

**Beaufort County Library**  
**BOARD OF TRUSTEES MEETING**  
**Minutes – September 11, 2019 – 4:00 p.m.**

The fifth scheduled meeting for 2019 was held at the Hilton Head Branch Library.

**Trustees:** Ana Maria Tabernik, Chair; Laura Sturkie, Vice-chair; Bernard Kole, James Morrall, Janet Porter, Brenda Ladson Powell, Joseph Bogacz, Tracey Robinson, Lynne Miller, and Rosalie Richman (participated via phone).

**Absent:** Terry Thomas.

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

**Library Staff:** Ray McBride, Director of Libraries; Mary Jo Berkes, Hilton Head Branch Library Manager; and Joshua Greer, Library Operation Manager.

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

**Call to Order:** The meeting was called to order at 4:00 p.m.

**Pledge of Allegiance:** Ms. Tabernik led those present in the Pledge of Allegiance.

**Public Comment:**

- **Yoga group - Speakers:** Mary Jo Bennett, Jaime Burns, Kristin McNamara, Candace Blaine, Audrey McGovern, Pete McGlade, Nina McGlade, Bill Hurare, and Connie Sheets.
- **Meeting room usage - Yoga Program at the Hilton Head Branch Library:**
  - The yoga group requested use of the large meeting room for their program on Mondays (from 9 a.m. to 10:45 a.m.).
  - The group stated that submitting a meeting room request (following Library Meeting Room Policy) for every two yoga classes is very inconvenient for the volunteers because it is a lot of work.
  - The classes need the dependability and reliability of a regular schedule; otherwise, continuing the program will be a problem.
  - The group also requested to store their props in the storage room because doing so is convenient.
  - The group added that not being part of the library event calendar might create confusion for the public about the class schedule.
- **Background:**
  - The yoga group has used the large meeting room (Hilton Head Branch Library) from June 2016 to July 2019.
  - *At the July 10 board meeting, the board approved the exclusion of yoga exercise programs from the Meeting Room Policy (due to a potential liability for Beaufort County).*

- After the County Attorney reviewed the case, the liability is no longer a concern for the library since the group has liability insurance.

**Minutes from meeting held July 10, 2019:**

The minutes were approved as written on a motion from Mr. Kole and a second from Mr. Bogacz. There was a unanimous vote.

**Correspondence/Memberships:** None

**Library Director's Report:**

Mr. McBride presented his report:

- **Personnel:**
  - **Vacant positions:**
    - There are currently two (2) vacant positions:
    - There is one (1) vacant part-time position.
- **Projects Updates:**
  - **Summer Reading @ Your Library:** (see attachment)
    - Summer @ Your Library: June 1 – July 31, 2019:
    - **Highlights:**
      - The number of library account renewals more than doubled thanks to a partnership with the school district (6,075 compared to 2,547 last summer).
- **Mobile Services & Outreach Annual Report FY 2019: (see attachment)**

Mr. McBride mentioned that the number of service hours doubled with the second bookmobile (at Hilton Head Branch Library). More patrons are being served.
- **Potential development of a library site at Bluffton Area:**
  - Mr. McBride explained the *New Riverside Draft Site Plan* (potential library site).
  - The potential branch is in the May River Road, Buckwalter Parkway, and New Riverside Drive area.
  - The branch could serve 30,000 people immediately upon opening.
  - The branch would be a centerpiece of the new development.
- **Funding of the library site in Bluffton Area:**
  - The County could issue a bond to fund this project if County Council approves.
  - The library board could authorize the use of *Bluffton Impact Fee funds* for this project.
  - Accrued *Bluffton Impact Fee funds* could repay the bond if approved by the library board and County Council.

- Mr. McBride and Ms. Tabernik will brief *the Community Services Committee of County Council* and the *Finance Committee of County Council* at the next scheduled County Council committee meetings.
- Mr. McBride cautioned that the approval/funding process for a new library facility is a long process. Multiple levels of approval are required culminating with full County Council approval of the site location, size, design and funding mechanism. We are in the early stages of this process.
- Mr. McBride explained the potential site location, size and funding mechanism as proposed by County Administration and Library Staff. Mr. McBride concluded his presentation with a request for the Library Board of Trustees to approve using Bluffton library impact fees for this project with the understanding that County Council has final approval authority.

- **Motion:**

Mr. Bogacz made a motion to authorize the use *Bluffton Library Impact Fee funds* for the construction of the New Riverside Bluffton Library if approved by County Council. Mr. Kole seconded the motion. There was a unanimous vote. The motion carried.

### **Committee Reports:**

- **Finance Committee:**

Mr. Bogacz explained the financial documents presented.

- **FY 2020 Special Funds Report:** (see attachment)

Mr. Bogacz explained the attached report.

- **Beaufort County Library System - Budget Update – FY 2020:** (see attachment)

- **Expenditure Report FY 2019 as of August 28, 2019 - Library Materials:** (see attachment)

- **FY 2020 Library Materials Expenditure YTD year-to-date:** (for more details see attachment)

Mr. Bogacz explained the document in detail.

### **Foundation:**

The next meeting was moved to Friday, October 4 at the Beaufort County Library due to an evacuation in response to Hurricane Dorian.

### **Friends of the Library (FOL):**

- **Beaufort Branch:** The next meeting will be on Thursday, September 12 at the Beaufort Branch.
- **Bluffton Branch:** No update.
- **Hilton Head Branch:** No update.

**Policies and Procedures:** (see attachments)

The '*Library's Donations & Gifts Policy*,' '*Library's Privacy and Confidentiality*,' and '*Meeting Room Policy*' were discussed at the meeting.

- **Library's Donations & Gifts Policy:** (see attachment)

- **Motion:**

Ms. Miller made a motion to approve the revised Donations and Gifts Policy. Mr. Kole seconded. There was a unanimous vote.

- **Highlights:**

- The Library Board will use specific criteria (page #2) to determine the acceptance of artwork (see attachment for more details).
- The Library Board is responsible for deciding what artwork is retained or disposed of.
- The library may sell donated pieces of art with the Library Board and County Council's approval.

- **Library's Privacy and Confidentiality Policy:** (see attachment)

Mr. McBride explained the revised policy in detail (see attachment for more details).

**Revisions:**

- Section: '*Statement regarding access to accounts and customer responsibility*' (Page #2):

- Parents do not need to provide proof of parentage or guardianship (see attachment for more details).

The phrase, '*with a note signed by you*' is replaced with, '*and they present your card during the checkout of materials*' (see attachment for more details).

- **Motion:**

Ms. Porter made a motion to approve the revised *Privacy and Confidentiality Policy*, including the deletions and additions. Ms. Sturkie seconded. There was a unanimous vote. The motion carried.

- **Meeting Room Policy:** (see attachment)

- **Yoga and physical exercises classes in Library Meeting Rooms:**

Mr. McBride made a recommendation to the board to remove the exclusion of yoga exercise classes from the *Library Meeting Room Policy* since the County Attorney revised his recommendation.

- **Motion:**

Mr. Kole made a motion to remove the exclusion of yoga exercise classes, returning the policy to what it was before the last revision. Mr. Bogacz seconded the motion. There was a unanimous vote. The motion carried.

Mr. McBride made a recommendation to the board to review the meeting room policy.

- The policy should be fair and equitable to every group since the library is a tax-supported organization.
- The County Attorney must review the policy and give his legal advice.

**Discussion:**

- The yoga group will have two options: either they may have up to two reservations at one time (per library policy) or they may use the meeting room under a 'non-reserved use' basis per library policy.
- The yoga classes will not be added to the library event calendar since the group is no longer acting in partnership with the library and this would be an additional burden on library staff.
- The props may not be stored at the library since there is not enough space in the library storage room and the library does not store equipment for any other group.
- **Strategic Planning Committee:** No update.
- **Challenged Materials Committee:** None.
- **Library Facilities Committee:**
  - Mr. Kole mentioned that the committee is reviewing both projects:
  - Space Utilization Study – renovations at Bluffton and Hilton Head Libraries
  - Potential development of library site at Bluffton Area

**Old business:**

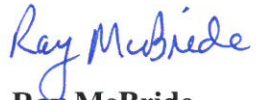
- **Annual Board Planning Retreat:**
  - The Board will have its annual planning retreat on October 11 from 10 a.m. to 2 p.m. at the St. Helena Branch Library.
  - Proposed topics/areas to be covered at the retreat are: 1) library budget process, 2) branch renovation projects, and 3) potential library site in Bluffton Area.

**New business:**

- **Proposed Board meeting Schedule 2020:** (see attachment)
  - Mr. Kole made a motion to accept the revised proposed board of trustees meeting dates for 2020. Ms. Sturkie seconded. There was a unanimous vote.
  - The November 11 meeting is moved to November 4, due to Veterans' Day.

Ms. Tabernik asked whether there was any other business. Since there no other business was presented, the meeting was adjourned at 5:41 p.m. on a motion from Ms. Ladson-Powell and a second from Ms. Robinson.

Respectfully submitted,



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