

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – May 11, 2016 – 4:00 pm

The third scheduled meeting for 2016 was held at the Hilton Head Branch Library.

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

Absent: Rosalie Richman.

County Staff: Monica Spells, Assistant County Administrator-*Civic Engagement and Outreach*.

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

County Council Member: Councilman Steven Fobes, District 10.

Call to Order: The meeting was called to order at 4:03 p.m.

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

Public Comment: None.

Minutes of March 9, 2016: The minutes were unanimously approved as written on a motion from Ms. Martin, and a second from Mr. Bogacz. There was a unanimous vote.

Correspondence/Memberships: None.

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

- Personnel update
- Projects update
- Updated Library Impact Fee Benefit District Maps. These are 24" X 36" and are available in the library director's office and have been updated to reflect areas that the City of Beaufort has annexed recently.

Personnel update:

- There are two vacant positions in the Library system.
- *Library Assistant I* is in the process of being hired at Lobeco Branch.
- *Library Assistant III* position at Bluffton Branch is being advertised. After this position is filled, library positions are full 100% strength.

Project Updates: *Kajeet SmartSpot Pilot program*. The Pilot Program ends in three months with the possibility of expansion. At this time, ten devices are being used by students who do not have

TO VIEW VIDEO OF FULL DISCUSSION OF THIS MEETING PLEASE VISIT
http://beaufort.granicus.com/MediaPlayer.php?view_id=3&clip_id=2683

internet access at home. *Whale Branch* and *Lady's Island* Middle Schools are giving good reviews for their students who are participating in the project.

Launchpad Project: This project is sponsored by the *Public Library Foundation of Beaufort County*. The devices have been circulated 200 times. The Pilot program is in its 40th day, and it has been very successful.

Additionally, the Foundation is sponsoring thirty *LaunchPads* for Adults. The Pilot Program will be implemented at the end of this month at Bluffton Branch.

Adult Programing Survey: 258 respondents. The data collected is in process of being analyzed.

Bookmobile:

- Project is in the early stages; more research needs to be done.
- PowerPoint presentation has been prepared for the Library Board and the County Administration's review.
- BookMobile is an effective way to provide additional library services in the short term prior to considering construction of more facilities.
- The BookMobile would be a multifunctional vehicle: wireless, printers, scanners, books, etc. The vehicle would be a good way of advertising library services.

Motion: Mr. Kole made a motion to authorize Mr. McBride to proceed with the research and viability of this project: operationality and functionality. The motion passed unanimously.

Miscellaneous:

- Bluffton Library: Roof repair is almost complete.
- Hilton Head Library: HVAC replacement may be started by the end of the fall season.

St. Helena Library Closing date: Mr. McBride requested approval from the Board to close the library on Saturday, November 12 following Veterans Day. Due to closed roads, patrons will not have access to the Library on Heritage Day (November 12).

Motion: Ms. Martin made a motion to approve the closing of St. Helena Library on Saturday, November 12 this year and future years. Ms. Tabernik seconded. There was a unanimous vote.

Miscellaneous: Ms. Sturkie mentioned that Mr. McBride is the recipient of the FOSCL *Outstanding Individual Award* for 2016. The award was presented at the FOSCL (Friends of South Carolina Libraries) Annual meeting held in April at Lexington County Public Library. The Bluffton Friends of the Library nominated Mr. McBride due to his leadership as Library Director.

Financial Reports: (attachment) Mr. McBride presented the Beaufort County Finance Report for the Library expenditures through March, 2016.

Library Director's expenditure reports: (Attachment) Mr. McBride presented the report to the board, which summarized the *library systems expenditures to date*.

Notes:

- Expended: 79%
- Remaining balance: 21% (will be expended by the end of Fiscal Year).

Hoopla:

- Original budget approved: \$25,000
- Cardholders: 1.6% utilizing Hoopla.
- Hoopla is a supplement of our print collection; it is not a replacement.
- Good circulation rate at a cost effective price.

Committee Reports:

Advocacy Committee: No report.

Finance Committee: The committee met prior to the board meeting. Ms. Tabernik mentioned that the Library Director's expenditure report has been very helpful to the committee.

Foundation: Ms. MacDonald mentioned that the foundation board has a new approach on how to achieve funding and reach their endowment goals.

Friends of the Library (FOL):

- Beaufort Branch: Ms. Martin mentioned that the Friends had their annual meeting and officers' election. The bookstore is generating good sales due to its new location (main library).
- Bluffton Branch: Ms. Sturkie mentioned that the group will hold their meeting next week.
- Hilton Head Branch: Ms. Fitzgerald mentioned that their annual meeting was held on May 10.

School liaison: Mr. McBride mentioned that he has met with Superintendent, Media Specialists and staff. They are very supportive of the *Kajeet* project. The Library System and the School District are building a closer relationship.

Policies and Procedures: (see attachment). Ms. Tabernik mentioned that the meeting room policy needs to be reviewed. Mr. McBride will develop written procedures to support the policy. **Goal:** to ensure equitable and fair usage of library meeting rooms for the community.

Ms. Tabernik added that the board will receive an electronic document for their approval since the revised policy should be effective on July 1, 2016 to coincide with the new fiscal year.

Strategic Planning Committee: (attachment). The committee has expanded; nine members are on board. Ms. Johnson mentioned that the committee is meeting every first Wednesday of each month at 4 pm in Okatie.

TO VIEW VIDEO OF FULL DISCUSSION OF THIS MEETING PLEASE VISIT
http://beaufort.granicus.com/MediaPlayer.php?view_id=3&clip_id=2683

Ms. Johnson added that the survey is being tested in English and Spanish. Necessary changes are being made. She will email the board for additional testing. Also the print version is in both languages. The survey may be ready to be sent out next Monday.

Challenged Materials Committee.

Mr. McBride explained briefly the current Challenged Materials Policy (attached). The Library Director presented the book ‘*It’s Perfectly Normal*’ that was requested to be reconsidered by several patrons.

Mr. McBride added that the book has received multiple positive reviews and almost every library system in the United States has a copy of this book. This book has been in our collection since 2004.

Ms. Fitzgerald reported that all the board reviewed and discussed the book in question and all concurred with the recommendation of the Library Administration to leave the book in the Juvenile section of the library’s collection.

Motion: Ms. Tabernik made a motion to accept the Library Administration’s recommendation in keeping the book in the library collection. The book “It’s Perfectly Normal” will remain in the juvenile collection. Mr. Bogacz seconded. There was a unanimous vote.

Executive session: Ms. Martin made a motion to go into executive session and Ms. Fitzgerald seconded. There was a unanimous vote.

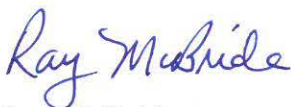
Mr. Kole called the executive session at 5:15pm. Mr. Kole adjourned the executive session at 5:25 pm. and reconvened the regular meeting.

Motion: Ms. Fitzgerald made a motion to approve the salary adjustment for Mr. McBride, as noted in the original “letter of hire” for the Library Director. Ms. Martin seconded. There was a unanimous vote.

Motion: Ms. Johnson made a motion to make the month of May the annual performance evaluation date for the Library Director. Ms. Tabernik seconded. There was a unanimous vote.

Mr. Kole asked if there was any other business. Being none, the meeting was adjourned at 05:30 p.m. on a motion from Ms. Fitzgerald and a second from Ms. Bogacz.

Respectfully submitted,



Ray McBride
Library Director