

Beaufort County Library  
BOARD OF TRUSTEES MEETING  
Minutes – January 11, 2017 – 4:00 pm

The first scheduled meeting for 2017 was held at the Hilton Head Branch Library.

Trustees: Bernard Kole, *Chair*; Deborah Johnson, Rosalie Richman, Peggy Martin, Linda MacDonald, and Lynne Miller.

Absent: Eileen Fitzgerald; Joseph Bogacz, Laura Sturkie, Brenda Ladson Powell, and Anna Maria Tabernik.

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

Library Staff: Ray McBride, Director of Libraries; Amanda Brewer, Bookmobile Librarian; and Ileana Herrick, Administrative Technician.

County Council Member: Councilman Steven Fobes, District 10.

Guests: Mr. Bill Newby, and Ms. Miho Kinnas.

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: (Letter attached.) Mr. Bill Newby, Hilton Head resident, spoke about the decision to deny the usage of the Carolina Room (Hilton Head Branch) for the Book Club meetings. The Carolina Room is where the Lowcountry Collection is kept available for customer use and research. Mr. Newby stated that his book club meeting will not prevent patrons from accessing the room and the collection. He requested that the board review their decision to bring a workable solution to this matter.

Mr. Kole mentioned that the *Policy and Procedure Committee* will work on a solution to this matter. Mr. Bogacz will bring recommendations to the next board meeting. Mr. McBride added that the decision should be equitable for all library users. It is important to keep in mind that the Carolina Room is not a regular meeting room.

Minutes of November 9, 2016: Correction is as follows: Addition under *Strategic Planning Committee*, page 3 & 4: “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.”

Ms. Martin made a motion to accept the minutes with the correction. Ms. Johnson seconded the motion. There was a unanimous vote to accept.

Correspondence/Memberships: None.

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

### Personnel Updates:

- Four (4) new hires at Hilton Head Library.
- Two (2) current vacant positions: Both are being advertised on the County's website.
- *Interlibrary Loan Assistant* position (currently vacant) will be rewritten to *Library Skills Trainer*. The job description is in process of being rewritten.

### Projects:

- Computer Replacement: 90 new public computers are being installed at the libraries to replace non-working "thin clients". The new computers are fully operational at the libraries. The new computers are *full computers*, they are not *thin clients*. They are not attached to a County server. They are directly connected to 'Internet' running through the County network. The new library network infrastructure should not need to be replaced for the next 7 to 10 years.
- Carpet Replacement:
  - The carpet in the Technical Services wing is in the process of being replaced with tile. The area will be shut down for a week; the staff is being loaned to other branches to conduct inventory. The tile installation may take a week to complete.

### Financial Report:

#### Library Director's Expenditure Report:

- The Finance committee reviewed the report on Friday, January 6<sup>th</sup>.
- Mr. McBride explained in detail the *Proposed Budget Increases* (3 years budget proposal). (See attachment).
- Mr. McBride explained the *Special Funds Report* in detail. (See attachment).

### Committee Reports:

Advocacy Committee: None.

#### Finance Committee:

- The committee met last Friday January 6<sup>th</sup>.

#### Foundation:

- Mr. Earl Dietz resigned his position as Chair and resigned from the board. Mr. Woody Rutter and Ms. Patsy Hand are acting as Co-Chairs.
- The Foundation would like to recruit young people to serve on the board.
- The next meeting will be on Wednesday, January 18<sup>th</sup>.

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

- Beaufort Branch:
  - The next event is 'Books Sandwiched In', starting on January 30, 2017, at the USCB Art Center (Historic Campus).
  - The board is looking for volunteers to help with organizing and categorizing donated books.

- Bluffton Branch: None.
- Hilton Head Branch:
  - *Book Break Program* will start on January 18<sup>th</sup>, and *Movies Program* will start on January 19<sup>th</sup>.

School Liaison:

- Mr. McBride mentioned that the library has 50 *SmartSpots*; 14 are in circulation at this time.

Challenged Material Committee: None.

Revised Library Closing Dates 2017:

- Library Closed:
  - Saturday, December 30, 2017.
  - Saturday, November 11, 2017 (actual Veterans Day).
- Staff Development Day is scheduled for Wednesday, April 19, 2017.
- Staff Work Day is scheduled for Wednesday, October 4, 2017.

Ms. Martin made a motion to accept the revised Library Closing dates 2017. Ms. Johnson seconded the motion. There was a unanimous vote to accept. Motion carried.

Strategic Planning Committee:

- Ms. Johnson strongly recommended that all members attend the staff development day on April 19<sup>th</sup> for the strategic planning session. Participation in this process is important.

Officers Election:

- Ms. Miller presented the slate of officers for nomination:
  - Chair: Bernard Kole
  - Vice-Chair: Anna Marie Tabernik
  - Finance Chair: Joseph Bogacz
  - Corresponding Secretary: Ray McBride

Ms. Miller collected the cast ballots for Chair.

Mr. Kole asked for a show of hands for Vice Chair, Finance Chair, and Corresponding Secretary.

Mr. Kole has been elected as the Chair of the Library Board.

Ms. Tabernik has been elected as the new Vice Chair of the Library Board.

Mr. Bogacz has been elected as the new Finance Chair of the Library Board.

Mr. Ray McBride has been elected as the Corresponding Secretary of the Library Board.

Mr. Kole made a motion to accept the Vice Chair, Finance Chair, and Corresponding Secretary for a two-year period. Ms. Martin seconded the motion. There was a unanimous vote to accept. Motion carried.

Ms. Miller made a motion to accept the Chair for a two-year period. Ms. Martin seconded the motion. There was a unanimous vote to accept. Motion carried.

New Business: (See attachment).

Bookmobile Stops and Routes: (See attachment.).

- Ms. Amanda Brewer explained the PowerPoint Presentation in detail to the board, including: Bookmobile stops, schedules, and routes.
- Highlights: *See attachment for details.*
- Bookmobile schedule will be Mondays to Thursdays. Fridays are for maintenance and office time. Work schedule will be 9 hours per day due to geographical area to be covered. Two Saturdays per month will be part of the schedule.
- Ms. Brewer is open to making adjustments on the stops, and routes. The summer schedule may differ.

Library Donations and Gift Policy: (See attachment.).

- Ms. Johnson recommended that the word “documents” should to be deleted from the 2<sup>nd</sup> paragraph. Ms. Johnson made a motion to accept the policy with correction. Ms. Martin seconded the motion. There was a unanimous vote to accept. Motion carried.

County Comprehensive Plan: (See attachment.).

- Mr. McBride drafted a revised Library Comprehensive Plan (Facilities). It will be submitted to the County Administration on January 27<sup>th</sup>. Ms. Johnson added that the strategic planning process in an important part of the Comprehensive Plan. Also, it is important to clarify that the 1.25 square feet of the library size is not part of the proposal. The board approved presenting this draft to County Council.

Mr. Kole presented Ms. MacDonald with a plaque for being a member of the Library Board for almost two and half years.

Mr. Kole made a motion to move into an Executive Session. Ms. Martin seconded the motion. There was a unanimous vote. Motion carried.

Executive Session: No action taken in Executive Session.

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

Respectfully submitted,



Ray McBride  
Library Director