

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – July 8, 2015 – 4:00 pm

The fourth scheduled meeting for 2015 was held at the St. Helena Branch Library.

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

Absentee: Lynne Miller

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

County Staff: Alan Eisenman, Financial Analyst and Scott Grooms, Broadcast Services.

Guests: Ms. Marilyn Harcharik, President of Beaufort Branch Library Friends.

Call to Order: The meeting was called to order at 4:04 p.m.

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

Public Comment:

Ms. Harcharik thanked the Board for selecting Mr. Ray McBride as the new Library Director.

Minutes of May 13, 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.

Mr. Kole noted the recent tragic event in Charleston, and one of the victims is a dedicated Librarian (Cynthia Hurd). Ms. Hurd was well-known within the community.

Correspondences/Memberships: Ms. MacDonald has been appointed to this position. There are currently two board vacancies (district 2 and 7 seats).

Library Director's Report: Mr. McBride presented to the board the following (see attachments):

- 1) Director's report July 8, 2015
- 2) Library Board of Trustees' Goals for Library Director
- 3) Library System Liability Insurance Coverage Spreadsheet
- 4) FY 2016 Library Budget / Proposed Expenditure Report
- 5) Projected FY 2016 Revenue Sources – Library Materials
- 6) Summary of Special Funds Spreadsheet
- 7) Holds Report for Books by Branch Library
- 8) Beaufort County Strategic Plan Summary 2015-2020.
- 9) Proposed Staff Realignment as of July 1, 2015

Liability Insurance Coverage: Board members are covered by the County Tort Liability Insurance. Security of library branches is being assessed by Beaufort County Sheriff's Office.

The Library Board is concerned about the public and staff safety after the tragic incident in Charleston.

Board Goals for Library Director & Personal Goals Reports:

- Ms. Tabernik recommended eliminating goals # 1 and # 2 from the *Personal Goals* since they are already *part of the Board Long Term Goals*.
- Initially, the goal # 5 from the *Board Short Term Goals* was recommended to be eliminated. After discussion, it will be kept since this will be part of the annual performance evaluation of the Library Director.

Ms. Fitzgerald made a motion to accept the changes. Ms. Martin seconded. There was a unanimous vote. All in favor.

Proposed FY 2016 County Budget/Expenditure Report:

The New Format will include more up to date expenditure information. Ms. Tabernik, on behalf of the Finance Committee, made a motion to approve the Library Director's proposed format. Ms. Fitzgerald seconded. There was unanimous vote. All in favor.

Proposed budget for FY 2016:

Mr. McBride requested approval of the *Library System's Proposed Budget for FY 2016*. Ms. Tabernik made a motion on behalf of the Finance Committee to approve the FY 2016 Budget Draft as presented by the Library Director. Adjustments will be discussed in future meetings. Ms. Martin seconded. There was a unanimous vote.

Projected FY 2016 Library Materials Revenue sources:

Ms. Tabernik, on behalf of the Finance Committee, made a motion to approve the Library Director's proposal to use various revenue sources to purchase \$ 546,865 in materials for FY16. This motion will serve to replace the previous motion to budget \$ 350,000 for materials from the FY 2016 staff salary budget line item. Mr. Bogacz seconded. There was a unanimous vote. All in favor.

Financial Reports: Mr. Eisenman presented the Beaufort County Library Fund accounts for the period ending May 31, 2015.

Committee Reports:

Advocacy: None.

Finance: After the Board made a motion at the last board meeting to reduce the hours of operation, Ms. Tabernik, on behalf of the committee, made a motion to maintain the current hours of operation at the branch libraries as follows:

- 50 hours _ Hilton Head, Bluffton and Beaufort Branches.
- 40 hours _ St. Helena Branch Library
- 40 hours _ Lobecko Branch.

These hours are subject to future review by the Board. Mr. Bogacz seconded. There was a unanimous vote. All in favor.

Mr. McBride added that the Library will be conducting a survey to find out what hours fit community needs.

Foundation:

The foundation requested that the Library System add a link from their website to the Foundation's website.

Friends of the Library (FOL):

- Beaufort Branch: None.
- Bluffton Branch: The Friends had a meeting in May. The Book Sale will be the last week of October.
- Hilton Head Branch: the Friends had a meeting to review their reports, and contributions to the libraries. The *Super Saturday* program's funds will be spent on the *Summer Reading Program*.

School liaison: Mr. McBride will meet with the *School Super-Intendent* to establish mutual goals between both entities.

Policies and Procedures: None.

Mr. Kole asked if there was any other business. Being none, the meeting was adjourned at 5:26 p.m. on a motion from Ms. Martin and a second from Ms. Fitzgerald.

Respectfully submitted,



Ray McBride
Library Director