

**Beaufort County Library**  
**BOARD OF TRUSTEES MEETING**  
**Minutes – September 5, 2018 – 4:00 p.m.**

The fifth scheduled meeting for 2018 was held at the Hilton Head Branch Library.

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

**Absent:** Janet Porter.

**County Council Member:** Councilwoman Alice Howard, District 4.

**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 4:04 p.m.

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

**Public Comment:** None.

**Minutes of July 11, 2018:** The minutes were 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:

- **Personnel**
  - The *Library Organizational Chart* is attached (3 vacant positions).
  - Two (2) new Bookmobile positions will be advertised next year.
- **Projects Updates**
  - **Request for Proposal (RFP) Document: Space Utilization Study for Hilton Head and Bluffton Branch Libraries:**
    - Mr. McBride explained the *RFP document* in detail (see attachment).
    - The library will be conducting a *Space Utilization Study* with qualified vendors (i.e., architects or interior designers) as part of the ‘*Strategic Plan 2017-2021*’.
    - The *RFP document* refers to assessing the existing spaces in the Hilton Head and Bluffton Branch Libraries, since the current spaces are not efficient for library needs due to the aging buildings.
    - **Motion:** Mr. McBride requested approval to submit the *RFP document* to vendors for the space utilization study for the Hilton Head and Bluffton Branch Libraries. Mr. Bogacz made a motion to accept Mr. McBride’s request to submit to vendors the *RFP document*. Ms. Miller seconded. There was a unanimous vote.
    - **What is next:**

- Vendors will return their responses by October 4, 2018.
- The best quote will be chosen.
  - The library board and library administration will meet with the best bidder to determine what the libraries currently need.
- **Annual Statistical Report:**
  - The library is required to complete and submit this document every year to the State Library to receive State Aid funding.
  - *FY 2018 Annual Statistical Report* (20-page document) is prepared by the Library Director.
- **Purchase of Alex Palkovich's sculpture 'On the Way to the Market' (see attached postcard)**
  - The Friends of Beaufort County Library funded the statue.
  - The unveiling will be in St. Helena Branch Library on Saturday, October 27, 2018.

### **Committee Reports**

- **Advocacy Committee:**
  - This committee was established to advocate for the libraries due to an economic downturn several years ago.
  - The library is doing better with the new Library Director; therefore, the board does not need this committee.
  - The members of the committee—Ms. Ladson Powell, Ms. Sturkie, and Chairperson Ms. Miller—move that the committee be dissolved.
  - **Motion:** Ms. Miller made a motion to dissolve this committee. Ms. Ladson Powell seconded. There was a unanimous vote.
- **Finance Committee:** Mr. Bogacz explained the financial documents presented.
  - **Trustees Checking Account Report** as of August 2018 (see attachment)
    - No changes since the July report.
  - **FY 2019 Library Special Funds Report** (see attachment)
    - **Lottery Funds:** Carryover \$21K, Revenue \$71K, Expenses \$80K, Remaining balance 11K. The library will not get the lottery fund this fiscal year.
    - **Impact fees:** See attached report.
    - **Friends:** See attached report.
  - **Fines and Fees Report and Bank Statement** (see attachment)
  - **FY 2019 Library Expenditure Special Funds Report** as of August 22, 2018 (see attachment)
    - The expenditures represent 13% against the budget.
  - **FY 2019 Maintenance of Effort (MOE) and State Aid Agreement Documents** (see attachments):
    - Mr. Bogacz explained the *State Aid Agreement Report* and the *MOE Maintenance of Effort* in detail.
    - The library is required to complete and submit these documents every year to the State Library to receive State Aid Funding.
    - *FY 2019 State Aid Agreement* is prepared by the Library Director.

- FY 2019 *MOE* is prepared by Alicia Holland, Chief Financial Officer.
  - **MOE**: The document protects the libraries from counties decreasing their budget over time. Libraries receive no less than the budget 2 years previous.
  - **Motion**: Mr. Bogacz made a motion to authorize the Chair of the Board and the Library Director to sign the *State Aid Agreement/ Library Budget FY 2018- 2019*. Ms. Tabernik seconded. There was a unanimous vote.
  - As required by the State Library, Mr. Kole and Mr. McBride signed the State Aid Agreement in the presence of a quorum of the Board.
- **Foundation**
    - The next meeting will be on September 12 at Beaufort Branch Library.
    - The Foundation has funded an ‘*Adult Mental Health First Aid Training*’ course for 12 staff members.
    - **Hampton Lakes Tiger Bass Run Event**:
      - The event will be held on October 27 in Bluffton.
      - The library is one of the non-profit recipients of proceeds from the event.
- **Friends of the Library (FOL)**
    - **Beaufort Branch**
      - The next meeting will be on September 6 at Beaufort Branch Library.
    - **Bluffton Branch**
      - They will resume activities this month.
    - **Hilton Head Branch**
      - They will meet next week.
- **School Liaison**
    - The library received a grant valued at \$20K to purchase 20 additional Wi-Fi Smartspot devices.
    - These devices will be loaned to homework centers or community centers in the area.
    - Community Centers Managers can sign up for these devices at any Bookmobile stop.
- **Partnership between Beaufort County School District and Beaufort County Library**:
    - The library and the school district have an excellent working relationship.
    - School Reading lists are linked to the Library Catalog so that students can reserve materials immediately.
    - **Summer Reading Program**
      - Lunch programs: *Sodexo* has provided ~ 3,000 meals since the *Summer Reading Program* started.
      - The library is expanding the *Summer Reading Program* from June 1 to August 1 next year.
- **Policies and Procedures**: No report.
  - **Strategic Planning Committee**:

- The committee will review the strategic plan implementation at the retreat meeting on October 26.
- **Challenged Materials Committee:** No report.
- **Proposed Board Meeting Schedule 2019: (see attachment)**
  - Mr. McBride presented the draft schedule for 2019 at the meeting.
  - Mr. Tabernik recommends changing locations for the first two meetings as follows:
    - The January meeting will be in Bluffton Branch.
    - The March meeting will be in Beaufort Branch.
  - The final board meeting schedule will be approved at the next board meeting in November.
- **Request to Accept Donated Art (Beaufort Branch) (see attachment)**
  - Mr. McBride requested approval to accept a series of seventeen prints called '*A Lowcountry Voyage of Life*'. The prints are located in the large meeting room in Beaufort Branch Library.
  - The artwork is valued at \$4,500.
  - **Motion:** Mr. Bogacz made a motion to accept the artwork called '*A Lowcountry Voyage of Life*' for the Beaufort Branch Library. Ms. Sturkie seconded. There was a unanimous vote.
- **Executive Session:** None.

Mr. Kole asked whether there was any other business. There being none, the meeting was adjourned at 4:45 p.m. on a motion from Ms. Sturkie and a second from Ms. Robinson.

Respectfully submitted,



**Ray McBride**  
**Library Director**