

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – May 14, 2014 - 3:00 p.m.

The third scheduled meeting for 2014 was held at the Hilton Head Branch Library.

Trustees:

- Attendees: Bernard Kole, Chair; Eileen Fitzgerald, Vice-Chair; Joseph Bogacz; Lynne Miller; Peggy Martin; Jean Morgan; Laura Sturkie and Anna Maria Tabernik
- Absentees: Yolanda Riley

Library Staff:

- Attendees: Wlodek Zaryczny, Jan O'Rourke, Mary Jo Berkes and Aimee Mentzer

County Staff:

- Attendees: Morris Campbell, Director of Community Services; Alan Eisenman, Financial Analyst; Bryan Hill, Deputy County Administrator, and Scott Grooms, Broadcast Services

County Council Member: Steve Fobes, District 10.

Call to Order: The meeting was called to order at 3:00 p.m.

Pledge of Allegiance: The Chair of the Board Mr. Bernard Kole led those present in the Pledge of Allegiance to the Flag.

Minutes of March 12, 2014: Corrections as follows: Mr. Bogacz made a motion that his name be taken off the absentee list from the March 12, 2014 minutes because he didn't receive a letter confirming he was a Trustee until after the meeting occurred. Ms. Miller seconded the motion. There was a unanimous vote.

Mr. Bogacz motioned that in the future the minutes be sent out marked with "draft" so the Trustees would know it was an unapproved document. Ms. Miller seconded the motion. There was a unanimous vote.

Mr. Bogacz made a motion to approve the minutes with the corrections they made. Ms. Martin seconded. There was a unanimous vote.

Public Comment: None.

Mr. Kole presented Teresa Dunn with a plaque for being the Chairman of the Trustees. Patsy Hand was not present for her award so the Trustees will present it to her at a later date.

Correspondences and Communications: Ms. Morgan sent a sympathy card to the Dan Huff family. Dan Huff had been a former Trustee member and has passed away. Ms. Morgan said another recruitment letter needs to go out to districts 2 and 4.

Librarian's Report: The report is attached.

Assistant Librarian's Report: The report is attached.

Financial Reports: The report is attached. Mr. Eisenman described briefly by PowerPoint the Beaufort County Library Fund accounts for the period ending March 31, 2014.

During Alan Eisenman's slideshow of County Funding, Jean Morgan brought up business from a Trustee meeting in 2013. Jean stated the Trustees had voted to use the Hilton Head impact fees to go towards an IT upgrade. She said instead of using the funds for an IT upgrade the fees are now being used to refurbish the Hilton Head meeting room per the direction of county administration.

Committee Reports:

Advocacy: None.

Corresponding Secretary: None.

Foundation: None.

Friends of the Library (FOL):

- Beaufort Branch: None.
- Bluffton Branch: None.
- Hilton Head Branch: The Hilton Head Friends held their annual meeting on 5/13/14. They accepted 3 new members on the board, presented new ideas to increase money and Lou Benfante, Director of The Heritage Library, spoke at the meeting.

Library Services: None.

Membership: None.

School Liaison: None.

Policies and Procedures: Ms. Morgan reported that the committee will need another meeting to finalize the bylaws. Ms. Morgan said she will check with Ms. Rainey to determine if the Trustees need to send the bylaws through the county attorney or if they would just send the bylaws to the State Library.

Old Business: None.

New Business:

Amendment of State Aid Agreement: Mr. Zaryczny explained that there has been a change in funding from the report Mr. Eisenman gave. State Aid had been incorporated into the County General Funds, but is now in a separate account. The revised agreement reflects those changes. Ms. Martin motioned to approve the signing of the Amendment of the State Aid Agreement and a letter requesting a waiver to the Deputy Director of the State Library and Ms. Miller seconded. There was a unanimous vote.

Memorial Gift in the name of Claire Hartwig: Ms. Miller moved that they approve the memorial for Claire Hartwig. Ms. Fitzgerald seconded the motion. There was a unanimous vote.

Bag Interest Fund to Pay for Commemorative Plaques: Ms. Fitzgerald motioned for the interest from the Bag Interest Fund to pay for the plaques for Ms. Dunn and Ms. Hand. Ms. Martin seconded the motion. There was a unanimous vote.

Operating Expenses: Ms. Fitzgerald motioned for \$400 from the Library County Budget to go into a separate line item to pay for Trustees supplies starting this current fiscal year. Ms. Martin seconded the motion. There was a unanimous vote.

Finance Committee: Eileen motioned to create a Finance Committee composed of: Ms. Tabernik, chair; Mr. Bogacz and Ms. Martin. Mr. Bogacz seconded. There was a unanimous vote.

Library Director Evaluation Committee: Mr. Kole recommended creating the Director Evaluation Committee composed of: Ms. Fitzgerald, chair; Ms. Morgan and Ms. Riley. Ms. Martin motioned to create the committee and Ms. Sturkie seconded. There was a unanimous vote.

Nominating Committee: Mrs. Tabernik motioned for the creation of the Nominating Committee composed of: Ms. Martin, chair; Ms. Riley; Mr. Bogacz; Ms. Sturkie. Mr. Bogacz seconded. There was a unanimous vote.

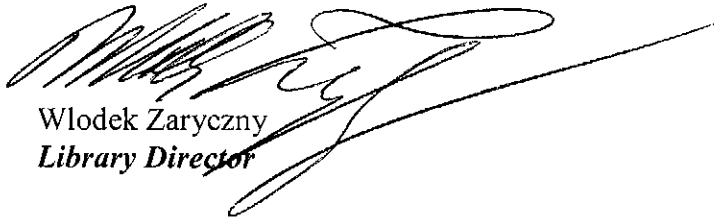
Election of Ms. Fitzgerald as Vice-Chair of the Board: Ms. Tabernik made a motion for Ms. Fitzgerald to be Vice Chair of the Board and Ms. Miller seconded. There was a unanimous vote.

Progress Report on Bylaw Revisions: Ms. Morgan has nothing further to add.

Mr. Zaryczny gave a brief report on the BAG fund for calendar year 2013. He said the funds were an anonymous gift of \$450,000 to the library. The fund is divided into three segments: Hilton Head, Beaufort District Collection and an endowment. Interest from the endowment is for projects and programming. There was an approval for the interest to go towards an IT upgrade. Interest for FY2013 is \$209.02. The total balance as of Dec 31, 2013 is \$270,000. The Library Director submits an annual report to an oversight committee composed of: Mr. McBride, Mr. DeLoach and Ms. Gnann.

Mr. Kole asked if there was any other business. Being none, the meeting was adjourned at 4:20 p.m. on a motion from Ms. Fitzgerald and a second from Ms. Martin.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Wlodek Zaryczny', with a long horizontal flourish extending to the right.

Wlodek Zaryczny
Library Director

LIBRARIAN'S REPORT

May 14, 2014

Staff/Staffing - Vacancies

Admin.: FT Youth Services Coordinator (in process); **Technical Services:** FT Tech. Services Assistant; **Beaufort:** FT Branch Manager (starts June 2), FT Youth Services Manager, PT Circulation Assistant (interviews concluding); **Bluffton:** FT Branch Manager (in process), FT Circulation Assistant, PT Circulation Assistant; **Lobeco:** FT Children's Programmer

Automation –

SC LENDS (SC Library Electronic Network Delivery System) – The SCLENDS Evergreen ILS (Integrated Library System) was upgraded to version 2.5 on April 21. The only one major change will impact the Acquisitions module. The SC LENDS state-wide conference planned to be held in York County is currently on hold.

RFID Project – Software upgrades to our system are in the process of being installed.

IT System-wide & Meeting Room Upgrades – Due to funding concerns the Hilton Head Branch meeting room upgrades are temporarily on hold. We are currently waiting for a second architectural quote for the Bluffton renovation before getting final IT equipment pricing for both Bluffton and Lobeco Branches.

State Aid Grant & Lottery Funds –

The State Library and SC-APLA (South Carolina - Association of Public Library Administrators) Legislative Agenda for 2014-2015 which includes:

- State Aid of \$1.25 per capita with a minimum grant of \$75,000 per county on a recurring basis.
- Lottery - \$2 million from any lottery source (regular certified proceeds or unclaimed prize money) to be divided equally among counties.

is under review and consideration by the SC State Legislature.

The 2014 SC State Aid Grant to BCL has been pulled from County General Funds and established as a separate SC State Aid account. The total of that Grant is \$202,791.25 and is earmarked for library materials.

County Budget –

The Library's FY14 budget is on track.

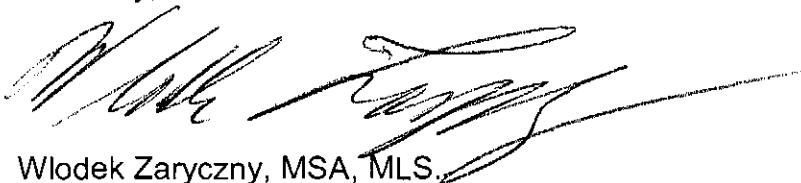
SC State Library –

State Librarian, Hulen Bivins is leaving the Library. His last day is May 15.

Trespass Legislation -

South Carolina currently lacks uniform implementation and enforcement of library trespass actions. Proposed Senate bill 813 presently in discussion at the State Legislature, if passed as law, would provide uniform enforcement of trespass law for violating library patron behavior policy. Examples include: disrupting library operations, solicitation, stalking staff or other patrons, verbal harassment of staff or other patrons, etc.

Sincerely,

A handwritten signature in black ink, appearing to read 'Wlodek Zaryczny', with a long horizontal flourish extending to the right.

Wlodek Zaryczny, MSA, MLS

9:33 AM
05/05/14
Accrual Basis

Board of Trustees - Library Board
General Ledger
As of May 5, 2014

	Type	Date	Num	Name	Memo		Amount	Balance
First Citizens Bank (Total)								20,047.48
Alexander Dawson Fund								1,451.97
Total Alexander Dawson Fund								1,451.97
BDC Collection								616.67
Total BDC Collection								616.67
Bluffton Building Fund								6,227.70
Total Bluffton Building Fund								6,227.70
Clover Carolina Room Fund								1,440.81
Total Clover Carolina Room Fund								1,440.81
Greater Island Committee								236.68
Total Greater Island Committee								236.68
H Scheper Book Fund								4,290.65
	Bill Pmt -Check	04/03/2014	1221	Ingram Library Services	VOID:	Accounts Payable	0.00	4,290.65
	Bill Pmt -Check	04/03/2014	1223	Ingram Library Services		Accounts Payable	-90.91	4,199.74
Total H Scheper Book Fund							-90.91	4,199.74
Hilton Head Rotary Fund								654.45
Total Hilton Head Rotary Fund								654.45
Historical Society Fund								1,071.63
	Bill Pmt -Check	04/03/2014	1222	Ingram Library Services		Accounts Payable	-494.27	577.36
	Bill Pmt -Check	04/18/2014	1224	Ingram Library Services	BEAUFORT COUNTY HISTORICAL SOCIETY	Accounts Payable	-80.80	496.56
Total Historical Society Fund							-575.07	496.56
JOHN-CAROLINE TRASK								50.00
Total JOHN-CAROLINE TRASK								50.00

9:33 AM
05/05/14
Accrual Basis

Board of Trustees - Library Board
General Ledger
As of May 5, 2014

		Type	Date	Num	Name	Memo		Amount	Balance
					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				100.00
					Total SHIRLEY DILLON				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)			665.96	19,361.50

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
FINES & FEES											
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	\$ 963.60	\$ 224.00	\$ 1,579.09	\$ 173.85	\$ 2,180.93	\$ 375.32	\$ 205.16	\$ 18.90	\$ 506.07	\$ 304.15	\$ 6,531.07
December	\$ 1,188.64	\$ 312.25	\$ 1,513.50	\$ 119.73	\$ 1,571.25	\$ 461.26	\$ 230.27	\$ 29.44	\$ 835.61	\$ 49.40	\$ 6,311.35
January	\$ 1,909.21	\$ 428.33	\$ 2,482.59	\$ 317.39	\$ 1,561.88	\$ 569.80	\$ 359.30	\$ 45.31	\$ 547.20	\$ 17.21	\$ 8,238.22
February	\$ 1,214.73	\$ 660.52	\$ 2,737.96	\$ 255.57	\$ 2,016.14	\$ 496.25	\$ 301.07	\$ 14.00	\$ 786.76	\$ 137.79	\$ 8,620.79
March	\$ 1,670.66	\$ 667.51	\$ 2,430.80	\$ 259.49	\$ 2,089.85	\$ 643.93	\$ 234.69	\$ 121.40	\$ 758.21	\$ 104.19	\$ 8,980.73
April	\$ 1,772.87	\$ 543.93	\$ 1,726.29	\$ 158.50	\$ 1,915.34	\$ 371.04	\$ 222.95	\$ 21.80	\$ 513.49	\$ 43.01	\$ 7,289.22
May											\$ -
June											\$ -
TOTAL	\$ 15,234.22	\$ 4,794.11	\$ 20,493.72	\$ 2,035.27	\$ 20,457.17	\$ 4,573.26	\$ 2,624.02	\$ 363.91	\$ 7,089.51	\$ 946.44	\$ 65,898.64
COPIERS											
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	\$ 55.35	\$ -	\$ 84.25	\$ -	\$ 84.70	\$ -	\$ 24.30	\$ -	\$ 20.40	\$ -	\$ 269.00
December	\$ 123.10	\$ -	\$ 76.00	\$ -	\$ 59.55	\$ -	\$ 6.40	\$ -	\$ 41.85	\$ -	\$ 306.90
January	\$ 163.70	\$ -	\$ 90.80	\$ -	\$ -	\$ -	\$ 24.90	\$ -	\$ 17.20	\$ -	\$ 296.60
February	\$ 109.61	\$ -	\$ 104.35	\$ -	\$ 190.95	\$ -	\$ 11.80	\$ -	\$ 60.05	\$ -	\$ 476.76
March	\$ 105.44	\$ -	\$ 205.50	\$ -	\$ 92.20	\$ -	\$ 25.80	\$ -	\$ 49.45	\$ -	\$ 478.39
April	\$ 98.10	\$ -	\$ 115.55	\$ -	\$ 82.05	\$ -	\$ 21.85	\$ -	\$ 71.40	\$ -	\$ 388.95
May									\$ -		\$ -
June									\$ -		\$ -
TOTAL	\$ 1,019.01	\$ -	\$ 1,005.00		\$ 888.80		\$ 207.25		\$ 430.05		\$ 3,550.11

INTEREST

REVENUE

July	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.12
August	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.19
September	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.21
October	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.31
November	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.33
December	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.42
January	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.48
February	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.39
March	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.62
April	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1.63
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13.70

Convenience

Fee

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	\$ -	\$ 6.16	\$ -	\$ 4.78	\$ -	\$ 10.32	\$ -	\$ 0.52	\$ -	\$ 8.36	\$ 30.14
December	\$ -	\$ 8.59	\$ -	\$ 3.29	\$ -	\$ 12.68	\$ -	\$ 0.81	\$ -	\$ 1.36	\$ 26.73
January	\$ -	\$ 11.78	\$ -	\$ 8.73	\$ -	\$ 15.67	\$ -	\$ 1.25	\$ -	\$ 0.47	\$ 37.90
February	\$ -	\$ 18.16	\$ -	\$ 7.03	\$ -	\$ 13.65	\$ -	\$ 0.39	\$ -	\$ 3.79	\$ 43.02
March	\$ -	\$ 18.36	\$ -	\$ 7.14	\$ -	\$ 17.71	\$ -	\$ 3.34	\$ -	\$ 2.87	\$ 49.42
April	\$ -	\$ 14.96	\$ -	\$ 4.36	\$ -	\$ 10.20	\$ -	\$ 0.60	\$ -	\$ 1.18	\$ 31.30
May	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
June	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ 131.85	\$ -	\$ 55.98	\$ -	\$ 125.76	\$ -	\$ 10.03	\$ -	\$ 26.03	\$ 349.65
	\$ 1,776.10	\$ -	\$ 2,636.30	\$ -	\$ 2,182.05	\$ -	\$ 260.49	\$ -	\$ 807.66	\$ -	\$ 7,662.60