

**Beaufort County Library  
BOARD OF TRUSTEES MEETING  
Minutes – September 14, 2016 – 4:00 pm**

The fifth scheduled meeting for 2016 was held at the Bluffton Branch Library.

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

**Absent:** Linda MacDonald, and Peggy Martin.

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

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

**Public:** Eric Summerville, a resident of Bluffton.

**Call to Order:** The meeting was called to order at 4:00 p.m.

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

**Public Comment:** None.

**Minutes of July 13, 2016:** The minutes were unanimously approved as written on a motion from Ms. Tabernik, and a second from Ms. Fitzgerald. There was a unanimous vote.

**Correspondence/Memberships:** None.

**Library Director's Report:** Mr. McBride presented his report (attachment).

**Personnel Updates:**

- Three (3) current vacant positions:
  - Two (2) are in the process of being filled.
  - One (1) will be filled at the end of this current year (Bookmobile Assistant/Driver).
- Five (5) positions have already been filled.

**Bookmobile:**

- The plan is for the vehicle to be ready either February or March 2017.
- A list of *potential stops* will be prepared for the Library Board's review and approval.
- The Bookmobile Manager (Librarian II) and the driver (library assistant I) are permanently assigned to the Bookmobile.
- The Bookmobile is a multipurpose vehicle (e.g., outreach programs).
- The Bookmobile is the *sixth* branch of the library system. The collection includes 2,500 library materials.

**Libraries' New Hours:** (see attachment)

- The new operating hours in Beaufort, Bluffton and Hilton Head branches (from 50 to 55 hours per week) are effective as of October 1, 2016. We have sent a press release to the media.
- Bookmobile: Thirty (30) operating hours per week + 10 hours for restocking, administration, maintenance, etc. (total 40 hours a week).

#### **Staff Development Day:**

- *Staff Development Day* will be held on Wednesday, October 5, 2016, at the St. Helena branch.
- David Lankes, Director of the University of South Carolina – Library School, is our special guest. He will talk about the future of library services.
- Ms. Johnson will coordinate the activities of the Strategic Planning Sessions.
- Some sessions will be televised on the County Channel.

#### **Miscellaneous:**

- Board members need to submit the total hours they have spent in meetings and/or committees from January up to December 2016.
- The library roster will be updated as needed.

#### **Financial Report:** (see attachment)

- Mr. McBride presented the Beaufort County Finance Report for the library expenditures through June 2016.

#### **Library Director's expenditure report:** (see attachment)

- Mr. McBride presented the report to the board, which summarized the library system's expenditures to date.
- Bookmobile costs are reported as encumbered instead of disbursements.
- The library has received a \$23,194 LSTA grant from the State Library to expand the '*Kajeet Smartspot*' *WIFI Loan Project*.

#### **Hoopla:**

- New digital content (i.e., more book titles, etc) is being added weekly. The library will launch a new advertising campaign for this service.
- There are currently 3,000 Hoopla users.
- The new *SC Lends: Hemlock* app is available for Android devices. Users are able to access their SC LENDS accounts on their Android mobile devices.

#### **Library Webpage:**

- The three different catalogs (SClends, Hoopla, 3M Cloud Library) are displayed on one page, which makes it easier for library patrons to use.
- The library is committed to providing excellent customer service. With the *Contact Us* option on the homepage, we have the opportunity to serve the community more efficiently.

#### **Trustees' Attendance:**

- Mr. McBride thanked all the board members for their work, support, and time dedicated to the library system.

- County Code of Ordinances: Attendance at board meetings is very important. After three consecutive absences, members may be dropped from the board.

#### **State Aid Agreement – FY 2017 Library Budget:**

- 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. Mr. Bogacz moved to approve the State Aid Agreement. Ms. Tabernik seconded. The motion passed on a unanimous vote.

#### **Committee Reports:**

##### **Advocacy Committee:** (no report)

##### **Finance Committee:**

- The committee meets at 3 pm prior to the board meeting. Ms. Tabernik mentioned that the Library Director's expenditure report has been very helpful to the committee.

##### **Foundation:**

- The Foundation Board is requesting that the Library Board of Trustees name the newly renovated adult meeting room at Beaufort Branch in honor of Theresa Dunn, former Chairperson of the Library Board of Trustees and founder, creator, and member of the Foundation Board. A plaque with her name and a brief biography would be placed at the entrance.
- Ms. Fitzgerald moved to name the adult meeting room at Beaufort Branch in honor of Theresa Dunn. Ms. Miller seconded. The motion passed on a unanimous vote.
- Mr. McBride added that the Foundation has funded 30 children's *Launchpads* for St. Helena Library. This new acquisition brings the number of Launchpads system wide to a total of 120.

#### **Friends of the Library (FOL):**

- **Beaufort Branch:**
  - This group met on September 8, 2016.
  - The *Annual Book Sale* event will be held September 23–25, 2016, at Waterfront Park, Beaufort.
  - Its newsletter, released at the beginning of this month, includes a list of book review sessions that will be presented at the '*Sandwiched In*' event starting on January 30, 2017, at the USCB Art Center (Historic Campus).
  - Through donations, the Friends Group funded the new carpet in the adult meeting room (Beaufort Branch).
- **Bluffton Branch:**
  - Ms. Sturkie mentioned that the group has provided funding to purchase new furniture (wooden book display shelves and cubes) for the lobby and children's areas.
  - The Friend Group has its *Monster Book Sale* on October 29 this year.
  - They are scheduling an *Election Day Book and Bake Sale*.
  - Mr. McBride added that the Friends storage room has new metal shelving, giving more space for their collection.
- **Hilton Head Branch:**

- This group met on September 13, 2016.
- They are working on programs for January and February 2017.
- Ms. Miller added that a new small outdoor classroom will be located at the ‘*Nature Trail*’, located behind Hilton Head Library. The Friends may provide some funding to the project.

#### **School Liaison:**

- Mr. McBride presented the Annual Presentation to all school media specialists in the school district.
- The partnership with schools is delivering good results. A ‘*Library Card Sign-Up*’ session is being arranged for the students at Bluffton High School.

#### **Policies and Procedures:** (see attachment)

- Ms. Tabernik mentioned that the committee has reviewed and updated the *Privacy and Confidentiality Policy*. The policy was emailed previously to all members for their feedback and input.
- The *Privacy and Confidentiality Policy* was unanimously approved on a motion from Ms. Tabernik and a second from Mr. Bogacz.
  - Ms. Johnson pointed out that the language of the last paragraph needed to be revised. Therefore, the subtitle “*Statement regarding access to accounts and customer responsibility*” was added for clarification.
- The *Privacy and Confidentiality Policy* was unanimously approved as corrected on a motion from Ms. Tabernik and a second from Mr. Bogacz. The motion passed on a unanimous vote.
- Ms. Tabernik mentioned that the committee will work on some guidelines regarding voting (video call). The study may be ready prior to the next board meeting.
- The nomination and election of officers – Chair, Vice-Chair, Finance Chair, and Corresponding Secretary – will be reviewed prior to the next meeting.

#### **Strategic Planning Committee:**

- Ms. Johnson mentioned that the library has received over 2,800 completed surveys. This is in addition to the 72 responses from library staff.
- *Listening Tours* started in August. They comprise 18 focus groups and group sessions throughout the county.
- The collected data were transcribed and compiled for use in the planning sessions. The information also will be filtered and compiled for use during Staff Development Day.
- Ms. Johnson recommended that all board members attend Staff Development Day to facilitate the strategic work sessions. The library staff will work on the compiled information and generate recommendations.
- The Committee will meet after Staff Development Day to prepare the final document, which will be presented at the next board meeting.

#### **Bylaws:**

- Ms. Johnson suggested adding the Strategic Planning Committee.

#### **Challenged Materials Committee:** (no report)

#### **New Business:**

- Ms. Johnson suggested changing the way that board members are listed on the library webpage. She recommends listing members by districts, as they are appointed by the County Council.
- Board members will discuss different ideas and will present them at the next meeting.

Ms. Tabernik moved to go into executive session, and Ms. Johnson seconded. The motion passed on a unanimous vote. Mr. Kole called the executive session at 5:13 p.m. Mr. Kole adjourned the executive session at 5:30 p.m. and reconvened the regular meeting.

- The County salary + compensation study was discussed in executive session. No action was taken.

Mr. Kole asked if there was any other business. There being none, the meeting was adjourned at 5:32 p.m. on a motion from Ms. Miller and a second from Ms. Richman.

Respectfully submitted,



Ray McBride  
*Library Director*

