

Beaufort County Library
BOARD OF TRUSTEES RETREAT
Minutes – October 30, 2015 – 9:00 am

The Library Board Retreat was held at the St. Helena Branch Library.

- Trustees: Bernard Kole, *Chair*; Eileen Fitzgerald, *Vice-Chair*; Joseph Bogacz, Linda MacDonald, Laura Sturkie, Brenda Ladson Powell, Anna Maria Tabernik, Lynne Miller and Deborah Johnson.
- Absentee: Peggy Martin
- Library Staff: Ray McBride, Library Director; Ileana Herrick, Administrative Assistant.
- County Staff: Gary Kubic, County Administrator.
- Call to Order: The meeting was called to order at 9:00 a.m.

Proposed outcomes of this retreat are:

- *Board input / guidance for the library system portion of County Comprehensive Plan*
- *Board input / guidance for Library Strategic Plan Development.*

Opening Remarks:

Mr. Kubic thanked all members for their service to the Library. The purpose of this meeting is to forecast libraries' needs for the next five years. The County is revising the *County Comprehensive Plan* through 2020 at this time.

Mr. Kole introduced new Board Member, Deborah Johnson (District 2). She was a Director in several academic libraries before coming to Beaufort. Ms. Johnson was Branch Manager for Bluffton Library for one year. Ms. Johnson is a good asset for the Library Board.

Presentation:

Mr. McBride presented historical information about the Library System from 2001 to today.

The South Carolina Code of Laws pertaining to library Board of Trustees is included in the notebook. This document states the duties and responsibilities for Library Board of Trustees members.

Mr. McBride clarified that libraries in South Carolina for all intent of purposes are a department of County Government (staffing, facilities, dollars, etc).

Heery Study 2001: *Comprehensive Facility Consulting Services.*

See tab # 1 in Retreat Notebook.

Summary: Refers to the study of space needs assessment made in 2001. The consultants compiled facts, developed conclusions and made recommendations that became part of the *Facilities Master Plan*.

- *Outline of Issues* (page 3). The library is under 'Community Services Division'.
- *Staff requirements* (page 6). FY2015: 115 employees (projection in 2001). However, the current staff is 66 FTE (=75 counts). The actual staffing level is closer to FY 2002 & 2003 even though we have added two facilities (Bluffton and St. Helena).

Mr. Kole mentioned that it is important to keep in mind the difficulty (i.e. age, lack of transportation) of getting to library branches in our analysis. As younger generations are more into digital materials, library services will be accessed differently.

The County is working on three studies: 'Assessment', 'Compensation', and 'Facilities'.

Library Facilities, Impact Fee Support Study & CIP.
See tab # 2 in Retreat Notebook.

Summary: Beaufort County Library Impact Fee Program was adopted in 1999.

Table 4: Estimate of Library Impact Fee Revenues: Mr. Bogacz asked if \$553 is actually implemented. Mr. McBride will research the information. Impact fees are associated with the new construction in a particular area of the county.

Level of Service Standard (LOS)

State standards are only guidelines; County Council must set their own library standards based on their resources.

Mr. McBride will articulate achievable and realistic library goals for the Board's recommendations and approval.

Mr. Bogacz clarified that the Library System 'Capital Reserve' is in actuality 'Impact Fee' funds. State Aid is not a capital reserve, but it is spent each year on library materials.

Mr. McBride stated his recommended short, mid and long term priorities: a) current facilities' needs, b) bookmobile services, c) research and funding new library facilities.

Major challenges Beaufort County February 2014.

See tab # 3 in Retreat Notebook

Beaufort County Policy Agenda 2015

See tab # 4 in Retreat Notebook

Beaufort County Comprehensive Plan

See tab # 5 in the Retreat Notebook

- Mr. McBride presented two documents:
 - Current CIP
 - Draft CIP. The draft recommends a proposed direction for the library board of trustees for discussion/approval.
- Level of Service standards: Revised in 2012/13.
- Mr. McBride highlighted that, '*Friends of the Library helps the library system through cash contributions, book sales, and volunteer services.*'
- Mr. Bogacz asked if these deficits (i.e. collection, square footage) are translated into Impact Fees. Mr. Bogacz reiterated that the only way to close the gaps is with Impact Fees Funds.
- Mr. McBride stated that if we increase the hours of operation from 50 to 60 per week in all branches, the cost would be approximately \$500,000.
- Mr. Bogacz mentioned that going from 0.6 to 1.0, a proportion of change should be done in fixtures and acres of land.
 - Do we need more land even though libraries will be smaller.
 - The entire project should be reviewed as a whole.
 - Dollar amounts should be reviewed at the same time.
- Mr. McBride explained in detail the *Beaufort County Capital Improvement Program*.

Board of Trustees appointed Strategic Planning Committee: Deborah Johnson, Anna Maria Tabernik, and Brenda Ladsen Powell.

Priorities:

See tab # 5 in the Retreat Notebook

- 1) Fixing current library facility issues within 12 months (i.e. leaking roofs, and failing HVAC units).
- 2) Restructuring technical services work space and procedures to accommodate increased productivity and efficiency.
- 3) Study the possibility of providing Bookmobile service within Beaufort County.
- 4) Plan for new library facilities in the right location at the right size.

The Board is requested to review the proposed draft library portion of the Comprehensive Plan (draft) by the end of November.

The meeting was adjourned at 1:00 p.m.

Respectfully submitted,



Ray McBride

Library Director

Disclaimer:

- An audio recording is available upon request if you would like to hear the meeting in its entirety.

- Print materials, documents, and reports are available upon request if you would like detailed information.