes were approved as written.
- Correspondence and Communications: There was no correspondence/communications.

- Librarian's Reports: Filed as an attachment to these minutes.
- Financial Reports: Reports are filed as an attachment to these minutes.
 - Impact Fees: The bond for Bluffton Library has been paid off.
 - Gift: Hilton Head Library received an amount of \$ 5,000 for Collection.
- Committee Reports:
 - Advocacy Committee:
 - Ms. Stewart attended the Legislative Day in Columbia last March 8.
 - All the legislators attended the Legislative Day Meeting.
 - Facilities Committee:
 - This report is basically presented under the Librarian's Report (Note Mr. Buz Boehm's memo).
 - Ms. Barnwell and Mr. Zaryczny will meet with the Planning Department on March 16 to review figures with regards to library level of service criteria and incorporating standards into the Southern & Northern Beaufort Regional and County Comprehensive Plans.
 - There are concerns that were discussed during February 2nd CIP meeting with Mr. Gary Kubic, County, Library Staff and Ms. Janet Kuchler:
 - Identify lands for future libraries facilities.
 - Increase Impact Fees.
 - Update Library standards.
 - Mr. Zaryczny plans to make a Library Facilities Master Plan presentation to the Planning Commission in April or May.
 - Finance Committee:
 - This report was presented earlier under Financial Reports.
 - Foundation Committee:
 - The Board holds a meeting every month.
 - Ms. Kathy Mitchell presented a sample board of the new stationary, brochure and business cards.
 - A Web page is under development.
 - A Board Member will assist with interviewing for the Development / Marketing Coordinator position.
 - The Board is seeking a financial consultant to help handle the funds.
 - A press release is being developed.
 - History Committee:
 - There is not a report.
 - Human Resources Committee:
 - There is not a report.

- Library Services and Development Committee:
 - Mr. Dennis Adams mentioned that intern Angela Leapheart had participated in the same orientation program that all new Library employees receive in the first week of their employment.
 - The program includes visits to all five branch libraries, training in all service areas, trips to libraries at USCB, TCL, and visits to points of interest in the County's social and natural history.
 - Mr. Adams and Ms. Wendy Allen presented a session on the Library's website and Youth Services at a recent staff development day for School District Media specialists, and plan to attend future meetings throughout the year to discuss shared concerns.
 - Mr. Adams will be training Coosa Elementary teachers in the use of DISCUS and other online databases on March 21.
 - At the March 11 conference of the SC Chapter of the National Church Library Association, Phyllis Buckley of Technical Services presented a book repair session, and Dennis Adams spoke on the life and career of author C. S. Lewis. About 25 attendees from six churches and two schools attended the event, for which Beaufort County Library provided much guidance and mentoring.
 - Mr. Wlodek Zaryczny and Mr. Dennis Adams have begun a "luncheon circuit" of PowerPoint talks on the Library's resources and plans for the future – recently at the Thursday Club, Beaufort Rotary and Exchange Club. The response has been positive (and many people are amazed at what the Library can offer them besides "just books").
- Marketing Committee:
 - This report was presented earlier under Librarian's Report.
- Membership Committee:
 - There is not a report.
- Orientation Committee:
 - Orientation materials were distributed to the members at the meeting.
- Policy Review:
 - The new circulation policy was distributed.
 - The Board of Trustees should approve the policy at the next meeting.
- Web Site Committee:
 - Ms. Hillary Barnwell is now doing the paperwork to purchase the software and server "setup" for the new website.
 - Staff is now working on content and design. The rollout date has been re-set for July 2006.
- Old business:

- Ms. Janet Kuchler mentioned that she wrote a letter for information purposes to the County Council regarding Library Facilities, Web Site and Library Foundation.
- New Business:
 - Facilities Master Plan Revision:
 - Mr. Zaryczny requested the Board to approve moving priority # 4 (Burton Wells) to priority # 2 and moving priority # 2 (Beaufort Branch) to priority # 4.
 - Administration and Technical Services Department are included in the Burton Wells Library Facility (priority # 2).
- Library Endowment.
 - Mr. Zaryczny requested the Board to approve moving the interest from the BAG fund to the Library Foundation.
 - The Library Foundation will pursue marketing, etc in order to get additional funds for the library.
- Wine for Beaufort Volunteer Appreciation Party – April 28.
 - The Board approved serving wine for the Volunteer appreciation function at Beaufort Branch.
- Other topics:
 - Ms. Kuchler mentioned two topics to be discussed in the next meeting, when Ms. Dunn will be present.
 1. The Board could designate one of its members to attend FOL meetings.
 2. The Board could establish communication with the School District Board.
- Branch Liaison Reports:
 - These reports are filed as an attachment to these minutes.
- Adjournment: The meeting was adjourned at 4:20 p.m.

Respectfully submitted,



Wlodek Zaryczny
Executive Secretary