

Beaufort County Library  
BOARD OF TRUSTEES MEETING  
Minutes – November 13, 2013 - 3:00 p.m.

The sixth scheduled meeting for 2013 was held at the St. Helena Branch Library.

Trustees:

- Attendees: Ms. Patsy Hand, Chair; Ms. Jean Morgan; Ms. Susan Barnwell; Mr. Bernard Kole; Ms. Lynn Miller; Ms. Yolanda Riley; Ms. Anna Maria Tabernik
- Absentees: Ms. Eileen Fitzgerald, Vice-Chair, Mr. Douglas Brown; Ms. Elizabeth (Buffy) Camputaro; Ms. Peggy Martin.

Library Staff:

- Attendees: Ms. Jan O'Rourke, Ms. Kathy Mitchell, Ms. Mary Jo Berkes, Ms. Deborah Johnson, Ms. Maria Benac, Ms. Belinda Blue, Ms. Traci Cox, Mr. Stewart Forrest, Ms. Ileana Herrick.
- Absentees: Mr. Wlodek Zaryczny, Library Director.

County Council Member: Mr. Steven Fobes (District 10).

Call to Order: The meeting was called to order at 3:03 p.m.

Public Comment: None.

Minutes of September 11, 2013: Mr. Kole moved to accept the minutes as written. Ms. Barnwell seconded the motion. There was a unanimous vote.

Correspondences and Communications: The Library Board received a letter from ex-council member Steven Baer.

Librarian's Report: The report is attached. The State Library Director has forwarded to the Attorney General the Library Board's letter for his recommendation. Ms. O'Rourke added that the libraries will be opened for 50 hours next January or February with adequate staffing.

Assistant Librarian's Report: Different electronic components were presented at the meeting as part of the *CreationStation*. These components are: *Arduino*, *RaspberryPi*, and *LittleBits*. Ms. O'Rourke reported the Strategic Plan will be extended for two more years. It will address *MakerSpace's* objectives, Participatory Culture, 21st Century Learning Skills and Common Core Standards.

Financial Reports: None.

Committee Reports:

Advocacy: None.

Corresponding Secretary: None.

Foundation: The next Foundation meeting is November 15 at the Beaufort Branch. Ms. Hand reported that board members have updated their donor list and prepared the mailing to be sent out.

Friends of the Library (FOL):

Beaufort Branch: Mr. Kole reported that the *Fall Book Sale* was a success. The board is working on rewriting the mission for the next five years since the current one does not include EBooks. Ms. Hand added the board is working on the next *Books Sandwiched In* lunch event. Ms. Benac reported that the 1<sup>st</sup> year anniversary celebration for St. Helena on November 8<sup>th</sup> was very well attended.

Bluffton Branch: Ms. Morgan reported that their annual meeting has been rescheduled since there was a conflict with the speaker. The next regular board meeting is November 18. Ms. Johnson added that the board celebrated the *Friends of the Library Week* which was a very successful event.

Hilton Head Branch: Ms. Miller reported that County Facilities has repaired all the flood damages at the Friends Bookstore. All the destroyed books have been recycled by the County. The bookstore has received donations from Beaufort Friends. The board has been working on programs for *Super Saturdays*. The *Two Reading Children* logo is being replaced with a new one to rebrand the Friends.

Library Services: None.

Membership: Ms. Morgan announced the resignation of Patsy Hand (District 3) effective next January, and her seat may be held by Bernard Kole who is already in District 3. A candidate has applied for the District 10<sup>th</sup> seat which is vacant due to Ms. Susan Barnwell's resignation. Ms. Morgan reported that District 9<sup>th</sup> is still vacant.

School Liaison: None.

Policies and Procedures: A new committee will assist the Library Administration in reviewing library policies and procedures. A written manual including committees and library board's procedures will be prepared for new incoming members as part of the orientation process. Ms. Morgan added that one of the main purposes of the committee is to define the chain of command between the Library Board, County Council and County Administration after a decision by the Attorney General Office. The committee will establish a procedure to evaluate the Library Director, and will work on setting goals and objectives in order to proceed with the Director's performance evaluation.

Old Business: Ms. Hand reported that IT upgrades have been addressed since November 2012 (minutes attached). The original IT Upgrade costs have been downsized since the Friends Groups have replaced some PCs. The IT upgrade request was presented to the Finance Committee in

January 2013, but it has yet to be presented to the County Council. Ms. O'Rourke added that the IT upgrade request is critical for the libraries.

New Business:

State Library Standards: Ms. O'Rourke explained briefly the *SC Standards for Public Libraries Report* (see attachment) which describes where we are in terms of State Library Standards. The only area where the library meets the standards is under *Library Card Registration*.

Computer Use policy: The Computer Lab policy was presented to the board. Mr. Kole moved to accept the policy. Ms. Miller seconded the motion. There was a unanimous vote

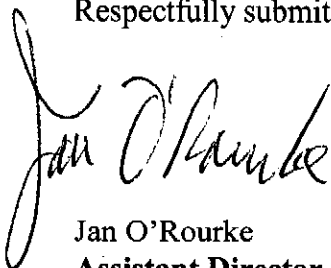
Technology Plan: This item of the agenda will be discussed at the next Board meeting.

2014 Library Closing Dates: The dates were approved. Mr. Kole made a motion. Ms. Miller seconded the motion. There was a unanimous vote

Miscellaneous: Ms. Hand announced that since she is resigning, she will not seek reappointment; therefore, the board will choose a new chair in the next January board meeting.

Ms. Hand asked if there was any other business. Being none, the meeting was adjourned at 4:17 p.m. on a motion from Mr. Kole and a second from Ms. Barnwell.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jan O'Rourke". The signature is fluid and cursive, with the first name "Jan" being more prominent.

Jan O'Rourke  
**Assistant Director**

## LIBRARIAN'S REPORT

November 13, 2013

### Staff/Staffing - Vacancies

**Admin.:** FT Youth Services Coordinator; **Beaufort:** FT Children's Services Manager, FT Children's Circulation Rep.; **Bluffton:** 1 PT Library Asst. I (Circulation); **Hilton Head:** PT Page; **Lobeco:** FT Branch Manager

### Automation –

SC LENDS (SC Library Electronic Network Delivery System) – SC LENDS is joining other library systems in funding the development of our technology infrastructure which will result in improving IT support, circulation and cataloging functions.

RFID Project – Complete installation of St. Helena's drive-up materials return is expected by December 13. Once the drive-up materials return is installed and operating successfully, a maintenance contract will be presented to Council for approval sometime in January 2014.

IT System-wide & Meeting Room Upgrades – A bid for the Hilton Head Branch meeting room upgrade has been delayed. Completion of the upgrade may not occur until the end of March 2014. The IT upgrade for all Branches excluding the new St. Helena Branch remains on hold.

### State Aid Grant & Lottery Funds –

The first two quarterly installments of the \$202,791.25 in State Aid have been received. The status of lottery funds for FY14 has not changed. I expect to receive an update in the Spring of 2014.

### County Budget -

The Library's FY14 budget is on track.

Gary Kubic asked for a proposed budget to accommodate 50 hours of public service at Beaufort, Bluffton and Hilton Head Branches, which we submitted to Alicia Holland, Interim Finance Director, on November 6<sup>th</sup> for review. My understanding is if staffing is added, those positions would be incorporated into the FY15 Library Budget.

### Miscellaneous –

The One Year Anniversary of the new St. Helena Branch Library that took place on November 8 was a great success.

Sincerely,



Wlodek Zaryczny, MSA, MLS.

FY2014	BFT	Credit Card Beaufort Branch	HH	Credit Card H. Head Branch	BLU	Credit Card Bluffton Branch	LOB	Credit Card Lobeco Branch	STH	Credit Card St. Helena Branch	TOTAL
<b>FINES &amp; FEES</b>											
July	\$ 1,511.31	\$ 541.37	\$ 2,324.69	\$ 166.00	\$ 2,526.53	\$ 406.16	\$ 258.80	\$ 38.00	\$ 1,092.65	\$ 106.03	\$ 8,971.54
August	\$ 2,024.26	\$ 499.14	\$ 1,984.36	\$ 151.14	\$ 2,378.83	\$ 389.73	\$ 279.96	\$ 41.41	\$ 861.94	\$ 88.81	\$ 8,699.58
September	\$ 1,379.68	\$ 506.80	\$ 1,652.90	\$ 252.91	\$ 1,585.74	\$ 352.08	\$ 244.16	\$ 33.65	\$ 636.31	\$ 47.20	\$ 6,691.43
October	\$ 1,599.26	\$ 410.26	\$ 2,061.54	\$ 180.69	\$ 2,630.68	\$ 507.69	\$ 287.66	\$ -	\$ 551.27	\$ 48.65	\$ 8,277.70
November											\$ -
December											\$ -
January											\$ -
February											\$ -
March											\$ -
April											\$ -
May											\$ -
June											\$ -
<b>TOTAL</b>	<b>\$ 6,514.51</b>	<b>\$ 1,957.57</b>	<b>\$ 8,023.49</b>	<b>\$ 750.74</b>	<b>\$ 9,121.78</b>	<b>\$1,655.66</b>	<b>\$ 1,070.58</b>	<b>\$ 113.06</b>	<b>\$ 3,142.17</b>	<b>\$ 290.69</b>	<b>\$ 27,872.53</b>
<b>COPIERS</b>											
July	\$ 87.65	\$ -	\$ 92.45	\$ -	\$ 69.75	\$ -	\$ 17.55	\$ -	\$ 96.80	\$ -	\$ 364.20
August	\$ 144.50	\$ -	\$ 86.00	\$ -	\$ 123.25	\$ -	\$ 21.25	\$ -	\$ 29.70	\$ -	\$ 404.70
September	\$ 59.95	\$ -	\$ 76.30	\$ -	\$ 90.35	\$ -	\$ 24.65	\$ -	\$ 27.20	\$ -	\$ 278.45
October	\$ 71.61	\$ -	\$ 73.80	\$ -	\$ 96.00	\$ -	\$ 28.75	\$ -	\$ 16.00	\$ -	\$ 286.16
November									\$ -		\$ -
December									\$ -		\$ -
January									\$ -		\$ -
February									\$ -		\$ -
March									\$ -		\$ -
April									\$ -		\$ -
May									\$ -		\$ -
June									\$ -		\$ -
<b>TOTAL</b>	<b>\$ 363.71</b>	<b>\$ -</b>	<b>\$ 328.55</b>	<b>\$ -</b>	<b>\$ 379.35</b>	<b>\$ -</b>	<b>\$ 92.20</b>	<b>\$ -</b>	<b>\$ 169.70</b>	<b>\$ -</b>	<b>\$ 1,333.51</b>

<b>INTEREST REVENUE</b>												
July	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ -	\$ 1.12
August	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ -	\$ 1.19
September	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ -	\$ 1.21
October	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ -	\$ 1.31
November	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
December	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
January	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
February	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
March	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
April	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
May	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
June	\$ -	\$ -	\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
TOTAL	\$ -				\$ -		\$ -		\$ -		\$ -	\$ 4.83
<b>Convenience Fee</b>												
July	\$ -	\$ 14.89	\$ -	\$ 4.57	\$ -	\$ 11.17	\$ -	\$ 1.05	\$ -	\$ 2.92	\$ -	\$ 34.60
August	\$ -	\$ 13.73	\$ -	\$ 4.16	\$ -	\$ 10.72	\$ -	\$ 1.14	\$ -	\$ 2.44	\$ -	\$ 32.19
September	\$ -	\$ 13.94	\$ -	\$ 6.95	\$ -	\$ 9.68	\$ -	\$ 0.93	\$ -	\$ 1.30	\$ -	\$ 32.80
October	\$ -	\$ 11.28	\$ -	\$ 4.97	\$ -	\$ 13.96	\$ -	\$ -	\$ -	\$ 1.34	\$ -	\$ 31.55
November	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
December	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
January	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
February	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
March	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
April	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
May	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
June	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -	\$ -
TOTAL	\$ -	\$ 53.84	\$ -	\$ 20.65	\$ -	\$ 45.53	\$ -	\$ 3.12	\$ -	\$ 8.00	\$ -	\$ 131.14
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Board of Trustees - Library Board  
**General Ledger**  
As of October 31, 2013

	Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>First Citizens Bank (Total)</b>								<b>22,506.19</b>
<b>Alexander Dawson Fund</b>								<b>1,451.97</b>
Total Alexander Dawson Fund								1,451.97
<b>Alpha Delta Kappa</b>								<b>25.00</b>
Total Alpha Delta Kappa								25.00
<b>BDC Collection</b>								<b>616.67</b>
Total BDC Collection								616.67
<b>Bluffton Building Fund</b>								<b>6,227.70</b>
Total Bluffton Building Fund								6,227.70
<b>Bluffton Miscellaneous Fund</b>								<b>499.14</b>
Total Bluffton Miscellaneous Fund								499.14
<b>Clover Carolina Room Fund</b>								<b>1,852.72</b>
Total Clover Carolina Room Fund								1,852.72
<b>Greater Island Committee</b>								<b>439.13</b>
	Bill Pmt -Check	10/28/2013	1211	PATSY HAND	ID TAGS NAMES - BOARD MEMBERS	Accounts Payable	-25.37	413.76
Total Greater Island Committee							-25.37	413.76
<b>H Scheper Book Fund</b>								<b>4,290.65</b>
Total H Scheper Book Fund								4,290.65
<b>Hilton Head Rotary Fund</b>								<b>1,626.66</b>
Total Hilton Head Rotary Fund								1,626.66
<b>Historical Society Fund</b>								<b>1,469.63</b>

**Board of Trustees - Library Board**  
**General Ledger**  
As of October 31, 2013

	Type	Date	Num	Name	Memo	Split	Amount	Balance
	Bill Pmt -Check	10/04/2013	1210	CATERING BY DEBBI COVINGTON	BDC BEAUFORT DISTRICT COLLECTION PROGRAM	Accounts Payable	-148.00	1,321.63
Total Historical Society Fund							-148.00	1,321.63
James @ Shannon Duffy								100.00
Total James @ Shannon Duffy								100.00
Kiwanis Club of Beaufort								119.78
Total Kiwanis Club of Beaufort								119.78
Sally & Joseph Harrington								3,642.14
Total Sally & Joseph Harrington								3,642.14
SHIRLEY DILLON								0.00
	Deposit	10/08/2013			Deposit	-SPLIT-	100.00	100.00
Total SHIRLEY DILLON							100.00	100.00
Wendy Allen Memorial								145.00
Total Wendy Allen Memorial								145.00
First Citizens Bank (Total) - Other								0.00
Total First Citizens Bank (Total) - Other								0.00
Total First Citizens Bank (Total)							-73.37	22,432.82