

Beaufort County Library  
BOARD OF TRUSTEES MEETING  
Minutes – November 18, 2015 – 4:00 pm

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

Trustees: Bernard Kole, *Chair*; Eileen Fitzgerald *Vice-Chair*, Joseph Bogacz, Linda MacDonald, Deborah Johnson, Brenda Ladson Powell, Anna Maria Tabernik, and Lynne Miller.

Absent: Peggy Martin, Laura Sturkie

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

County Council Member: Councilman Steven Fobes, District 10.

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 September 9, 2015: The minutes were unanimously approved as written on a motion from Ms. Miller and a second from Mr. Bogacz. There was a unanimous vote.

Minutes of October 30, 2015: Board Retreat. The minutes were unanimously approved as written on a motion from Ms. Fitzgerald and a second from Mr. Bogacz. There was a unanimous vote.

Correspondences/Memberships: None.

Mr. Kole stated that this is a regular meeting and it has been advertised as required through the County website.

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

- Library Board Retreat
- Branch Security Report
- Proposed Board Meeting Schedule 2016
- Proposed Closing on Saturday, December 26, 2015
- Proposed Library Closing Dates 2016
- Consideration of patron amnesty during April 2016
- Proposed Changes to library branch hours
- Overdue Notice Mailers (discontinue)
- Proposed circulation policy change (from twelve month renewal of library cards to twenty-four month renewal)
- Proposed circulation policy change (delete exemption from fines)

Library Board Retreat: Mr. McBride thanked all members for their participation in the Board Retreat (October 30, 2015).

Branch Security report: The first '*Safety and Security Self-assessment*' report has been completed and submitted to the Board for their review. This report and the Sheriff's Department assessment will be reviewed to assist with addressing library security issues (i.e. security cameras). It is not feasible at this time to determine the cost/funding for the repairs/upgrades. The project might be more cost effective if a centralized security camera assessment and solution is implemented County wide.

The Sheriff's Department is working on the assessment report. Mr. Kole reiterated the importance of receiving the final report from the Sheriff's Department. Replacement of the existing broken security camera at the Beaufort Library is a '*must*' to protect staff, patrons and the library collection. Also the installation of digital cameras in the Beaufort District Collection is a '*need*' to protect the valuable historical collection at the Beaufort library.

Miscellaneous: Library staff has updated and implemented written safety procedures to help provide a safe workplace.

Proposed changes to Library Branch hours: (attachment) Mr. McBride made a recommendation to the Board to approve the adjusted library branch hours (Beaufort, Bluffton, Hilton Head and St. Helena). He clarified that we are not increasing hours; we are only modifying the current hours of operation to better serve our communities. The new hours will be effective January 2, 2016. Ms. Tabernik made a motion to accept the Library Director's recommendation to adjust library hours in Beaufort, Bluffton, Hilton Head, and St. Helena Branches. Lobeco's hours are under review. Ms. Fitzgerald seconded. There was a unanimous vote.

Overdue Notice-Mailers: Mr. McBride made a recommendation to the Board to discontinue the mailing of overdue notices to patrons. It costs approximately \$ 5,000 per year (postage, staff time, and mailing supplies). The Library mails 250 notices per week (50% are returned as undeliverable).

The overdue notices will be sent by email or patrons will receive a phone call as needed. Ms. Tabernik made a motion to accept the Library Director's recommendation to discontinue mailing overdue notices to patrons effective immediately. Mr. Bogacz seconded. There was a unanimous vote.

Proposed Library Closing Dates 2016: (attachment) Mr. McBride made a recommendation to the Board to approve the Library closing dates for 2016. Ms. Tabernik made a motion to accept the Library Director's recommendation to accept the 2016 Closing Dates. Mr. Bogacz seconded. There was a unanimous vote.

Proposed Closing on Saturday, December 26, 2015: Mr. McBride made a recommendation to the board to approve the closing of all library branches on Saturday December 26, 2015. Ms. Tabernik made a motion to accept the Library Director's recommendation to close on Saturday December 26, 2015. Mr. Bogacz seconded. There was a unanimous vote.

Consideration of patron fine amnesty during April 2016: Mr. McBride made a recommendation to the board to investigate/study a fine amnesty during April 2016. Having a partnership with the County Animal Shelter, patrons who bring cat/dog food could be entitled to a fine reduction. Ms. Tabernik made a motion to accept the Library Director's recommendation to investigate / study a fine amnesty during April 2016. Mr. Bogacz seconded. There was a unanimous vote.

Proposed Board meeting Schedule 2016. The board has voted/responded by email to accept the proposed board of trustees meeting dates for 2016. The board reaffirmed the dates at this meeting.

Policy of exemption Mr. McBride made a recommendation to the Board to approve the deletion of exemption of fines and fees to employee, friends, volunteers and library board members. Ms. Tabernik made a motion to accept the Library Director's recommendation to delete regulation # 11 of the current circulation policy which exempts employees, volunteers, and board members from paying library fines. Mr. Bogacz seconded. There was a unanimous vote.

Proposed Circulation policy change: Mr. McBride made a recommendation to the board to change the renewal of library cards from 12 months to 24 months (regulation # 10 of the current circulation policy). Ms. Tabernik made a motion to accept the Library Director's recommendation to change regulation # 10. Mr. Bogacz seconded. There was a unanimous vote.

Ms. Tabernik made a motion to delete regulation # 5 of the *Circulation Policy*. Regulation # 5 which says '*A military ID*' is out of context. Ms. Fitzgerald seconded. There was a unanimous vote.

Mr. McBride added that all library policies are being reviewed by the staff. The library system circulation policy and procedures committee is working on proposing changes to the Circulation Policy and are simultaneously creating written circulation procedures.

Hoopla Statistics Report:

- Library cardholders signed up: 769
- Circulated items: 2,019
- Cost: \$ 1.78 per circulation
- Expenditure: \$ 3,602 (allocation \$ 25,000).

Mr. Fobes reported that he is pleased at how well library leadership and the board of trustees have been very positive and cooperative with the county administration and county council.

Financial Reports: Mr. McBride presented the Beaufort County library director's expenditure report through November 12, 2015. The county finance report was submitted by Alan Eisenman, Finance Department for the period ending October 31, 2015.

Library Director's expenditure reports: (Attachment) McBride presented to the Board a report which summarized the *Library's Expenditures Report*. The library budget has been spent around 30.35%, leaving a remaining balance of 69.65 %. He also mentioned that the report of special funds has been streamlined into one page.

Book mobile service: This project is still in its early stages. A good deal of research needs to be conducted before the board needs to make any decisions (partnerships with other agencies, type of services, population to be served, funding, potential vehicle configuration, etc).

Committee Reports:

Advocacy Committee: None

Finance Committee: the committee and Mr. McBride met prior to the board meeting to review the director's expenditure report.

Foundation: The annual fundraising letters were mailed to donors. Mr. McBride commented that the foundation has been very supportive of library programs.

Mr. Kole added that donors can mail their contributions to the main Beaufort library at 311 Scott Street.

Friends of the Library (FOL):

- Beaufort Branch: Mr. Kole added that all contributions are used to support library programs and materials.
- Bluffton Branch: None.
- Hilton Head Branch: The Friends met last week. Ms. Miller mentioned that two winter programs will start in mid-January: 1) Book Break and 2) the Film Series.

School liaison: None.

Policies and Procedures: None.

Strategic Planning Committee: The members of this new committee are: Deborah Johnson, Chair; Brenda Ladson Powell, and Anna Maria Tabernik. They had their first meeting to discuss timelines and procedures for the Strategic Plan. Ms. Johnson added the CIP (Capital Improvement Plan) and the current Strategic Plan were reviewed.

Executive Session: Executive session was held to discuss Library Director's six month evaluation. Mr. Kole called the executive session to order at 5:00 p.m. Mr. Kole adjourned the executive session at 5:29 p.m. and reconvened the regular meeting.

Ms. Fitzgerald made a motion to approve the library director's performance evaluation and approve ending his probationary period. The board approved a merit salary increase for his outstanding contributions to the Library System as outlined in his hiring letter. Ms. Tabernik seconded. There was a unanimous vote.

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. Fitzgerald and a second from Ms. Miller.

Respectfully submitted,



Ray McBride  
Library Director