

Beaufort County Library  
BOARD OF TRUSTEES  
MINUTES OF MEETING  
Held July 13, 2011 3:00 p.m.

The fourth scheduled meeting for 2011 was held at the Beaufort Branch Meeting Room; 311 Scott St., Beaufort, SC.

**Attendants:**

**Trustees:**

Ms. Theresa Dunn-Chair; Ms. Susan Carter Barnwell; Ms. Eileen Fitzgerald; Ms. Jean Wolff; Mr. Charles Morse; Mr. Dan Huff; Mrs. Norma Stewart; and Ms. Patsy Hand.

**Library Staff:**

Mr. Wlodek Zaryczny, Library Director; Ms. Jan O'Rourke, Assistant Library Director; Ms. Maria Benac, St. Helena Branch Manager; Ms. Fran Hays, Beaufort Branch Manager; Mr. Dennis Adams, Information Services Coordinator; Ms. Sandra Saad, Office of Development and Marketing; and Ms. Cathy Parsons, Administrative Assistant.

**County Staff:**

Mr. Morris Campbell, Director of Community Services.

**Guests:**

Mr. Bernie Kole, President of the Beaufort Friends of the Library; Ms. Lynne Miller, President of the Hilton Head Friends of the Library.

**Call to Order:** The Beaufort County Library Board of Trustees meeting of Wednesday, July 13, 2011 was called to order at 3:05 p.m. with a quorum present.

**Public Comment:**

Ms. Lynne Miller, President of the Hilton Head Friends of the Library, stated the Friends of the Library Presidents were asked to attend a County Finance Committee meeting. She said that they all attended and spoke to the Committee about the serious problems that the Library was facing because of the budget cuts and staff reductions. Ms. Miller said that Mr. Kubic asked to talk with them about impact fees and during that meeting he stressed the economic problems that the County was facing. Ms. Miller stated that she didn't feel that Mr. Kubic was very encouraging about the future of the Libraries even after the County gets through the economic downturn. The Friends have been called upon to help with things that the Libraries need, which they do, but she feels that the situation at the Library keeps getting worse. Ms. Miller stated that she is concerned that the lost staff will never come back again, and she is even wondering if the Hilton Head Branch will eventually be closed.

Mr. Zaryczny responded to her concerns by saying that there is nothing going on that would close the Libraries, but the County continues to try to reduce the costs of operations not only at the Library, but in all departments. He told Ms. Miller and the Trustees that the Friends groups and other granting agencies are very important to the Library.

### **Minutes of May 11, 2011:**

**MOTION:** Ms. Fitzgerald made a motion to accept the minutes. Ms. Stewart seconded the motion. There was a unanimous vote by the Trustees.

### **Correspondence and Communications:**

Ms. Wolff sent the letter authorized by the Trustees at the last meeting to thank the Friends for their support of the Library.

### **Librarian's Report:** Attached to these minutes.

Mr. Zaryczny said that at this time there are 25 vacancies. He said that another employee will be leaving from Beaufort Branch children's room in mid-August. Mr. Zaryczny said that he has asked the County to fill 4 (four) critical positions, Beaufort Children's Manager; Bluffton Children's Programmer; Bluffton Reference Manager; and Hilton Head Circulation Supervisor, but has not received a decision from the County to date. Mr. Zaryczny also announced that Ms. Wendy Allen, Youth Services Coordinator, will be resigning before the end of July due to health.

The Level of Service hours reduction began on June 6, 2011 for the 3 (three) large branches. Mr. Zaryczny stated that it will take time for the community to adjust to the new hours. He said that there have been a few complaints, but for the most part the public understands the need for the reduction. Ms. Stewart asked if the Saturday openings have been busier because of the reduction of hours. Mr. Zaryczny stated that those statistics have not been collected.

### **Automation:**

Mr. Zaryczny announced that SC Lends (SC Library Electronic Network Delivery System) circulated nearly 4 million items in FY 2011. He stated that the relationship has been very good and Library customers are thrilled to have access to materials throughout the State.

Mr. Zaryczny stated that RFID self-checkouts have gone live at Hilton Head, Bluffton, Beaufort, and Lobeco. Ms. Stewart said that she has noticed that people are afraid to use the self-checkout machine and that when they do use them buzzers go off at the

gate. Mr. Zaryczny said that there have been some issues and they are working to resolve it.

Mr. Zaryczny announced that PC Reservation will be tested at the Beaufort Branch first because the Systems Specialist is in the building. Lobecko will be the second site, followed by Hilton Head, Bluffton and then St. Helena. With the PC Reservation the public can reserve a time to use one of the Library's computers without staff intervention.

#### **Capital Improvements:**

Mr. Zaryczny reported that the bids were turned in on July 12<sup>th</sup>. Mr. Campbell announced that 7 (seven) bids were submitted for the St. Helena Library and they are being reviewed. Mr. Campbell said that the low bid was \$7.2 million, but they were probably 2 (two) weeks away from making a decision. Ms. Fitzgerald asked if local businesses would be given special consideration, and Mr. Campbell replied that yes, the County tries to hire locally, and buy locally.

#### **State Aid & Lottery Funds:**

Mr. Zaryczny stated that State Legislators reduced the State Library's budget by 6%, and that the State Library is continuously losing staff. The State Library is very helpful, and is a good resource for our Library.

Mr. Zaryczny said that State Aid will be based on the 2010 census. They are in the process of determining what the per capita amount will be.

Mr. Zaryczny stated that public library lottery funds will be based on unclaimed prize monies. Proceeds from lottery funds collected on an election day will be designated for libraries, and for the most part the Library is not restricted as to what they can do with the money.

#### **County Budget:**

Mr. Zaryczny stated that the County's budget was adopted on June 27, 2011, but due to a continued reduction in revenue, the budget is expected to decrease in the future.

**Grants:** Nothing to report.

#### **Miscellaneous Items:**

Mr. Zaryczny announced that the St. Helena Branch will be moving back to the St. Helena Elementary School Media Center and open to the public on August 8, 2011. Ms. Benac stated that the Foundation paid someone to help her with the move, and she was also assisted by Public Works, volunteers and her own staff.

**Financial Report:** Attached to these minutes.

## FY 2011 Status Report

### 1. County Funds:

Mr. Morse stated that although he had asked Mr. Alan Eisenman about doing a comparison between actual to budget for the same period of time, he has since talked with Mr. Eisenman about the budget and he is now comfortable with the current presentation. Mr. Morse said that if no one else was interested in changing the format that he would withdraw his request and save Mr. Eisenman time and work.

Mr. Morse asked how much money we were spending on books and if we were getting enough books for the needs of the patrons. Mr. Zaryczny stated that according to State Standards the Library should be purchasing 3.5 items per capita, but right now the budget for library materials does not allow that and we are aware that we are under standard. Mr. Zaryczny stated that he could ask Mr. Eisenman to show in his report what was expended for materials year to date if the Trustees would like to see it.

Mr. Morse asked why Impact Fees were being used to purchase library materials. Mr. Zaryczny responded that the County asked that general funds not be used for library materials if impact fees were available. Mr. Campbell added that this is a stop gap effort. He said that the 2 (two) major departments under his Division that are using impact fees are the Library and PALS. Mr. Campbell stated that it was never the County's intent to use impact fees for day to day operations or for purchasing books. Mr. Morse said that he didn't feel that library materials are the best way to use impact fees.

Ms. Stewart asked about uncollected fines and fees. Mr. Zaryczny said that the Library is pursuing references for a collection agency that works exclusively with libraries called Unique Management Services. To date the inquiring team has found only positive feedback, and there has been no backlash from the patrons. If Unique Management Services works out for us then a Memorandum of Understanding will be drafted and sent to Mr. Campbell for approval, then on to the County Attorney to review. Mr. Zaryczny hopes this will be in place by the end of the year.

### 2. Trustee Funds:

Mr. Zaryczny stated that there was nothing new to report.

### **Committee Reports:**

**Advocacy:** Nothing to report.

**Corresponding Secretary:** Nothing to report.

Facilities: Mr. Zaryczny stated that there are air conditioning problems at the Beaufort Branch and also at Hilton Head. He said that Mr. Mark Roseneau is aware of the problem but the issue is funding, and impact fees cannot be used for maintenance. The one possible legal loophole is if the County Attorney determines if a new air conditioning unit would be considered construction or if it is maintenance. Ms. Fitzgerald stated that she is concerned about delayed maintenance because it becomes very expensive if we wait until a crisis for maintenance work.

Finance: Covered in the Financial Report.

Mr. Zaryczny said that now that the budget has been adopted, that they will be looking at the line items to make sure that the money is distributed equably throughout the Library System.

Foundation: Ms. Wolff reported that the Foundation met on June 30<sup>th</sup>. She said that the \$5000 Grant for the summer reading program was discussed. This Grant was to fund 5 (five) people to be the resources to assist in the operation of the reading program, working for 7 (seven) weeks. The Foundation also discussed a Grant that Ms. Saad is pursuing for the digital lab at the new St. Helena Library. Ms. Saad stated that the computer lab grant is a Planning Grant that ties into building a new facility. The goal is to use the digital lab at St. Helena as a model to demonstrate to other possible funders the value of the program and to promote the lab in other branches. Ms. Wolff reported that Ms. Saad came across an artist in Florida who showed some interest in providing a sculpture for the St. Helena Library. Ms. Wolff said that the Early Childhood Outreach Grant was discussed as to its progress. Ms. Wolff added that the Foundation was ready to begin work on their appeal letter. The Foundation is also looking into an online giving method offered by First Giving, and is hoping that it will be in place by the end of the summer. Ms. Wolff reported that because the Foundation does not have a website administrator, that Ms. Saad is attempting to get a license so that she may work on the Foundation's website for minor maintenance such as updates. Ms. Wolff said that there seems to be a difference of opinion among Foundation members regarding the donation card—some want it with limited categories printed for giving, others want many options listed. Ms. Wolff said that the Foundation members talked about building the Endowment and the situation of donors who are part-time Beaufort County residents who will take their money back to their "home" state rather than making donations to the Foundation or other local charities. Ms. Saad said that the Foundation will launch the Endowment Campaign next year.

Friends of the Library (FOL):

Mr. Kole announced that the regional meeting for the Friends of the Library will be held on Saturday, September 17, 2011 at the Beaufort Branch Library meeting room rather than the Bluffton Meeting Room because of the remodeling at Bluffton. Ms. Hand reported that the Beaufort Friends will not be meeting during the summer.

Ms. Stewart, reporting for the Bluffton Friends, said that Scott Grooms met with the Friends regarding the meeting room acoustics. Mr. Grooms gave the Friends suggestions. The Friends' President Mary Ellen Ham met with Mr. Kubic and told him that the Friends would be willing to financially support some of the work. Since then Mr. Kubic has hired a consultant and positive changes are in the future.

Ms. Miller reporting for the Hilton Head Friends said that the Friends depend on the used book store for proceeds, and their sales for June were down almost 50% because of the Library closure in the mornings.

Library Services: Mr. Adams said that he is still teaching classes for FastTrack and that the students are excited about and using Reference USA, and recommending it to other entrepreneurs. Mr. Adams also reported that the homework center is up and running. Mr. Adams asked Ms. O'Rourke to serve on the Library Services Committee, and also suggested renaming the Committee because it is evolving more toward the Strategic Plan.

Membership: Ms. Hand stated that there has been no activity regarding the vacancies on the Trustee Board. She said that she continues to ask possible candidates to put an application on file regardless of their district, because there are several members now who are serving outside of their district. Ms. Hand said that she will contact Councilmen Herbert Glaze and Paul Summerville again about the vacancies in their districts.

Ms. Stewart reported that she did ask about what will happen when the County re-districts. She said that when the lines are finalized, if a member is outside the line then when his/her term is up a new member will be selected; if the member is inside the line then they may continue to serve out their term. Ms. Stewart said that there will be some changes, for instance Bluffton will have a new district.

Policy Review: Nothing to report.

School Liaison: Nothing to report.

### **Old Business:**

A. Mr. Zaryczny stated that the Library Computer and Internet Use Policy is still being addressed by MIS so the Library can offer one unfiltered computer to the public at each Branch.

### **New Business:**

No new business.

### **Other Business:**

A. Ms. Saad reported that because of Ms. Amanda Brewer and Ms. O'Rourke's efforts the National Humanities Council will be bringing an exhibit called "New Harmonies" to the Beaufort Branch from December 17 – February 4<sup>th</sup>. This is a tremendous coup and is the first time that the Exhibit will be in the Low-Country. The Exhibit will draw many tourists to the area. The Exhibit is a grant that partnered with the Friends of the Library. Ms. Saad encouraged the Trustees to put this Exhibit on their calendars.

B. Ms. O'Rourke reported that the LSTA grant was awarded for the One Book One Beaufort County in 2012. Ms. O'Rourke stated that they had asked for \$26,000 but the award was for \$18,000. The book selected was Three cups of Tea by Greg Mortenson. There will be a project panel discussion of ethics in journalism, so the panel will deal with the charges against Mr. Mortenson immediately. There will be many valid and inspirational programming opportunities revolving around the book. The book has been published for both adults and teens, and it has also been published in Spanish.

C. Ms. O'Rourke stated that she has made presentations to the Lions Club of Beaufort and they have donated \$1000 to the Beaufort Branch to purchase software for the visually impaired called JAWS. There was a demonstration of the software on Tuesday, July 12, and it should be available for the public by August 1<sup>st</sup>. Ms. O'Rourke stated that the Lions Club will also donate a Braille keyboard. After the Beaufort Lions Club saw the demonstration they have now contacted the Lions Club of Bluffton and Hilton Head to see if they would support this software in those Branches.

D. Advocacy. Ms. Dunn thanked the Trustees for the letters they have sent to the media in support of the Library. Ms. Dunn discussed the role of the Trustees, the Foundation, and the Friends of the Library. She stated that the Trustees are to advocate for the Library; they are not to micromanage or to be involved in the day to day activities of the Library. Ms. Dunn stated that the Friends are a 501C3, an independent group, and that they can be as aggressive or as non-aggressive as they choose to be. She stated that the Friends have done an excellent job this year in advocating for the Library. Ms. Dunn said that the Public Library Foundation is on a mission to raise \$10 million dollars. She stated that the Foundation members would come to the budget meetings if asked to but they are not proactive in doing that. She said that Library Administration presents their budget to the County, but if the County asks them to cut their budget then they must cut their budget, therefore they cannot lobby.

Ms. Dunn reminded the Trustees that when they advocate for the Library to be sure to get their facts from Administration before talking to the public or journalists. She stated that journalists are not infallible, but the advocates should have accurate information.

Mr. Morse stated that County Council is aware that the Trustee's have not been active this year in advocating for the Library. He stated that he is very concerned about the

future of the Library. He reported that he has noticed 4 (four) problem areas that he thought the Trustees should talk about and think about.

1. Reductions. Mr. Morse stated that most of the County's Departments have had a reduction in budget but not all of them. He feels that the Library has taken a disproportionate reduction in budget compared to other County departments.

2. Library Budget Funds. Mr. Morse is concerned that budget funds are going to the new branch (not for construction but for operations) at the expense of the current branches.

3. Impact Fees. Mr. Morse is concerned that impact fees are being used for the purchase of books; and if this is technically correct then the community should know that books are being purchased but with the use of impact fees rather than General County funds.

4. Vacant Staff Positions. Mr. Morse is concerned that all the vacant staff positions from FY2011 are being removed from the current year's budget. He inquired how the Branches could ever get back to normal without those positions and with the reduction in the Branches operation budgets.

Mr. Morse stated that he is going to try to talk with his Councilman about the Library, because he's not sure if the Councilman is aware of what is happening. He feels that there is money around, but the Board is not fighting hard enough to get the money.

Ms. Dunn asked that after Mr. Morse's meeting with his Councilman, if he could assist in training the other Trustees.

Ms. Fitzgerald asked about the possibility of inviting Mr. Kubic to one of their Board Meetings to get a sense of what the long range plan is. Several Trustees agreed that it would be beneficial to talk with Mr. Kubic, but they also thought that approaching the Council members first would be the most beneficial thing to do.

Mr. Campbell stated that money has not come into the County the way they had anticipated that it would. He said that in the last 2 (two) years approximately 100 (one hundred) positions have not been filled by the County because there were no funds to fill them. Mr. Campbell said that because there have been no tax increases, the County has a smaller pie to divide up and their priorities are different now than they were in years past. County Council sets the priorities based on what they feel are the most important issues, the decision then goes to the County Administrator who makes sure those decisions are carried out. Mr. Campbell stated that the Friends of the Library and the Foundation have been an enormous help because the Library has taken a big hit financially. He said that the County's budget is a big challenge. Looking into the future, Mr. Campbell thinks that partnering with other agencies could be a way to meet our basic needs.

Ms. Fitzgerald stated that the Library and the Trustees need to start thinking outside of the box; that the Library is a community center and it is disastrous that the Library is closed now as much as it is. She agreed with Mr. Campbell about partnering together with other organizations. She stated that the past is the past and things are not going to be the way they were.



Mr. Morse stated that although everyone would like to reinstate the former Library hours, the Library cannot get back to normal until it receives more staff. Mr. Morse said that the problem now is that those vacant positions have been eliminated so we would be asking the County for increases in staff which is a very difficult thing to do. When the new St. Helena Branch is completed we'll need staff to operate it. Mr. Morse said that the Trustees need think about what they can do, and how to make their concerns known.

Ms. Dunn asked that Mr. Morse and Ms. Fitzgerald get together to develop an advocacy plan. After their meeting if they could come up with a recommendation about how to proceed and present it to the Board at the next meeting.

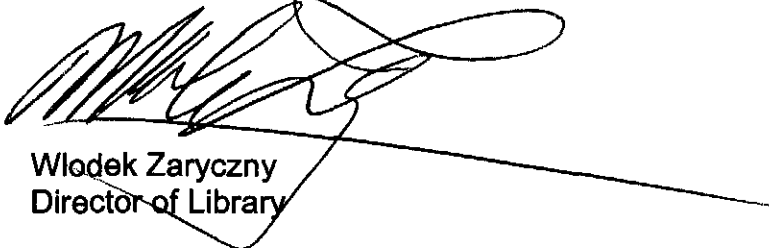
**ACTION ITEM:** Mr. Morse and Ms. Fitzgerald report back to the Board with a possible recommendation.

Ms. Stewart suggested going to Mr. McBride and asking him to put her on his calendar for one of his meetings to discuss what he sees for the future of the Library. Mr. Campbell suggested that their plan be two-pronged, one to approach County Council and the other is to approach Community Services which is what Mr. Zaryczny has already been doing. Ms. O'Rourke added that the public should go to County Council with their concerns as well.

**MOTION:** Ms. Fitzgerald made a motion to adjourn. The motion was seconded by Ms. Hand. There was a unanimous vote by the Trustees.

The meeting was adjourned at 5:05 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.