

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – May 13, 2015 – 4:00 pm

The third scheduled meeting for 2015 was held at the Hilton Head Branch Library.

Trustees: Bernard Kole, *Chair*; Eileen Fitzgerald, *Vice-Chair*; Linda MacDonald, Lynne Miller, Laura Sturkie, Peggy Martin, Brenda Ladson Powell, and Anna Maria Tabernik.

Absentee: Joseph Bogacz.

Mr. Kole introduced the new Library Director, Ray McBride and Mr. Kubic welcomed Mr. McBride. The County Administrator and County Council indicated that they are looking forward to working together with Mr. McBride and are seeking new ways to work more efficiently and effectively. It is a fresh start for the Beaufort County Library System.

Library Staff: Ray McBride, Library Director; Ileana Herrick, Administrative Assistant.

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

County Council Member: Councilman Steven Fobes, District 10.

Guests: Ms. Marilyn Harcharik, President of Beaufort Branch Library Friends; Ms. Stefanie Cahn, President of Hilton Head Branch Library Friends; Ms. Laura Hrubl, Secretary of Hilton Head Library Friends; Mr. Leonard Newblom, member of the community, Zach Murdock, *Island Packet*; and Scott Thompson, *Bluffton Today*.

Call to Order: The meeting was called to order at 4:05 p.m.

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

Public Comment:

Ms. Miller distributed the *Hilton Head Magazine* which includes the article *The Importance of the Written Word* written by Marc Frey. Mr. Frey gave a speech at the Annual Hilton Head Friends Meeting.

Minutes of March 11, 2015: The minutes were unanimously approved as written on a motion from Ms. Fitzgerald and a second from Ms. Martin. There was a unanimous vote.

Correspondences/Memberships: None.

Library Director Report: (attachment) Mr. McBride thanked everyone for the warm welcome to Beaufort County. During his short time working at the library, he observed how the library staff,

Friends Groups, County Council and Board members are committed to provide the best quality of library services for the community.

His mission as library director is to manage library budget and staff. Mr. McBride expressed his concerns as to the staffing level at Bluffton and St. Helena Branch. Mr. McBride added that working together with effective use of the library's budget and staffing, will provide the best service possible to the citizens of Beaufort County.

Mr. McBride reported that library materials expenditures for 2015 (thru June 30) will total approximately \$ 472,700.00. Breakdown by source is:

- County Funds \$ 153,300
- State Aid \$ 203,000
- Friends of BCLS \$ 100,000
- Library Foundation \$ 16,400

Financial Reports: The PowerPoint presentation is attached. Mr. Eisenman presented the Beaufort County Library Fund accounts for the period ending March 31, 2015.

Mr. Eisenman added that the library staff decides on how and when to spend the special funds. Also, he mentioned that the County Treasurer charges a convenience fee of 2.75% for each credit card transaction.

Committee Reports:

Advocacy: Ms. Miller thanked Ms. Harcharik for all she does in support of our libraries. Ms. Harcharik attended the County Council meeting on April 13th, and rallied Friends and other supporters to the meeting (75 attendants).

The committee reviewed a video made by one of the members of the Hilton Head Friends. It was decided that there should be more information about the technology in our libraries and hopefully, then have it made by a professional company.

Finance: Ms. Tabernik reported that the committee dedicated endless days studying the budget, and staffing of the libraries using information from senior library staff and the county offices. She reiterated that the Board passed a motion at the March 11 meeting to require \$ 300K be placed in the budget line item for materials (FY 2016). The Board supported the Interim Director's recommendation to reduce hours at the libraries due to the budget constraints.

After having installed a new Library Director, the committee considers a motion to give him time to review the library budget and staffing. Ms. Tabernik made a motion to provide 90 day period to allow him to review the operations of the library system and also postpone requiring the director to place \$ 300K in the materials budget, and postpone the implementation of reduction in library hours until August 15, 2015. The Board will meet with the Director prior to that time to discuss his recommendations on these issues. Ms. Fitzgerald seconded. There was a unanimous vote.

Foundation:

Mrs. MacDonald attended one of the two Foundation meetings held after the last Trustee meeting. Attending members of the Foundation were provided with information as why contributions specified for specific purchases had not been made yet and when that donor may expect to see the results of that specified contribution. This led to a generalized discussion of acquisition planning. The Foundation now has a live web site. Maintenance training is scheduled with Mrs. MacDonald the Foundation president. She has assisted with the set up of a web based email for shared communications capability that will maintain a record of communications and contacts on behalf of the Foundation.

Friends of the Library (FOL):

- Beaufort Branch: Ms. Harcharik reported the success of the Spring Book Sale. The next meeting will be in September.
- Bluffton Branch: Ms. Sturkie mentioned that they had a Spring Book Sale at which they made \$ 500 and they received a donation of \$ 500 at the book sale. The Friends are discussing different fundraising opportunities. They had a fashion show before; they are planning to do something different this year. The next meeting is scheduled for two weeks from now.
- Hilton Head Branch: Ms. Miller mentioned that they had their annual meeting on May 12. The book store will reach budgeted figure of \$ 35,000. The friends held two booksales: \$1,005 on the first sale and \$1,500 on the second sale.

School Liaison: Ms. Fitzgerald does not have anything new to report. Ms. Benac has been working with the schools on the *Summer Reading Program*.

Policies and Procedures: No report. Ms. Anna Maria Tabernik has been nominated as the chair of the committee.

The Correspondence/Memberships committee will need a chair. Ms. Tabernik mentioned that new members may need to take this role. Ms. Fitzgerald added that having two vacancies, it may need to be addressed later.

Strategic Plan Update: Health and Wellness Toolkit. Ms. Fitzgerald recommended that the documents should be dated for records and future revisions. Also she requested if this document will be placed on the website and who will have access.

Bluffton Production Lab: There was a general discussion of funding the Bluffton Computer Lab and renovation. Ms. Tabernik clarified that the project is funded by Del Webb and Impact fees. Mr. McBride stated that this project will have an impact on maintenance and staffing.

Photo Release Policy: (attachment). Mr. Kole read the policy to those present. Mr. McBride added that this policy has been reviewed by Mr. Joshua Gruber. The policy should be posted in the branches. The intent of this blanket form is to avoid needing an individual form for each person that gets photographed at children's programs or library events.

Ms. MacDonald recommended that this be posted in French, German and Spanish. Ms. Miller made a motion to accept the policy. Ms. Martin seconded. There was a unanimous vote.

Mr. Kubic recommended that the policy should be reviewed for any clarification in any posting in social media such as Facebook, Twitter, etc. Mr. McBride will clarify with Mr. Gruber.

Mr. Kole mentioned that the board has two vacancies (district 2 and 7) at this time, and we should spread the word for getting people to be part of the board. Councilmen Fobes will contact Council members to look for new applicants.

HVAC system at Hilton Head Branch: Mr. Kubic mentioned that the County Council has allocated \$650K from the general obligation fund for the purpose of replacing the air conditioning system in this library.

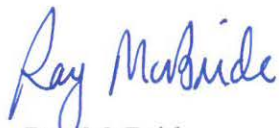
Security Analysis: Mr. Kubic reported that he has requested a security analysis of all branch libraries.

Ms. Fitzgerald made a motion to move into an Executive session. Ms. Martin seconded. There was a unanimous vote.

Executive session: no votes taken.

Mr. Kole asked if there was any other business. Being none, the meeting was adjourned at 5:32 p.m. on a motion from Ms. Tabernik and a second from Ms. MacDonald.

Respectfully submitted,



Ray McBride
Library Director

March 2015 Library Unaudited Financial Presentation

May 13, 2015



General Fund- March 2015

- Revenues- \$73k- 75% of budget
- Expenses- \$2.826M- 73% of budget

Special Revenue

Fund Balances- March 2015

- LEGO Grant- \$58
- Del Webb- \$155k
- Friends of HHI Library Grant- \$447
- Library Trust- \$19k
- Beaufort Library Trust- \$29k
- Hilton Head Library Trust- \$17k

Special Revenue

Fund Balances-March 2015

- Library Special Trust- \$206k
- Library State Aid- \$31k

Impact Fees

Fund Balances- March 2015

- HH/Daufuskie- \$96k Fund Balance, \$102k Encumbered Balance
- Bluffton- \$572k
- Port Royal Island- \$648k
- Lady's Island/St. Helena- \$41k
- Sheldon- \$27k

Library Financials Website

- bcgov.net
- Click Finance Department
- Click Financial Reports
- Click Fiscal Year 2015
- Click 3rd Quarter Ending March 31, 2015
- Click March Library Financials



Adobe Acrobat
Document



Questions?

