

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – July 12, 2017 – 4:00 pm

The fourth scheduled meeting for 2017 was held at the St. Helena Branch Library.

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

Absent: Eileen Fitzgerald.

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

Library Staff: Ray McBride, Director of Libraries; Ileana Herrick, Administrative Assistant; and Madeline Helser-Howard, Youth Services Manager, St. Helena Library.

County Council Member: Councilman Steven Fobes, District 10.

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 May 10, 2017: The minutes were unanimously approved as written on a motion from Mr. Bogacz, 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 two vacancies at this time).
 - *Librarian I* at the Hilton Head Branch.
 - *Senior Librarian* at the Lobecko Branch.
- Two (2) positions: *Library Assistant* (Hilton Head Branch) and *Library Specialist* (St. Helena Branch) will be upgraded to full time in FY 2018.

Projects Update:

- **Bookmobile:**
 - The bookmobile has been a success in its first two months of operation.
 - Circulated books: 1,457 in its first two weeks.
 - Due to the bookmobile's high circulation rate, the library is considering increasing the FY18 budget for additional library materials.
 - The bookmobile manager will deliver a full report after six months of operation.

- Ms. Tabernik added that the Sun City community is grateful to have access to this service.

FY 2017 projects:

- New carpet installation in the Beaufort Branch (completed).
- New tile installation in the Hilton Head and Bluffton branches (completed).
- HVAC replacements in Beaufort, Bluffton and Hilton Head branches (pending).
- The *2017 Summer Reading Program* has been the most successful in years (pending final report).

Annual Report Presentation FY16/17:

- Mr. McBride will email a draft to the board for their review.
- Mr. McBride will present an update of FY17 accomplishments at the Community Services Committee meeting on July 24, 2017.

Financial Reports:

Library Director's Expenditure Report: (see attachments)

- Mr. McBride explained the *Monthly Expenditure* and *Special Funds* Reports in detail.

Library Revenues Checking Account: (see attachment)

- The County Treasurer has transferred \$400,000 to the *County General Operating Fund* from the library fines and fees account. This is standard procedure.

FY 2018 State Aid: (see attachment).

- There is an increase from \$ 1.50 per capita in FY 2017 to \$1.75 per capita in FY 2018.

FY 2018 Lottery Funds: (see attachment)

- The FY2018 *Budget Projection* does not include *lottery funds* as the Governor vetoed this legislature approved funding; however, the veto may be overridden by the legislature in the future.

Committee Reports:

Advocacy Committee: None.

Finance Committee:

- Mr. Bogacz explained the following documents in detail:
 - 1) *Proposed Budget Increases* (see attachment)
 - 2) *Budget Worksheet* (see attachment)
 - 3) *Anticipated Materials Funding* (see attachment).
- Mr. Bogacz requested approval to accept the FY 2018 library budget and to authorize the Library Administration to spend against County allocation of \$3.7 M. Ms. Tabernik seconded. There was a unanimous vote.

- *Comment: Mr. Fobes recommended that the Board approves the preliminary library budget at the prior meeting instead of the July meeting; however, the Board clarified that they had discussed the budget but had yet to vote on it.*
- Mr. Bogacz requested approval to authorize the Library Director to discuss (with County Council/Administration) annually using 2% of the accrued *Impact Fee funds* for library materials budget. Ms. Sturkie seconded. There was a unanimous vote.

Foundation:

- The Foundation is on summer break.

Friends of the Library (FOL):

- **Beaufort Branch:** None.
- **Bluffton Branch:**None.
- **Hilton Head Branch:**None.

School Liaison: None.

Policy and Procedures:

- CIR-5 Interlibrary loan: (see attachment).
 - The board reviewed the policy prior to the meeting.
 - Ms. Tabernik made a motion to approve the revised *Interlibrary Loan Policy*. Ms. Miller seconded. There was a unanimous vote.

Strategic Planning Committee:

- Strategic Plan 2017/2018 – 2020/2021 (see attachment).
- The four-year strategic plan is a flexible document that includes priorities and strategies.
- The committee may review/revise the plan every six months
- The next step is for the Library Administration to prepare an *Annual Action Plan* that fits into the strategic plan.
- Ms. Johnson thanked committee members and participants for their feedback/input.
 - The board will mail a letter of appreciation to Ms. Christy Robinson (School District), Ms. Victoria SmallsVictoria Smalls (formerly of Penn Center and now at the International African American Museum in Charleston) and Ms. Marilyn Harcharik (Friends of Beaufort Library) for their contributions to this process.
- Ms. Johnson made a motion to approve the content of the strategic plan 2017/2018 – 2020/2021 as written. Ms. Tabernik seconded. There was a unanimous vote.

Challenged Materials Committee: None.

Old Business: None.

New Business:

- Shift of operating hours at the Lobeco Branch:

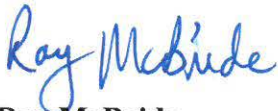
- Mr. McBride recommended shifting operating hours at the Lobeco Branch to five days a week, Tuesdays to Saturdays (the branch is currently open six days a week), effective October 1, 2017.
 - This would be one-year pilot project.
- The recommendation was deferred to the next board meeting, so that the board could review data and statistics and seek additional community comment before making a decision.

Miscellaneous:

- Mr. Gary Kubic is retiring at the end of this calendar year. Ms. Spells added that the position has been advertised, and the County Council is engaged in the search process.
- *Library Impact fees and the City of Beaufort:* Impact fees related to the City of Beaufort are on the agenda as a topic of discussion for the Community Services Committee meeting on July 24 at 3:00 pm in the County Administration building.
- Ms. Spells mentioned that public libraries are part of the discussion in many economic development programs. The top five areas of consideration are: 1) access to high-speed internet service, 2) digital literacy, 3) early childhood education, 4) primary and secondary education attainment and 5) online and virtual learning.
- **Executive Session:**
 - Mr. Kole made a motion to move into an executive session. Mr. Bogacz seconded the motion. There was a unanimous vote. The motion was carried.
 - Mr. Kole called the executive session at 5:31 pm. Mr. Kole adjourned the executive session at 5:40 pm and reconvened the regular meeting.
 - There were no decisions made in executive session.

Mr. Kole asked whether there was any other business. There being none, the meeting was adjourned at 5:50 pm on a motion from Ms. Tabernik and a second from Ms. Johnson.

Respectfully submitted,



Ray McBride
Library Director