

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – July 13, 2016 – 4:00 pm

The fourth scheduled meeting for 2016 was held at the St. Helena Branch Library.

Trustees: Bernard Kole, *Chair*; Deborah Johnson, Lynne Miller, Laura Sturkie, Brenda Ladson Powell, Anna Maria Tabernik, and Rosalie Richman.

Absent: Eileen Fitzgerald *Vice-Chair*; Joseph Bogacz, Linda MacDonald, and Peggy Martin.

Library Staff: Ray McBride, Library Director; Traci Cox, Information Services Coordinator; Ileana Herrick, Administrative Technician.

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: None.

Minutes of May 11, 2016: The minutes were unanimously approved as written on a motion from Ms. Johnson, and a second from Ms. Miller. There was a unanimous vote.

Correspondence/Memberships: None.

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

1. Personnel update.
2. Projects update.
3. Preview New Library Website.
4. Updated Library Impact Fee Benefit District Maps.

New Library Website:

- Traci Cox presented the new library website.
- The new website may be launched on August 1, 2016.
- The website is user-friendly. Customers will find library information (i.e. programs, podcasts, schedules, etc.)

Personnel update:

- **Organizational chart** (attached):
 - FY 2017- Six (6) new positions (two are bookmobile Librarian and Bookmobile driver) have been approved.
 - The operating library hours may be expanded on October 1, 2016.
 - Five (5) additional hours per week in Beaufort, Bluffton and Hilton Head branches (from 50 to 55 hours per week).
 - Three (3) vacant positions are in process of being hired at Beaufort Branch.

Bookmobile:

- The vehicle is planned to be ready in either February or March 2017.

- The Bookmobile is the *Sixth* branch of the library system:
 - Collection of 2,500 library materials.
 - Thirty (30) hours of operations per week + 10 hours for restocking, maintenance, etc. (total 40 hours a week).
- Cost of Bookmobile: (see attachment).
 - Vehicle: \$143,845.00
 - Library Materials: \$20,000.00
 - Technology: \$10,000.00
 - Total cost: \$173,845.00 (Impact Fee funding)
 - Salaries and other operating expenses: \$73,149 per year (FY17 Library Operating Budget).
- The bookmobile *Librarian I* job position will be advertised next week. The driver will be hired at the end of this current year.

Inventory of the collection:

- Inventory of 51,000 items has been completed at Beaufort Branch Library.
- Lobeck and Bluffton staff have been trained to conduct their inventory (scheduled for next week).
- *Weeding* is a need since some materials have not circulated in 5 years. Library is following approved policies and procedures for the weeding process.
- Improved Library Collection Purchasing: significant increase to 28,000 items in FY2016 (19,000 items purchased in 2015).
- The *Annual Statistical Report* data will be presented at the next board meeting.

Miscellaneous:

- Staff Development Day will be held on Wednesday October 5, 2016 at St. Helena Branch.
- HVAC *System Replacement Project*. The HVAC systems will be replaced (Hilton Head, Bluffton and Beaufort branches) once the County Bid process is completed.
- *Adult Meeting Room Renovation* at Beaufort Branch may be completed in next 30 days.
- *Carpet Replacement Project* at Technical Services Area in the Beaufort Branch:
 - Three quotes and proposals have been received to replace the carpet.
- Mr. McBride presented to the board the new *Impact Fee District Maps*.
- Mr. McBride presented the new County Council approved *Personnel Handbook*. Each employee will sign an *Acknowledgement Form* and receive their own copy on a time schedule to be determined by County Employee Services.

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

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

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: No Report.

Friends of the Library (FOL):

- **Beaufort Branch:**
 - Former presidents of Beaufort Friends had a brainstorm session to share ideas with the current Friends board.
 - *Annual Book Sale event* will be held during September 23-25, 2016 at Waterfront Park, Beaufort. More information will be provided later.
- **Bluffton Branch:**
 - Revenue of \$11,000 during the first half of the year.
 - Ms. Sturkie mentioned that the group is working on ideas to prepare a large fundraising event.
 - The Friends Group might implement a '*donation button*' on the website. Community will be able to contribute online.
- **Hilton Head Branch:**
 - Ms. Miller mentioned that they received \$1,500 grant from St. Francis. The grant will be used to fund *LaunchPads* for the library.

School liaison: The Library has received the Summer Reading Lists from the School District. The school district is encouraging students and their families to use the Libraries.

Policies and Procedures: (see attachment). Mr. McBride reported that the final *Meeting Room Policy* has been reviewed by the County Attorney and has been approved by the County Administration. Ms. Johnson made two corrections:

- Page # 1, last sentence: it should read: '*six (6) partnership events*' instead of 'six (6) events'.
- Page # 2, last sentence under '*Conditions of Use*': it should read '*meeting spaces must be vacated*' instead of '*meeting must be vacated*'.

The *Meeting Room Policy* was unanimously approved as corrected on a motion from Ms. Tabernik, and a second from Ms. Johnson. There was a unanimous vote.

Strategic Planning Committee:

- Ms. Johnson mentioned that the library has received over 2,200 completed survey forms at this time.
- Collected data have been compared with '*zip code*' data. Library is trying to reach those communities who are under represented in the Survey so far.
- Survey is available for two more weeks (ending July 2016).
- Focus Group sessions will be held in August.
- The collected data *matched up* with the *patron database* will be used to help prepare the Library Strategic Plan.

Challenged Materials Committee: No report.

'*Welcome Aboard*' brochure (attachment): Mr. McBride presented this updated library services brochure to the board.

Mr. Kole asked if there was any other business. Being none, the meeting was adjourned at 05:13 p.m. on a motion from Ms. Miller and a second from Ms. Richman.

Respectfully submitted,



Ray McBride
Library Director