

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – May 10, 2017 – 4:00 pm

The third scheduled meeting for 2017 was held at the Bluffton Branch Library.

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

Absent: Rosalie Richman, Tracey Robinson.

Library Staff: Ray McBride, Director of Libraries; and Ileana Herrick, Administrative Assistant.

Call to Order: The meeting was called to order at 4:01 p.m.

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

Public Comment: None.

Minutes of March 8, 2017: The minutes were unanimously approved as written on a motion from Ms. Martin, and a second from Ms. Tabernik. There was a unanimous vote.

Correspondence/Memberships: None.

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

Personnel Updates:

- The *Library Organizational Chart* is attached (there are six vacancies at this time).
- Three (3) *Library Assistant IV* positions (currently vacant) require library experience, presenting a great opportunity for internal staff to be promoted.

Projects:

Beaufort Library:

- **First Floor Renovation:**
 - The library will be closed May 12-20 for the new carpet installation in the children's area and the main public area.
 - The library is in preparation mode for the new carpet installation:
 - The furniture will be removed on Friday morning (May 12).
 - The contractor will remove the old carpet on Friday afternoon before installing the new carpet.
 - The library may upgrade to LED lighting and replace the current circulation desk (and other furniture) during the next fiscal year.
- **Bluffton Library:**
 - **Carpet Replacement:**

- The furniture will be moved out of the work room and kitchen on May 25 to replace the carpet with tile.
- The tile installation may take a week to complete.
- **Bookmobile:**
 - South Carolina State Tags may be ready next week.
 - The *ribbon-cutting ceremony* hosted by the County Council will be held at the Bluffton Branch Library on May 22.
 - The library will have a *Media Day* at the Bluffton Branch on May 22.
 - The library may coordinate a full-day *Community Unveiling* event at each branch.
 - The library may publish the schedule of stops and routes within the next week.

Financial Reports:

Library Director's Expenditure Report: (see attachments)

- Mr. McBride explained in detail the *Monthly Expenditure* and *Special Funds* Reports.
- **FY 2017 Budget:** Currently, the remaining balance is \$95,000.
 - **Operating:** \$48,981 *(postage, electricity and maintenance contracts)
 - **Staff slippage (vacant positions):** \$46,662.
- The Library will expend the remaining budget by June 30, 2017.

Committee Reports:

Advocacy Committee: None.

Finance Committee:

- The committee met prior to this meeting at 3 pm at the Conference Room (Bluffton Library).
- The committee is looking forward to the outcomes of the first, second, and third budget hearings. The last budget hearing will be on June 12.
- The *FY 2018 Library Budget* will be ready for approval at the next board meeting (July 2017).

Foundation:

- The *Annual Fashion Show* was successful; the event will continue in memory of *Theresa Dunn*, who made it successful through the years.
- The *Dataw Conservancy* placed a plaque at the St. Helena Library in honor of Earl Dietz.
- The board will send out the *Annual Appeal Letter* in July.

Friends of the Library (FOL):

- **Beaufort Branch:**
 - The Friends donated a significant amount of money for the Beaufort Branch Renovation project.
- **Bluffton Branch:**
 - The amount of sales has increased due to the new shelving in the Book Sale area.

- **Hilton Head Branch:**

- The annual meeting was held on May 9.
- The Friends have received two grants: one from the *Community Foundation of the Lowcountry* and one from the *St. Francis Thrift Shop*.

School Liaison: None.

Policy and Procedures: None.

Strategic Planning Committee:

- The Staff Development Day (April 19) was very successful.
 - The strategic planning sessions with the staff were very productive.
 - The six facilitators did a good job of compiling staff's input in the two-hour sessions.
- The committee met on May 2 to review:
 - The staff sessions' outcomes, next steps, and strategic plan format.
 - The top three goals based on the staff sessions' outcomes.
- Ms. Johnson will email a rough text block to Ms. Traci Cox (Information Services Coordinator) for a final draft of the strategic plan.
- The board will review the final draft prior to the next board meeting. Members will have time to review *content and direction*.
- The four-year strategic plan is a flexible document; the committee may review/revise it every six months.

Miscellaneous:

- Ms. Tabernik passed around a list of the various standing committees.
- Every member should be signed up for at least two committees.
- Members are encouraged to sign up in different committees to experience new roles on the board.
- The committees will be formed by the next board meeting.

Old Business:

Collection Inventory Statistics (see attachment)

- Mr. McBride explained in detail the *Statistics Report* (see attachment).
- The library has almost finished the inventory of 376,125 items. The Beaufort District Collection inventory is still in progress.
- The "*Location*" (materials placed in different library areas without being updated in the online catalog) was the main issue found in the inventory process. All the issues were corrected in the online catalog.
- Finding errors in the inventory of 5% or less is good considering that the library circulates over 800,000 items per year.

New Business:

- **Request of Artwork Donation:**

- Mr. McBride requests approval to accept a “36x36 inch acrylic painting” by *Mary Lester*, a local Bluffton artist. The artwork will be placed in the *Teen Area* at the Bluffton Library. The artwork is valued at \$1,600.
- Ms. Johnson made a motion to accept the artwork for the Bluffton Library. Mr. Bogacz seconded. There was a unanimous vote.
- **Expansion of operating hours at St. Helena Branch:**
 - Mr. McBride requests approval to accept the expansion of operating hours to 42 hours per week. Thursday hours would be from 11 am to 5 pm (currently 11 am to 3 pm). Changing the hours will not have an impact on the operating cost.
 - Ms. Martin made a motion to accept the expansion of the two additional hours on Thursdays. Ms. Tabernik seconded. There was a unanimous vote.
- **Peggy Martin farewell**
 - Mr. Kole presented Ms. Martin with a plaque for being a member of the Library Board for five years (May 2012 – May 2017).
- **Executive Session:**
 - Mr. Kole made a motion to move into an executive session. Ms. Martin seconded the motion. There was a unanimous vote. The motion was carried.
 - Mr. Kole called the executive session at 4:45 pm. Mr. Kole adjourned the executive session at 5:05 pm and reconvened the regular meeting.
- **Annual Performance Evaluation of the Library Director:**

Ms. Martin made a motion to approve the annual performance evaluation for the Library Director. Mr. Bogacz seconded. There was a unanimous vote.

Ms. Tabernik added that the board is very pleased with the Library Director’s performance.

Mr. Kole asked whether there was any other business. There being none, the meeting was adjourned at 5:08 pm on a motion from Ms. Tabernik and a second from Ms. Martin.

Respectfully submitted,



Ray McBride
Library Director