

Beaufort County Library  
BOARD OF TRUSTEES MEETING  
Minutes – November 9, 2016 – 4:00 pm

The sixth scheduled meeting for 2016 was held at the Beaufort Branch Library.

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

Absent: Lynne Miller.

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 4:06 p.m.

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

Public Comment: None.

Minutes of September 14, 2016: The minutes were unanimously approved as written on a motion from Ms. Fitzgerald, and a second from Ms. Martin. There was a unanimous vote.

Correspondence/Memberships: None.

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

Personnel Updates:

- Six (6) current vacant positions: All are being advertised on the County's website.
- The new compensation package may decrease the 15% annual turnover rate. However, it is important to keep in mind that we have transient population (e.g. military).

Projects:

- Kajeet: The library has received a \$23,194 LSTA grant from the State Library to expand the 'Kajeet Smartspot' WiFi Loan Project.
  - The Library has received 50 new Smartspots and is working with the school district to identify students who need the device to connect to the Internet for their school assignments.
- Switch Replacement: this project has been completed at four libraries branches (network diagram is attached).
- Computer replacement: New public computers will be ordered to replace non-working "thin clients".

Financial Report:

Library Director's expenditure report: (see attachment)

- The Finance committee reviewed the report prior to the board meeting.
- Special funds:
  - *Impact Fees:* Bookmobile and switches/servers expenditures are obligated; invoices are in process of being paid.
  - *State Aid* and *Lottery* funds are used for library materials (see attachment for more details).
  - Remaining balance of FY 2015 *State Aid* and *Lottery* funds have been carried forward to this fiscal year. Those balances have been spent.
  - Public Library Foundation has funded additional "*LaunchPads*" for St. Helena Branch.
  - The library has received two additional LSTA grants: \$ 2,000 for continuing education and \$1,000 for the regional bookmobile conference.
- Financial Reports will be provided electronically to all board members.

Committee Reports:

Advocacy Committee: None.

Nominating committee:

- Ms. Sturkie presented the slate of officers for nomination: Chair, Vice-Chair, Finance Chair, and Corresponding Secretary for the upcoming year.
- Officer elections will take place during the January 2017 board meeting.
  - Chair: Bernie Kole
  - Vice-Chair: Anna Marie Tabernik
  - Finance Chair: Joe Bogacz
  - Recording Secretary: Ray McBride

Finance Committee:

- The committee meets at 3 pm prior to each board meeting.

Foundation:

- The website is being updated to include the bequest form.
- The Library Foundation received a grant of \$20,000 from the *Logan* Foundation:
  - \$15,000 for library materials.
  - \$5,000 for Environmental Literacy kits and for one staff to become a certified Master Naturalist.

Friends of the Library (FOL):

- Beaufort Branch:
  - This group met on November 2, 2016.
  - The *Annual Book Sale* event, held September 23–25, was very successful.
  - The next event is '*Books Sandwiched In*', starting on January 30, 2017, at the USCB Art Center (Historic Campus).
- Bluffton Branch:

- The Friends Group had its *Monster Book Sale* on October 29, 2016. It was very successful.
- The annual meeting will be held on Tuesday November 15, 2016.
- Hilton Head Branch:
  - The annual meeting was moved to November 15 from November 8 in order to avoid a conflict with Election Day.
  - Members are working on programs for January and February 2017.

#### School Liaison:

- Mr. McBride reported that the library currently has three partnerships with the School District.
  - *Kajeet* Smartspot WiFi loan project.
  - *Early Literacy* kits: 655 kits for 1-3 year old children.
  - *Literacy* kits for three through fifth grader students.

#### Policies and Procedures:

- Bookmobile policy: (see attachment)
  - The policy was earlier emailed to all members for their feedback and input.
  - Ms. Tabernik presented the policy for the board's approval. Ms. Tabernik made a motion to accept the policy and guidelines. Ms. Martin seconded. There was a unanimous vote.
  - The plan is for the bookmobile to be ready in March 2017. The vehicle will be parked at St. Helena Branch because this location has more physical space for staff and library materials and has security cameras.
- Bylaws: (see attachment for more details).
  - Ms. Tabernik mentioned that the committee has reviewed and updated the Bylaws.
  - The Bylaws were earlier emailed to all members for their feedback and input.
  - Main points:
    - Board members are allowed to attend board meetings virtually – via FaceTime, phone conference call, video call, etc.- only once per calendar year. Members should notify the Library Director at least 24 hours in advance of their intention to attend virtually. The desire is for members to be physically present at board meetings.
    - Voting by email is not permissible. All voting will be done in person during public meetings. However, members may vote virtually as long as there is an in-person quorum of at least six board members.
    - A quorum (six members) must be physically present at each meeting.
    - It was reiterated that members may be dropped from the board after three consecutive absences.
    - Strategic Planning Committee is a standing committee.
    - The revised Bylaws were unanimously approved after a motion from Mr. Bogacz and a second from Ms. Johnson.
    - The Bylaws were signed by the board members and Library Director.

#### Strategic Planning Committee:

- Ms. Johnson mentioned that the final strategic plan will not be ready for approval by the January 2017 meeting. The evacuation following Hurricane Matthew delayed the final stage of the process.

- Ms. Johnson recommended having a draft for the March meeting. Mr. McBride suggested scheduling planning session during the next staff development day on April 19, 2017.
- “Based on Mr. McBride’s suggestion, the Board agreed to postpone the Strategic Plan until after the April 19th Staff Development Day, and to then make the plan for fiscal years (July 1-June 30) instead of calendar years.”

Challenge Material Committee: None.

Statistical Comparison Report: (see attachment).

- Mr. McBride mentioned that the last two years have been very successful from a statistical standpoint.

Library Budget Approval:

- Ms. Tabernik made a motion to reapprove/validate the FY2017 Budget as the original vote was inadvertently not recorded in the May 11 board minutes. Mr. Bogacz seconded. There was a unanimous vote.

Library Closing Dates 2017: (see attachment)

- Mr. McBride made a recommendation to the Board to approve the Library closing dates for 2017. Ms. Fitzgerald made a motion to accept the Library Director’s recommendation. Ms. Martin seconded. There was a unanimous vote.

Library Board meeting dates 2017: (attachment)

- Ms. Fitzgerald made a motion to accept the dates. Ms. Richman seconded. There was a unanimous vote.

New Business: (attachment)

Request to Reconfigure Automated Book Return at St. Helena:

- Mr. McBride explained to the board the design issues of the 80-foot automated conveyor book return.
- The system is constantly breaking down (i.e. books get stuck in the conveyor).
- The maintenance contract, currently at \$50,000 per year, may be increased due to the system’s requirement for frequent repairs. Repairs are expensive and do not work.
- Mr. McBride suggests replacing the automated system with a conventional book return. The empty space would then be used for storage.
- Ms. Johnson made a motion to accept the conversion to a conventional book return. Ms. Fitzgerald seconded. There was a unanimous vote.

Impact of Federal Overtime Rules effective December 1/2016:


- Mr. McBride mentioned that exempt staff may be entitled to overtime due to the new labor rules.
- However, the compensation package may alleviate part of the situation since some exempt staff will continue in the same status. On Monday, November 14, 2016, the County Council may approve the compensation package. Mr. McBride will keep the board updated on this issue.

Request to accept donated art works (Bluffton Library):

- Mr. McBride presented the current policy, which needs to be revised. Library staff will draft proposed revisions for the board to review.

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. Fitzgerald and a second from Mr. Bogacz.

Respectfully submitted,



Ray McBride  
*Library Director*