

Beaufort County Library
BOARD OF TRUSTEES
MINUTES OF MEETING
Held November 10, 2010, 3:00 p.m.

The sixth scheduled meeting for 2010 was held at SCE&G; 108 Robert Smalls Pkwy; Beaufort, SC.

Attendants:

Trustees:

Ms. Theresa Dunn-Chair; Ms. Janet Kuchler, Ms. Susan Carter Barnwell, Mr. John Cartwright, Ms. Eileen Fitzgerald, Ms. Norma Stewart, Ms. Jean Wolff; and Ms. Patsy Hand.

Library Staff:

Mr. Wlodek Zaryczny, Library Director; Ms. Jan O'Rourke, Assistant Library Director; Mr. Morris Campbell, Director of Community Services; Ms. Mary Jo Berkes, Hilton Head Branch Manager; Ms. Wendy Allen, Youth Services Coordinator; Mr. Dennis Adams, Information Services Coordinator; Ms. Maria Benac, St. Helena Branch Manager, Ms. Ann Rosen, Bluffton Branch Manager; Ms. Fran Hays, Beaufort Branch Manager; and Ms. Cathy Parsons, Administrative Assistant.

Guests:

Lynne Miller, Hilton Head Branch Friends President, and Mr. Bernie Kole, Beaufort Branch Friends President.

Call to Order: The Beaufort County Library Board of Trustees' meeting of Wednesday, November 10, 2010 was called to order at 3:07 p.m. with a quorum present.

Public Comment:

None.

Minutes of September 8, 2010:

MOTION: Mrs. Hand made a motion to accept the minutes. Ms. Barnwell seconded the motion. There was a unanimous vote by the Trustees.

Correspondence and Communications:

None.

Librarian's Report: Attached to these minutes.

Mr. Zaryczny reported that the Library is short 19 (nineteen) personnel. Ms. Miller asked if those positions were lost positions. Mr. Zaryczny said that for audit purposes the staff positions were lost, but when the economy gets better the Library will ask Beaufort County to reinstate those positions. Mr. Zaryczny stated that they are considering moving and reclassifying one librarian to Bluffton Branch to provide some assistance there. The Library's position is that they want to keep staff. Mr. Zaryczny stated that if there is a reduction of hours at the regional libraries that the Library would be able to maintain its top notch service. Ms. Kuchler asked that if there is a reduction of hours, how it would affect our agreement with the State that one branch be open longer hours. Mr. Zaryczny answered that he had spoken with David Goble and he has agreed to a waiver for a year. Ms. Kuchler asked if Beaufort County employees from other departments might be used to fill Library vacancies. Mr. Zaryczny said that yes a released employee could transfer to the Library if that person is qualified for the position. Ms. Miller asked that if the Library system reduces hours, how much advance notice would be given to groups as far as making adjustments to their program schedules. Mr. Zaryczny stated that the announcement would be made 1 (one) month in advance after it's approved by County. On a happy note, Mr. Zaryczny announced that Dennis Adams, Information Services Coordinator, will not be retiring.

Automation:

Mr. Zaryczny announced that SC Lends received a minor upgrade recently with no major problems. There will be a major upgrade in January. There are now 10 County Libraries in the consortium with 4-5 more to be added.

Mr. Zaryczny stated that RFID is on the County Finance Committee agenda again. If it passes the Committee then it will go to County Council.

Mr. Zaryczny reported that The County's VOIP (phone system) continues to have some problems. He also announced that the traditional fax machines will be eliminated soon, and faxes will be sent through the VOIP system.

Capital Improvements:

Mr. Zaryczny reported that the Library is continuing to wait for the final release of the USDA funding for the St. Helena Branch. Terms and conditions have been submitted to the County, now it's a matter of reviewing them and then signing off on the \$8.5 million in funds. According to the CDBG we can ask for a 3 month extension. In some ways this is beneficial to us because the architects can seek out materials that may be less expensive since the project would not have to be "fast-tracked". Because of this situation bids will go out by the end of the month to contractors to get an idea of costs. Then, based on the final bid we can determine what we can do with the facility.

Mr. Zaryczny announced that the BDC ribbon cutting ceremony turned out very well in spite of the inclement weather. Ms. Cordial has commented that she has had more business than ever.

State Aid & Lottery Funds:

Mr. Zaryczny announced there will be no lottery funds this year. The Library did receive its first quarterly check from State Aid, but the amount could be reduced in the future.

County Budget:

Mr. Zaryczny announced that there is a decrease in revenues, and we are in what the County's calls a "smart decline".

Grants:

Mr. Zaryczny announced that the FEMA Pre-Disaster Mitigation Grant was not applied for this year. The time frame was too short for the Library to gather the needed information. The Grant is offered annually, so next year we could apply for it. This Grant money would have a positive effect for Beaufort Branch as it would fund the cost to strengthen the building's structure.

On September 24th the Friends of the Library at the Hilton Head Branch Library provided a matching grant for almost \$79,000 for adult materials for the Hilton Head Branch. At the October 25th meeting, the County Council approved using impact fees as a match for that grant.

Miscellaneous Items:

Ms. Dunn asked that all Trustee turn in the Conflict of Interest forms.

Financial Report: Attached to these minutes.

FY 2011 Status Report

1. County Funds:

Mr. Zaryczny reported that the funds are being expended.

Mr. Zaryczny reported that there is an accounting issue for the Trust Bag Funds. The fund will now be divided into 3 (three) separate accounts rather than having one account.

Mr. Zaryczny stated that the Library has not expended any money from the Bag Fund (near \$35,000) on the BDC for a number of years because Ms. Cordial had nowhere to put the materials. She'll now be able to purchase materials for the BDC.

2. Trustee Funds:

Ms. Kuchler asked about the accounts listed on the report that have no money in them. Mr. Zaryczny said that with Trustee approval they could “x” out those accounts, but he said that he would double-check those accounts for any possible activity.

ACTION ITEM: Check the accounts to see if funds have been deposited and then expended. Any account that has had no activity will be eliminated from the report.

Committee Reports:

Advocacy: Nothing to report.

Corresponding Secretary: Nothing to report.

Facilities: Covered in Librarian’s Report.

Finance: Covered in the Financial Report.

Foundation: The annual appeal letters were worked on.

Friends of the Library (FOL):

Ms. Miller, President of the Hilton Head Friends, told the Trustees about 4 (four) Living Words Writing Workshops. They have invited local authors to come in and the attendance has been very good. She stated that they are looking at membership development. Ms. Miller announced that they will be having their 12th anniversary celebration on November 12th. Ms. Miller announced other upcoming programs. She also stated that 2 (two) red Carolina rockers have been donated for the children’s room in memory of Barbara Frawns.

Mr. Kole, President of the Beaufort Friends announced that they raised almost \$26,000 at their fall book sale, their second best year in terms of proceeds, and the spring sale looks promising. He stated that a final decision regarding the rental book program would be made next month. Mr. Kole announced that the Books Sandwiched In program was going very well. He also announced that because of the Proclamation for Friends of the Library Week (October 17-23) plaques have been given and mounted at the Beaufort, Bluffton and Hilton Head Libraries.

Ms. Stewart, reporting for the Bluffton Friends of the Library, stated that they had a Gullah presentation that was well received. Ms. Stewart also said that they have redesigned their FOL brochure in an attempt to capture the interest of the Bluffton community.

Library Services:

Ms. Allen reported that despite a staff shortage, the remaining staff is doing a wonderful job. She announced that the “Lapsit” program at the Beaufort Branch has been stopped and some programs at the Lobeco Branch have stopped. The Outreach program will be curtailed. Ms. Allen stated that other than those changes the children’s programming is still going full force.

Mr. Adams shared information from an article that he’d just read stating that from a study that was just done, it seems that college students are good with computers (e-literacy) but not with books.

Membership:

The Trustee’s decided that the recording secretary, Ms. Wolff, will send a letter to Wes Newton reminding him of the vacancy in his District from the Trustee Board. Ms. Hand will also sign the letter as the membership chair.

ACTION ITEM: A letter will be sent to Wes Newton regarding the vacancy on the Library Board from his District.

Policy Review: Nothing to report.

School Liaison: Mr. Adams reported that Dr. Truesdale has invited the Library to participate in the Stakeholders and Business Leaders upcoming event.

Old Business:

At the last meeting Ms. Berkes asked if anyone had heard of a group called “Shadowed Hope”. Ms. Fitzgerald said that she did check with the Community Foundation of the Low Country and Shadowed Hope is an approved 501C3. The organization is working primarily in The Oaks and the Hilton Head Gardens area. Ms. Fitzgerald believes that the letter Ms. Berkes received was an invitation for the Library to attend an upcoming meeting.

New Business:

A. Library Board Meeting Dates and Locations for 2011.

An email will be sent out with the meeting dates and locations. The Trustees will vote via email; and the results sent to Ms. Dunn. The vote will be addressed at the next meeting.

B. Library Closings for 2011.

The Trustees discussed the Library closings for the 2011 year. They did ask that because the Christmas closure would be for 4 (four) days that the Library advertise this fact well in advance.

MOTION: Ms. Fitzgerald made a motion to accept the Library holiday closing schedule. The motion was seconded by Ms. Barnwell. There was a unanimous vote to accept the motion.

C. BCL Strategic Plan 2011 – 2013. Ms. O'Rourke presented the Strategic Plan for 2011 – 2013, and stated that the caveat for the success of the plan is funding and staffing. She explained that there would be 2 (two) teams, a "programming team" who would address writing grants and programs and a "tech team" who would help to train staff within the system and assist customers with their needs.

Ms. O'Rourke stated that the "targets" have been low-balled because the Library actually does much more than what's indicated in the plan.

There are 3 (three) goals stated in the Strategic plan. These goals are built upon what the Library has already done, but then expands upon it. The Plan has new additions as well...to develop an oral history; to place an emphasis on services to older adults; for staff to participate in a reader's advisory training; and early childhood and family literacy.

The Plan wants to analyze each Branch's collection to determine its strong suit. For example, Hilton Head has a good collection of business materials, whereas St. Helena is strong in African-American history, art and folklore.

Ms. Fitzgerald inquired as to if the Strategic committee would be reporting back to the Board, and Ms. O'Rourke replied that there would be an annual review to find out if they are indeed meeting their goals and then their findings would be reported to County Council. Ms. O'Rourke clarified that only the goals would be evaluated because of the staff shortage. She said that they will need more than numbers to evaluate how the Library is doing.

The Strategic plan would begin in January 2011.

MOTION: Ms. Kuchler made a motion to accept the Strategic Plan, Mr. Cartwright seconded the motion. There was a unanimous vote to accept the motion.

D. Meeting Room Amendment.

Ms. Kuchler asked that on page 4 of the Amendment, item "I", that there should be a period after the word "premises" and the remaining part of the statement would be deleted.

Ms. Kuchler stated there was a redundancy in some areas of the policy.

MOTION: Ms. Hand made a motion to accept the Meeting Room Policy.

Ms. Stewart asked what would happen if the Trustees did not accept the new Policy. Mr. Zaryczny answered that the policy would be sent back to the County's lawyer to review.

RESCINDED MOTION: Ms. Hand rescinded her motion to accept the Policy.

MOTION: Ms. Hand made a motion to not accept the Policy as written, and that the Trustees would revisit the Policy after it had been reviewed by the County's attorney. Ms. Kuchler seconded the motion. There was a unanimous vote by the Trustees.

ACTION ITEM: Meeting Room Policy will be reviewed by the County's attorney.

Ms. Hand made a motion to adjourn. The motion was seconded by Ms. Barnwell.

The meeting was adjourned at 4:39 p.m.

Respectfully submitted,

Wlodek Zaryczny
Director of Library

*An audio recording is available upon request if you would like to hear the meeting in its entirety.