The fourth scheduled meeting for 2018 was held at the Bluffton Branch Library.

**Trustees:** Bernard Kole, *Chair*; Anna Maria Tabernik, *Vice-chair*; Joseph Bogacz, Terry Thomas, Janet Porter, Rosalie Richman, Tracey Robinson, and Laura Sturkie.

**Absent:** Brenda Ladson Powell, Lynne Miller.

**Library Staff:** Ray McBride, *Director of Libraries*; Jonah Owens, *Bluffton Branch Manager*; 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 May 9, 2018:** The minutes were approved as written on a motion from Mr. Bogacz and a second from Ms. Sturkie. There was a unanimous vote.

**Correspondence/Memberships:** None.

**Library Director's Report**

Mr. McBride presented his report:

- **Personnel**
  - The *Library Organizational Chart* is attached (eighty (80) out of eighty-three (83) positions are filled)
  - The *Assistant Director* position was converted to two new positions for the new Bookmobile.
    - The funding of the assistant director position is adapted to support the two new positions: 1) Senior Librarian and 2) Library Assistant.
    - New Bookmobile positions:
      - *Senior Librarian* will be advertised in January 2019 and
      - *Library Assistant* will be advertised in May 2019.

- **New Bookmobile South**
  - The vehicle is scheduled to be ready by the end of June 2019.

- **Bookmobile North**
  - The Bookmobile Manager will deliver an annual report by the end of this month.

- **Projects Updated** (see FY 2019 Report)
  - The Library completed thirty-three (33) projects in FY2018.
The Library intends to complete sixteen (16) major projects in FY2019 if the appropriate funding is available.

- **Complaint Letter from US Department of Education, Civil Rights Office - Interior Wood Doors at Beaufort Branch**
  - Mr. McBride read the complaint letter to the Board at the meeting (see attachment for more details)
    - The letter states that the interior wood doors do not comply with the ADA regulations.
  - The County determined that the current doors meet the ADA regulations after reviewing/inspecting the entrance.
  - The County Administration agreed to funding ($20K) the replacement of the interior doors and adding new electrical wiring (handicap push buttons) to provide better service to our customers.
  - The project should be completed by the end of July 2018.

- **Smartspot WiFi Loan Project Grant Award**
  - The Library currently has fifty (50) devices.
  - The Loan Project has been so successful that it has been extended to twelve (12) other libraries in the state of South Carolina.
  - The Library received a ~$15,000 grant to expand the project (an additional 20 devices)
  - Mr. McBride reiterated that these devices are for educational use only.
  - The project is targeting families who do not have access to WiFi at home.

- **Request to Accept Donated Art (St. Helena Branch)** (see attachment)
  - Mr. McBride requested approval to accept an acrylic painting called *The Gathering*. The art will be placed at the St. Helena Branch Library.
  - The artwork is valued at $3,000.
  - Ms. Tabernik made a motion to accept the artwork called *The Gathering* for the St. Helena Branch Library. Ms. Robinson seconded. There was a unanimous vote.

- **Branch Visit Survey** (see attachment)
  - Board members have completed ten surveys:
    - Two for Beaufort Branch, four for Bluffton Branch, two for Hilton Head Branch, one for Lobeco Branch and one for St. Helena Branch.
  - Board members will have the opportunity to visit the Bookmobile and complete a survey.

- **Annual Conflict of Interest Forms**
  - All members have completed their statements.

- **Five-year Statistical Report** (see attachment for more details)
  - Mr. McBride explained the main points:
    - Library circulation of physical items (books, DVDs, etc.) is down nationwide. Meanwhile, digital circulation is increasing.
      - Digital checkouts are 10% of our total annual circulation (from 8% last year).
    - Use of public computers is declining nationwide. Meanwhile, usage of WiFi and smart devices is increasing.
      - Twenty public internet computers were removed from the libraries due to lack of usage last year.
Attendance at our library programs has increased significantly (16%) over last year.

- The Summer Reading Program’s registered users outnumber those of prior years.
- Mr. McBride added that the Library is planning to prepare a 10-year statistical report comparing physical and digital checkouts, among other variables (i.e., programming, budget, etc.).
- Mr. McBride added that the Annual State Aid Report compares forty-two (42) library systems in South Carolina and should be ready for review in September.

**Annual Board Planning Retreat**
- The Board is planning to have its retreat in October this year.
- Proposed topics/areas to be covered in the retreat are: 1) Library budget, 2) statistical reports, 3) strategic plan implementation, and 4) Library facilities, among others.

**Donation of Used DVDs to the Library**
- The Library Administration is asking the public to consider donating their underutilized DVDs to the Library.
- The Library projects saving ~ $15,000 with this program.
- The goal is to add 1,000 DVDs to the collection.

**Merit Pay**
- Library staff will receive their merit pay in July 20 pay (based on the annual performance evaluation score).

**Financial Reports** (see attachments)

Mr. Bogacz explained the reports in detail (see attachments)

- **Total Materials Expenditures Report FY 17–18:**
  - Total expenditures $517,736.81
- **Library Special Funds Report** (see attachment)
  - Ms. Tabernik recommended that new members should read the report; it explains how each fund can be used.
- **Trustees Checking Account Report** as of June 2018 (see attachment)
- **Library Expenditure FY8 Special Funds Report** as of July 9, 2018 (see attachment)
- **Fines and Fees Report and Bank Statement** (see attachment)
- **Budget Update FY 2018**
  - Actual expenditures with adjusted beginning balance FY 2018 (see attachment)
  - The FY 2019 budget mirrors the FY 2018 budget with the addition of the merit pay.

**Committee Reports**

- **Advocacy Committee:** None.
- **Finance Committee:** Mr. Bogacz explained the financial documents presented.
- **Foundation**
  - The next meeting will be in September at Beaufort Branch Library.
  - Mr. McBride recommended that both Co-Chairs of the Foundation be invited to the Annual Board Retreat in October 2018 to present an update of Foundation activities.
• **Friends of the Library (FOL)**

  o **Beaufort Branch**
    - The FOL changed its current fiscal year period (calendar year) to align with the County fiscal year (July 1 ending June 30).
    - The FY 2019 budget includes $45K for materials and programming.
    - The 22nd Annual Book Sale event will be held in September at Waterfront Park, Beaufort.

  o **Bluffton Branch**
    - The amount of sales has increased due to the new shelving in the Book Sale area.

  o **Hilton Head Branch**
    - The FOL funded the new Bookmobile at $150K.
    - The FOL contributes ~$75K per year (materials and programming).

• **School Liaison**

  o **Summer Reading Program**
    - The Library and the School District have an excellent working relationship.
    - For the first time, the Library and the School District worked together to put ALL summer reading lists on the library website.
      - Ms. Traci Cox, Information Services Coordinator, has compiled each school list and uploaded ALL the lists in the Library website, making them available for the entire County.
      - These school lists are linked to the Library Catalogue so students can reserve materials immediately.
    - The Library is considering expanding the Summer Reading Program from June 1 to August 1 next year.

  o Thanks to a partnership between the Beaufort County School District, Sodexo, and the Beaufort County Library, a food truck makes daily stops at the Beaufort, Lobeco, and St. Helena branch libraries to provide a free hot lunch to children and teens.
    - They have provided ~ 2,000 meals since the Summer Reading Program started.

**Policies and Procedures**

*Unaccompanied Minor Policy*

  o Mr. McBride withdrew the proposed revision made to the Board at the last Board Meeting in May 2018.
  o The policy remains the same.

**Strategic Planning Committee**

- The committee will meet in August to review the strategic plan implementation.

**Challenged Materials Committee**

- Mr. McBride explained briefly the Challenged Materials Policy.
As Chair of the Challenged Materials Committee, Mr. Bogacz presented the book *A Day in the Life of Marlon Bundo* that was requested to be reconsidered by a patron.

Mr. Bogacz reported that all the committee reviewed and discussed the book in question and most members (2 to 1 vote) concurred to leave the book in the Children’s section of the Library’s collection.

After some discussion, Ms. Tabernik made a motion to accept the recommendation of the committee to keep the book in the Children’s section of the Library. Ms. Porter seconded. Motion carried (7 to 1).

**Future of the Library Facilities in 2020**

- Ms. Tabernik recommended creating a subcommittee to review the future of Library facilities.
- The members of the subcommittee are Joe Bogacz, Rosalie Richman, Laura Sturkie and Tracey Robinson.
- Topics to be reviewed by the subcommittee are Library facilities, population trend, expansion of Library services, meeting rooms, etc.
- The subcommittee will meet in August to brainstorm topics that will be included in the retreat.

**Executive Session**: None.

Mr. Kole asked whether there was any other business. There being none, the meeting was adjourned at 5:39 p.m. on a motion from Mr. Bogacz and a second from Ms. Sturkie.

Respectfully submitted,

Ray McBride  
Library Director