

Beaufort County Library  
BOARD OF TRUSTEES MEETING  
Minutes – March 11, 2015 – 4:00 pm

The second scheduled meeting for 2015 was held at the Beaufort Branch Library.

Trustees: Bernard Kole, *Chair*; Eileen Fitzgerald, *Vice-Chair*; Joseph Bogacz, Linda MacDonald, Lynne Miller, Jean Morgan, Laura Sturkie, Peggy Martin, Brenda Ladson Powell, and Anna Maria Tabernick. Mr. Kole introduced the new board member, Brenda Ladson Powell (District 1).

Library Staff: Jan O'Rourke, Interim Library Director; Kathy Mitchell, Collection/Development Coordinator; Stuart Forrest, IT Library System Administrator, Annette Greenway, Beaufort Branch Manager; and Ileana Herrick, Administrative Assistant.

County Staff: Morris Campbell, Director of Community Services; Monica Spells, Assistant County Administrator-*Civic Engagement and Outreach*; Alan Eisenman, Financial Analyst and Scott Grooms, Broadcast Services.

Guests: Ms. Marilyn Harcharik, President of Beaufort Branch Library Friends, Mr. Earl Dietz, President of Public Library Foundation and Ron Roth, Public Library Foundation, Ms. Darlene Simmons, member of the St. Helena Community.

Call to Order: The meeting was called to order at 4:02 p.m.

Pledge of Allegiance: Mr. Kole led those present in the Pledge of Allegiance to the Flag.

Public Comment: None.

Minutes of February 11, 2015: The minutes were unanimously approved as corrected on a motion from Mr. Kole and a second from Mr. Bogacz. Upon discussion as to the legality of the February meeting, the board agreed that the meeting was legal.

Correspondences/Memberships: Mrs. Morgan read a letter from the Bluffton Friends of the Library asking the Board to consider using Bluffton area impact fees for library materials for the Bluffton Library. A motion was brought forth by Mrs. Morgan and seconded by Mrs. Fitzgerald to expend \$40,000 in impact fees for library materials for the Bluffton Library. The motion passed 9-1. Mr. Bogacz then proposed to table this motion until the board discusses the financial status of the libraries. Members revisited the motion at the end of the meeting where Ms. Morgan withdrew her motion from the table.

Membership: Trustee seats for District <sup>2nd</sup> and District <sup>7th</sup> are vacant. Mr. Kole will contact the Councilmen of both districts ask for their help in recruiting Trustees. Ms. Morgan has contacted a few retired librarians about filling these vacancies, but they are not interested at this time.

Recruitment letters for members of both districts will be publicized in each Friends Group newsletters.

Interim Library Report: The report is attached. Ms. O'Rourke added that the Hilton Head Meeting Room will be ready for the March 23 County Council Meeting. Ms. O'Rourke explained in detailed the different library partnerships.

Mr. Eisenman added that awarded grant funds are kept in different accounts from the Library General Funds for accounting purposes and that the Library receives either a grant in which the Library is reimbursed for expenditures or a grant in which the Library receives the funds up front.

Financial Reports: The PowerPoint presentation is attached. Mr. Eisenman presented the Beaufort County Library Fund accounts for the period ending January 31, 2015. Bluffton Impact fees were revisited and Mr. Eisenman explained that there is an annual transfer from Bluffton Impact Fees Bluffton of \$193K to pay out the bond used for the construction of Bluffton Library. Mr. Eisenman will research the requirements and due dates for the bond payment for the library.

Ms. Tabernick stated her concerns about the approval of impact fees for the IT Upgrade project at Bluffton Library. Ms. O'Rourke reported that according to Mr. Gruber, the impact fee budget is inclusive and part of the County Council budget approval for the library. Ms. O'Rourke will get some clarification from County Attorney Gruber to find out who approves requests for impact fees expenditures.

The 87K additional funding (slippage salaries) for library materials will be expended by the end of the fiscal year. Mr. Eisenman will prepare a document including a description of the special funds from the library.

#### Committee Reports:

Advocacy: The committee is preparing a video clip including portions of the PowerPoint presentation prepared by Traci Cox, Information Services Coordinator. The final video clip will be presented in the County Channel. Ms. Miller said that the Charleston County Library system is a good model for the Beaufort County Library system and that its Board of Trustees is upgrading fourteen branches after passing a Referendum with the total support of their County Council. Ms. Miller and Ms. Harcharik met with Ms. Janet Segal, Chairman of the Charleston Board of Trustees. Ms. Segal is invited to be the speaker for the next Beaufort Friends of the Library meeting April 25th.

Councilwoman Alice Howard had a Library Tour of the Beaufort District Collection and the Technical Services Department. Ms. Howard had the opportunity to see the "behind the scenes" aspect of the library.

#### Finance:

Reported later in the meeting.

TO VIEW VIDEO OF FULL DISCUSSION OF THIS MEETING PLEASE VISIT  
[http://beaufort.granicus.com/MediaPlayer.php?view\\_id=3&clip\\_id=2032](http://beaufort.granicus.com/MediaPlayer.php?view_id=3&clip_id=2032)



Foundation: Mr. Dietz reported that the Fashion show was a success. The Foundation is has received a contribution of \$500 for Library Materials for the Bluffton Branch. The Foundation has designed \$15,000 for the Library and Ms. O'Rourke is preparing a proposal for the expenditure of money.

Friends of the Library (FOL):

- Beaufort Branch: Ms. Harcharik reported the success of the *Books Sandwiched In* event at USCB Center. Members will be attending the April 13 County Council Meeting which occurs during National Library Week Celebration. Members are preparing a press release about libraries for the upcoming national library week event. The Friends are co-sponsoring James McTeer's Book Signing event at the Arsenal.
- Bluffton Branch: The next meeting is scheduled for March 23.
- Hilton Head Branch: Ms. Miller reported that they have two new board members (including a new treasurer). The board is concerned about the bookstore's sales revenues if the hours of the library are reduced.

Library Director Recruitment Committee: Job ads has been posted in the County, at the State Library and on the American Library Association (ALA) website. The committee chose four applicants out of seventeen to be interviewed. Three of the four were interviewed (one declined). The recommended hired was invited to visit the area, but declined the job offer. The committee is re-starting the recruitment process. The committee has receiving six more applications from Suzanne Gregory, Director of Employee Services Department. Members of the committee and Ms. Gregory agreed on considering a private firm for the recruitment process with Mr. Kubic's support.

School Liaison: Ms. Fitzgerald reported that Mr. Benac has been working with the schools on the *Summer Reading Program*.

Policies and Procedures: Ms. Morgan reported there are no policies to review.

Debt Collection Program: Ms. O'Rourke stated that the implementation of the *Debt Program* is not feasible at this time because of the staff shortage. The Library will need a minimum of two staff to run the program. Ms. Martin offered to help at the beginning of the process as the first 6 months are the most labor intensive. Ms. Fitzgerald believes the Library should not be expected to assign library staff to this project considering the staff limitations and that funds collected do not go into the library funds. Mr. Bogacz moved and Ms. Fitzgerald seconded a motion to table the resolution until the board receives a written notification that the funds collected will be designed as Library funds. There was a unanimous vote. Ms. O'Rourke is having a meeting with Mr. Kubic on the 27<sup>th</sup> of this month to discuss the resolution of the *Debt Program*.

Bluffton IT Upgrade: (attached) Mr. Forrest presented in detail the costs of the Bluffton IT Upgrade which consist of two areas: 1) Public/staff general IT computers and 2) construction of a Media Lab equipment. The bid for the Media Lab construction has been posted. Architectural firms are sending their bids by the March 21, 2015.

Approval of FY 2016 Budget Proposal:

Mr. Kole made a motion to approve the Budget appropriation of \$ 3.8 M. Ms. Tabernick made an amendment to the motion that the Library Board reluctantly accepts the FY16 appropriation of \$ 3.8M. There was a unanimous vote.

Ms. Tabernick made a presentation of the FY 2016 Library Budget as follows:

- 1) \$ 300 K for Books and Periodicals
- 2) \$ 672 K for fixed costs
- 3) \$ 2.8 M personnel costs

The Finance Subcommittee recommends a reduction in hours (attachment).

Ms. O'Rourke recommended that the Library Materials Budget be set at 150 K which would enable the Library to have the necessary personnel to provide library services. Ms. O'Rourke stated that the allocation of the library budget is the decision of the Library Director according to the Attorney General's opinion.

Ms. Tabernick made a motion to accept the finance subcommittee's proposal. Ms. Fitzgerald seconded. The vote was 7-3 with Ms. Morgan, Ms. Miller and Ms. Ladson Powell voting against the motion.

Charter and Library Ordinances: The current ordinances are in contradiction to state ordinances. The County Council needs to make the changes to these statutes.

Mr. Kole made a motion that the board rewrite the charter and the ordinance according to the attorney general's opinion. The vote was unanimous.

Mr. Kole asked if there was any other business. Being none, the meeting was adjourned at 6:14 p.m. on a motion from Ms. Miller and a second from Mr. Bogacz.

Respectfully submitted,



Jan O'Rourke  
*Interim Library Director*

## BCL Interim Director Report – March 11, 2015

### **Staff /Staffing – Vacancies** (Please see Headcounts FTE document)

Today, we received a resignation notice from a PT circulation rep in Bluffton.

We are at a critical juncture with staff shortages. We are rotating 2 to 3 staff a day from HH to Blf. We are not filling some vacated positions. We are providing staff at St. Helena on an as needed basis. We are looking at a restructured organization and have begun that process by undertaking a complete overhaul of our job descriptions.

### **Automation**

SCLENDS: Member county libraries have begun work on a circulation consolidation project in an effort to make circulation rules and procedures consistent throughout the consortium.

Meeting Room Upgrade at Hilton Head Branch will tentatively be completed by late March.

The IT Upgrade at Bluffton will be discussed later in the agenda.

### **Grants**

In partnership with the University of South Carolina, Columbia we are applying for a Big Read National Endowment for the Humanities grant for \$25,000. If awarded, programming and discussions will center on Zora Neale Hurston's *Their Eyes Were Watching God*.

Acting as lead, BCL has applied for an Institute of Museum and Library Services Sparks! Ignition Grant by partnering with the Aiken-Bamberg-Barnwell-Edgefield Regional Library System in South Carolina and the Briggs Lawrence County Library in Ohio in collaboration with Ohio University Southern for a \$25,000 grant to pilot an initiative called Storyboard.

*Storyboard America*, conceived by Juggling Press in Charleston, is a vision to transform library customers into creators of meaningful and authentic content that appeals to a broad audience through written, printed, online and audio expressions.

Hilton Head Branch has received a \$600.00 mini Library Services and Technology grant award for workshops on comics and cartooning.

### **New Partnerships**

Lobeco Branch:

- Whale Branch Middle School “to unite in support of student achievement”

St. Helena Branch:

- Gullah/Geechee Sea Island Coalition – Black history and Gullah/Geechee cultural workshops, lectures and film showings
- Clemson Extension/4H Club – programs for children 5 – 19
- YMCA, Boys and Girls Club, Franciscan Center, PALS and Beaufort School District for Summer Reading Collaborative.

### **SC State Library**

The House approved the State Library's budget section yesterday. Once adopted the section can be reconsidered before final approval but that is an unusual occurrence. Therefore, it appears that the State Aid increase (\$1.25/capita, annualized) plus the State Library's authorization for a new IT position are secure.

Thanks are needed to House members for their action. State Aid at \$1.25/capita will give us a platform next year for further increases. It is still possible that the Senate will increase that amount, but even if they do not we have made major progress.

### **County Comprehensive Plan (CIP)**

The CIP is undergoing review. Tony Criscitiello of the Planning Dept. will be meeting with Library Admin staff to go over library needs.



# Beaufort County Library Partnerships by Branch

<b>Beaufort</b>	
<b>Adults:</b>	<ul style="list-style-type: none"> <li>Adult Education</li> <li>Beaufort Historic Foundation</li> <li>Beaufort Memorial Hospital</li> <li>Clemson</li> <li>River Oaks Assisted Living</li> <li>The Beaufort Fire Department</li> <li>The Beaufort History Museum</li> </ul>
<b>Locals for free programming:</b>	<ul style="list-style-type: none"> <li>Cake Decorators</li> <li>Chiropractors</li> <li>Doctors</li> <li>Farmers</li> <li>Kayak Tour Businesses</li> <li>Naturalists</li> <li>Photographers</li> </ul>
<b>Schools:</b>	<ul style="list-style-type: none"> <li>AMI</li> <li>Baptist Church Daycare</li> <li>Battery Creek High</li> <li>Beaufort Academy</li> <li>Beaufort Elementary</li> <li>Beaufort Middle</li> <li>Bridges Prep</li> <li>Bridges Prep</li> <li>Broad River</li> <li>Department of Special Needs (Camp Treasure Chest)</li> <li>Hobbit Hill Too</li> <li>Lowcountry Institute</li> <li>Lowcountry Montessori</li> <li>Mossy Oaks</li> <li>PALS</li> <li>Port Royal</li> <li>Riverview</li> <li>Robert Smalls International Academy</li> <li>YMCA</li> </ul>
<b>Bluffton</b>	
	<ul style="list-style-type: none"> <li>AARP</li> <li>Beaufort County School District</li> <li>Bluffton Fire Department</li> <li>Bluffton Genealogy Club</li> <li>Bluffton Police Department</li> <li>Bluffton Society of Artists</li> <li>Celebrate Bluffton</li> <li>Daughter's of the American Revolution</li> <li>Farmer's Market Bluffton</li> <li>Hilton Head Art Society</li> <li>Jasper County School District</li> <li>League of Women Voters</li> <li>SC Lends</li> <li>SC Works</li> <li>Sun City Photography Club</li> <li>Therapy Dogs International</li> <li>University of South Carolina Beaufort</li> <li>VITA</li> <li>World Cat</li> </ul>

# Beaufort County Library Partnerships by Branch

<b>Hilton Head</b>	
<b>HH Lower Schools:</b>	Hilton Head Christian Hilton Head Early Childhood Center Hilton Head Elementary Hilton Head High School Hilton Head Prep School for the Creative Arts Sea Pines Montessori St. Francis Catholic School
<b>Churches:</b>	1st Presbyterian Holy Family Island Lutheran Mt. Calvary Missionary Baptist Church Providence Resurrection Church St. Luke's
<b>Other:</b>	Boys and Girls Club Coastal Discovery Museum Island Recreation Center NOC Sandbox Children's Museum
<b>Adults:</b>	Chamber of Commerce Island Ambassadors Memory Matters Share Center Volunteers in Medicine World Affairs
<b>Retirement Communities:</b>	Emeritus Holiday House
<b>Lobeco</b>	
	Agape Christian Academy Beaufort County Housing Authority Bolden Middle School CODA Consumer Credit Counseling Service Family Corps Head Start Lobeco-Area Writer's Group Lowcountry Council of Governments Shaklin Elementary Sheldon Township Community Support Partnership VITA Whale Branch Early College High School Whale Branch Elementary Whale Branch Middle



# Beaufort County Library Partnerships by Branch

<b>St. Helena</b>	
<b>Current:</b>	1890 Project - Gullah Culture and Penn Center 4H - STEM Programs Gullah/Geechee Sea Island Coalition Line Dancing for Seniors Group Migrant Homework Help Technical College of the Lowcountry (PIRLOU Group)
<b>Upcoming:</b>	Beaufort County School District for Summer Reading Collaborative Boys and Girls Club Eddings Point Animal Farm Franciscan Center PALS SC National Guard Technical College of the Lowcountry (Computer Programming Class) YMCA

# Media Lab Equipment

Qty	Description	Estimated Cost	Quoted Cost	
<b>Video Production Lab - Mac Equipment &amp; Video Production SW</b>				
	Total	\$ 27,776.03	\$ 22,851.27	
	Difference		-\$ 4,924.76	
<b>Office softwre for Mac OS X</b>				
	Total	\$ 1,165.74	\$ 127.20	
	Difference		-\$ 1,038.54	
<b>Video Production Lab - Camera and Studio Equipment</b>				
	Total	\$ 15,617.43	\$ 12,658.18	
	Difference		-\$ 2,959.24	
<b>Video Production Lab - Backup Solution</b>				
	Total	\$ 4,515.60	\$ 4,396.88	
	Difference		-\$ 118.72	
<b>Video Production Lab - Furniture</b>				
	Total	\$ 3,029.14	\$ 3,029.14	
	Difference		\$ -	
<b>Video Production Other Equipment</b>				
	Total	\$ 1,060.00	\$ 867.08	
	Difference		-\$ 192.92	
<b>Renovations Design Phase</b>				
	Total	\$ 20,674.24	\$ 20,674.24	
	Difference		\$ -	
<b>Renovations Building Phase</b>				
	Total	\$ 92,008.00	\$ 92,008.00	Estimated
	Difference		\$ -	
Total Media Lab Equipment		\$165,846.17	\$156,611.99	
	Difference		(\$9,234.18)	

# General IT Equipment

Qty	Description	Estimated Cost	Quoted Cost
	Public Access Computers and Computer Lab		
	Total	\$ 65,589.94	\$ 72,483.05
	Difference		\$ 6,893.12
	Staff PCs		
	Total	\$ 21,299.64	\$ 19,132.70
	Difference		-\$ 2,166.94
	Microsoft VDI Licensing		
	Total	\$ 1,000.94	\$ 2,419.34
	Difference		\$ 1,418.41
	Microsoft Office for Staff and Public PCs		
	Total	\$ 3,795.33	\$ 3,795.33
	Difference		\$ -
	Photshop for Computer Lab		
	Total	\$ 9,432.73	\$ 9,432.73
	Difference		\$ -
	Other IT Equipment		
	Total	\$ 2,530.54	\$ 2,530.54
	Difference		\$ -

Total General IT Equipment \$103,649.11 \$109,793.70

Difference \$6,144.59

Total Project \$269,495.28 \$266,405.69

Difference (\$3,089.59)