

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – March 8, 2017 – 4:00 pm

The second scheduled meeting for 2017 was held at the Beaufort Branch Library.

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

Absent: Lynne Miller, Eileen Fitzgerald.

Library Staff: Ray McBride, Director of Libraries; Madeline Helser-Howard, Youth Services Manager; Chantal Gunn, Information Services Librarian; and Ileana Herrick, Administrative Assistant.

Call to Order: The meeting was called to order at 4:02 p.m.

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

Public Comment: None.

Minutes of January 11, 2017: The minutes were unanimously approved as written on a motion from Ms. Martin, and a second from Ms. Sturkie. There was a unanimous vote.

Correspondence/Memberships:

Introduction of Board Members: Mr. Kole introduced the new Board Member, Tracey Robinson (District 4). She currently works at the YMCA of Beaufort County. Ms. Robinson served in the US Army for twelve years.

Library Board members are invited to attend the next Beaufort City Council meeting. Mr. McBride will give City Council an update regarding Library Services and Library Impact Fees. The Beaufort City Council will hold its meeting on Tuesday, March 14th at 5 p.m. at the City Hall on Boundary Street.

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

Personnel Updates:

- The *Library Organizational Chart* is attached (there are three vacancies at this time).
- The *Bookmobile Driver* position is still vacant; the salary has been increased to attract more prospects.
- The LLDC (*Library Leadership Development Course*) is a one-year program to develop our own leaders. Madeline Helser-Howard and Chantal Gunn are members of this program, among other professional staff members.

Projects:

- Carpet Replacement at Bluffton Library: The purchase order to replace the carpet with tile in the work area has been approved. The tile installation may take a week to complete. The work room will be available to the contractor for work beginning on May 25, 2017 (ending May 31, 2017).
- Collection Inventory: This may be completed by the end of June 2017.
- New Library Skills Trainer: Circulation procedures will be standardized across the library system. Circulation staff will be trained so they can properly apply the circulation procedures.
- Bookmobile:
 - The vehicle is scheduled to be ready by the end of March 2017.
 - Equipment, stops, routes, schedules, and library materials are ready for the bookmobile.
 - Grand opening events will be held at all library branches.
- Art Inventory:
 - The inventory has been completed.
 - The Library Board is in charge of accepting and approving any donated pieces of art.
 - The library owns 111 pieces of art; they are under our insurance policy.
 - Appraisal of the Library art is due; it is included in the next year's budget. The last one was ten years ago. The art is currently valued at \$250,000.

Financial Report:

- The committee met prior to this meeting at 3 pm in the Library Director's office.
- Library expenditures are on track.
- Mr. Bogacz mentioned that a new single page format has been developed for the monthly financial report. It is easy to comprehend.
- The bookmobile's costs have been deducted from Library Impact Fees.

Library Director's Expenditure Report:

- Mr. McBride explained the Monthly Expenditure Report (see attachment)
- Mr. McBride explained the *Special Funds Report* in detail. (see attachment).

Committee Reports:

Advocacy Committee: None.

Finance Committee:

- Mr. McBride had his first budget meeting for the next fiscal year 2017-2018: with the County administration on March 7th.
- SC Retirement plan: there will be an increase for employees and employers.
- Mr. McBride added that the Library Board will need to approve the FY 2017-2018 proposed budget at the May board meeting.
- The FY 2017-2018 Library Budget will be ratified/verified at the July board meeting after the final State and County budget are finalized.

Foundation:

- Ms. Lynn Miller is appointed the new Liaison for the Foundation board.

Friends of the Library (FOL):

- Beaufort Branch:
 - The event '*Books Sandwiched In*' is very well-attended each week. This year set new records for attendance.
- Bluffton Branch: None.
- Hilton Head Branch: None.

School Liaison:

- Mr. McBride mentioned that the *SmartSpots WIFI Loan project* is doing well.

Meeting Room policy update: (see attachment)

- Mixed-use facilities (i.e. South Caroline Room at the Hilton Head Branch Library) were added as meeting spaces (see policy for more details).
- Mr. McBride requested that the three computer labs (St. Helena, Hilton Head and Bluffton) be added as meeting spaces to the request above.
- Ms. Tabernik made a motion to approve the revised meeting room policy with the caveat of adding the three computer lab spaces. Ms. Martin seconded. There was a unanimous vote to accept and the motion carried.

Strategic Planning Committee:

- The Staff Development Day Agenda is attached.
- The committee will meet prior to April 19th, Staff Development Day, to review the process.
- Ms. Johnson strongly recommended that all members attend the staff development day on April 19th for the strategic planning session. Participation in this process is important.
- Mr. Kole, Ms. Martin, and Ms. Robinson will attend the planning session on April 19th at the St. Helena Branch Library.
- A final draft of the proposed Strategic Plan will be submitted to the board for their review by May 2017 board meeting.

Challenged Material Committee: None.Library Director's Annual Evaluation:

- The Evaluation Committee members are Ms. Tabernik (Chair), Ms. Martin and Mr. Bogacz. Any member of the board is welcome to join the group.
- The committee will draft a comprehensive evaluation and send it to the board for their input. It will then be discussed with the Library Director in the Executive Session during the May board meeting.

SC Lends Consortium:

- The Annual Retreat was held at St. Helena Branch Library on February 23-24.

- Twenty-one Library Directors met to discuss the next software upgrades and circulation issues, among other topics.
 - The consortium agreed to consolidate the circulation policies (effective July 2017): Checkouts are limited to 30 items per Library Card holder.
 - The Board already agreed to follow the SC Lends Rules. The Library Director will keep the Library Board updated about SC Lends.
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- The Library has purchased the *ReferenceUSA* Database. This will be a good addition to our online databases.

Mr. Kole asked whether there was any other business. There being none, the meeting was adjourned at 4:50 pm on a motion from Ms. Tabernik and a second from Mr. Bogacz.

Respectfully submitted,

A handwritten signature in blue ink that reads "Ray McBride". The signature is written in a cursive style with a large initial "R".

Ray McBride
Library Director

MEETING ROOM

POLICY

2017

Approved by the Library Board of Trustees

---- Proposed revisions in red



BEAUFORT COUNTY
LIBRARY

For Learning • For Leisure • For Life

MEETING ROOM POLICY

Beaufort County Library System

Meeting spaces (including Meeting Rooms and Conference Rooms) are available throughout the Beaufort County Library System (hereinafter referred to as "Library") for meetings, presentations, information sharing, etc. These handicapped-accessible meeting spaces support the Library's mission to "serve and support the community for learning, for leisure, for life."

Mixed-use facilities (such as the South Carolina Room at the Hilton Head Library) are reserveable under the direction of the Library Branch Manager to ensure that the requested function is consistent with the facility's overall character and use. Meeting size must be at least 5 attendees. Mixed-use facilities necessarily will have limited availability as other uses - public access, study times - will take preference, but can be requested subject to scheduling and overview by the Library Branch Manager.

Users must have a Beaufort County Library card to reserve meeting spaces. Non-reserved use is available to Library cardholders only. Out-of-County residents who wish to use the Library meeting spaces must purchase a Non-Resident Library card. An application must be completed prior to non-reserved use. Completed reservation requests for specific dates and times will be considered on a first come, first served basis.

The Library reserves the right to cancel or amend a reservation if necessary.

Beaufort County Library and Beaufort County Government functions take precedence for use of meeting spaces and are not subject to this policy.

A meeting space is available for use only during the operating hours of the Library facility in which the space is located.

Meeting spaces are available at no charge; however, the Library reserves the right to charge the Applicants for damages to Library property resulting from said Applicants' use of Library meeting space.

All meeting spaces are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups (hereinafter referred to as "applicants") requesting their use. Permission to use a Library meeting room does not advocate or endorse viewpoints of meetings or meeting room applicants.

The Library allows the use of its facilities with the understanding that the Library accepts no responsibility for the personal safety of any person, either inside or outside a Library building. The Library is not responsible for damage, loss, or theft of personal property.

RESERVATIONS

Applicants must submit a completed *Meeting Room Application*. Out-of-County residents must purchase a Library card to reserve these meeting spaces.

A Meeting Room Application must be signed by an individual at least 18 years of age who has a Beaufort County Library card account in good standing.

Applications may be submitted up to 6 months in advance of the desired date of use.

Beaufort County Library Meeting Room Application



Please return this completed form to the branch library. Bookings are not confirmed until this application is approved and signed by the Library Branch Manager. **A valid Beaufort County Library card is required to use any meeting space.**

<input type="checkbox"/> Beaufort Branch Meeting Room (Capacity 50)	<input type="checkbox"/> Hilton Head SC Room (<i>mixed-use; 5 minimum / 26 max.</i>)
<input type="checkbox"/> Bluffton Branch Large Meeting Room (112)	<input type="checkbox"/> Lobeco Branch Programming Room (25)
<input type="checkbox"/> Bluffton Branch Small Conference Room (23)	<input type="checkbox"/> St. Helena Branch Large Meeting Room (77)
<input type="checkbox"/> Hilton Head Branch Large Meeting Room (140)	<input type="checkbox"/> St. Helena Branch Small Conference Room (36)
<input type="checkbox"/> Hilton Head Branch Small Conference Room (25)	

Date of Meeting _____ Time In _____ Time Out _____ Anticipated Attendance _____

Title of Program/Meeting _____

Purpose of Program/Meeting _____

Name/Mailing Address of Organization _____

Individual responsible for booking/monitoring the room _____

*Must be present in the reserved space during the entire period of use.

Contact Person _____ Phone number _____

Email _____ Library Card Number _____

REQUIRED BEFORE APPROVAL CAN BE GRANTED

Please refer to our Meeting Room Policy for rules regarding usage of our meeting rooms.

- Meeting rooms are available only during regular library operating hours.
- All meetings must be open to the public.
- All publicity should state the correct name/address of the Library and state that the Library is not the sponsor.
- Library staff may attend a program/meeting for monitoring purposes.
- Rooms must be cleaned and vacated no later than 15 minutes prior to closing.
- Set-up and clean-up of the room are the responsibility of the organization. Reservation times must include time for these activities.
- Meeting Room must be restored to its original state upon completion of use.

I have read and understand the Meeting Room Policy and will adhere to the rules stated.

Signature: _____ Date: _____

Branch Manager: _____ Date: _____

Staff Development Day

St. Helena Branch Library
Wednesday, April 19, 2017



AGENDA

8:50 – 9:00 AM	Introduction	Gary Kubic <i>Beaufort County Administrator</i> Bernie Kole, <i>Chairman</i> Library Board of Trustees
9:00 – 9:30 AM	State of the Library System	Ray McBride, <i>Director</i> Beaufort County Library System
9:30 – 9:45 AM	LibraryAware	Traci Cox
9:45 – 10:00 AM	Break	
10:00 – 11:30 AM	Emerging Trends in Public Libraries	David Lankes, <i>Director</i> , University of South Carolina School of Library & Information Science
11:30 – 1:00 PM	Lunch – <i>on your own – please be back in your seat by 1:00 PM</i>	
1:00 – 4:00 PM	Strategic Planning	Deborah Johnson