

Beaufort County Library  
BOARD OF TRUSTEES MEETING  
Minutes – September 9, 2015 – 4:00 pm

The fifth scheduled meeting for 2015 was held at the Bluffton Branch Library.

Trustees: Bernard Kole, *Chair*; Joseph Bogacz, Linda MacDonald, Laura Sturkie, Brenda Ladson Powell, Anna Maria Tabernik, and Lynne Miller.

Absentee: Eileen Fitzgerald, *Vice-Chair*; Peggy Martin.

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

County Staff: Monica Spells, Assistant County Administrator-*Civic Engagement and Outreach*; and Alan Eisenman, Financial Analyst.

County Council Member: Councilman Steven Fobes, District 10.

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

Call to Order: The meeting was called to order at 4:06 p.m.

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

Public Comment: None.

Minutes of July 8, 2015: The minutes were unanimously approved as written on a motion from Ms. Tabernik and a second from Mr. Bogacz. There was a unanimous vote.

Correspondences/Memberships: None.

Library Director's Report: Mr. McBride presented his report which summarized:

- Security Assessment Report.
- FY15 Annual Statistical Report
- FY16 State Aid Agreement for the Library Budget
- FY16 Request for Waiver
- FY16 MOE-Maintenance of Effort.

Security Assessment Report: Mr. McBride will submit the report to the Board after being completed by the Sheriff's Department.

Annual Statistical Report:(Attachment). Mr. McBride highlighted the increased internet usage at the libraries after the WIFI upgrade at the libraries.

State Aid Agreement/Library Budget 2015 and Waiver: (Attachments). As required by the State Library, Mr. Kole and Mr. McBride signed the State Aid Agreement in the presence of a quorum

of the Board. A waiver was also signed in the presence of the board since the library budget was not in compliance with State Aid requirements.

Mr. Kole made a motion to approve the State Aid Agreement and the waiver. Mr. Bogacz seconded. There was a unanimous vote.

Mr. McBride presented his *PowerPoint Presentation* (Attachment) which summarized library mission, vision, locations, statistical reports, Friends Groups, Library Foundation and Library services and programs.

Most importantly, Mr. McBride introduced the new service for our community: *Hoopla Digital Library: offering 320,000 E-titles*. It will be launched on October 12 for one year trial. Patrons will be able to checkout 10 items per month; tutorials and library staff are available for learning support.

The project (\$ 25,000) is funded with Lottery funds.

Ms. Ladson mentioned her concerns about the exterior lighting at Lobeco Branch. Mr. McBride is looking into this with Facilities Management.

Mr. McBride added that the Library conducted a survey to find out what hours fit community needs. Library collected data of 797 respondents. Mr. McBride will bring the proposal of new hours to the Board at the next meeting after analyzing the survey's results.

Mr. McBride clarifies that the proposal is not for increasing hours. It is only for modifying the current hours of operation to better serve our communities. Mr. McBride added that if the Board approves his recommendation, the library will do a trial period at one of the branches.

*Biblioboard Self-E* enables authors to publish their books in digital format. This project will be funded with a State grant. The *App* may be available in October through the library website.

McBride presented to the Board the updated *Staffing Realignment Organizational Chart*. He thanked the Board and County Administration for approving to fill all the vacant positions.

McBride invited all the Board to the Staff Development Day on Wednesday October 7 at Hilton Head Branch Library at 9 in the morning.

The *Annual Board Planning Retreat* is being planned for Friday October 30 from 9 am to 1 pm at St. Helena Branch Library. Mr. Kole added that this is not a regular meeting but it will be advertised through the County website.

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

Library Director's expenditure reports: (Attachment) McBride presented to the Board a report which summarized the *Library's Expenditures Report*.

Mr. McBride thanked Ms. Harcharik, President of Beaufort Branch Library for the renovation of the Children's Program Room.

Committee Reports:

Advocacy: None.

Finance: Ms. Tabernik, on behalf of the committee, made a motion that the County Representative \_ Alan Eisenman\_ continue to provide Board Members with the *County Financial Reports* electronically, but only attends Board meetings when requested to do so. Mr. McBride provides up-to-date financial and budget information at the Board Meetings going forward starting in November. Mr. Bogacz seconded. There was a unanimous vote. All in favor.

Foundation: Contributions from last fund raiser are being tracked to for specified purchases; additional monies have been secured via long term investment. Next fund raiser is underway. Recognition of a significant contributor was proposed and accepted. It has been an active summer for the Foundations members.

Friends of the Library (FOL):

- Beaufort Branch: Ms. Harcharik reported the success of the *Book Sale*. She added that the Friends have a new website [www.friendsofthebeaufortlibrary.com](http://www.friendsofthebeaufortlibrary.com)
- Bluffton Branch: The Book Sale for this branch is last week of October.
- Hilton Head Branch: Friends will meet next week.

School liaison: None.

Policies and Procedures: None.

Mr. Kole added that the relationships between Library and the County Council are better; Mr. McBride has been a good asset for the library system.

Mr. Kole asked if there was any other business. Being none, the meeting was adjourned at 5:15 p.m. on a motion from Ms. MacDonald and a second from Ms. Miller.

Respectfully submitted,



Ray McBride  
Library Director