

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – November 4, 2020 – 4:00 p.m.
VIRTUAL MEETING

The fifth scheduled meeting for 2020 was held virtually via Webex.

Trustees: Ana Maria Tabernik, Chair; Joseph Bogacz, Lynne Miller, James Morrall, Rosalie Richman, Bernard Kole, Tracey Robinson, and Terry Thomas.

Absentees: Laura Sturkie, Vice-chair; Janet Porter, Brenda Ladson Powell.

County Staff: Charles Atkinson, Interim Assistant County Administrator for Community Services.

Hosts: Amanda Dickman, Interim Library Director; Joshua Greer, Library Operations 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: None.

Minutes from meeting held September 9, 2020:

The minutes were approved as written on a motion from Mr. Kole and a second from Ms. Miller. There was a unanimous vote to approve.

Correspondence/Memberships: None.

Library Director's Report:

Amanda Dickman, Interim Library Director presented her report:

- **Personnel:**
Four vacancies have been filled since the last Board of Trustees meeting. There are currently 10 vacant, advertised positions. Candidates have been selected for 3 of those vacancies leaving 7 positions for which we are actively interviewing.
- **Projects Updates:**
 - **Bluffton Branch Library:**
The Bluffton Branch Library renovation project as presented in the September 2020 Library Board of Trustees meeting has progressed to the bid solicitation phase. Bids will be submitted through December 3, 2020.
- **Reopening of Beaufort County Library System After COVID-19 Temporary Closures:**
During the last board meeting the Board of Trustees approved reopening branch libraries and Bookmobiles for “grab and go” service and public computer usage. In the month of October, our

library branches and Bookmobiles welcomed 11,804 customers and circulated 51,101 items (37,816 physical items, 13,285 digital). In comparison to September 2020, circulation of physical items has increased by 179%

- **Mobile Services and Outreach:**

Bookmobile North and Bookmobile South resumed service on October 5, 2020, providing bi-weekly “grab & go” service to 32 stops. Bookmobile South added Okatie Pines, an independent living facility that opened in Bluffton in October 2020, and The Crescent, an all-ages community on Rt 278 in Bluffton to their route schedule.

Committee Reports:

Finance Committee:

Mr. Bogacz explained the financial documents presented. At 4 months, or 1/3 of the way through the financial year, the Beaufort County Library is in good financial standing.

- **FY 2021 Special Funds Report:** (see attachment)
Mr. Bogacz explained the attached report.
- **Beaufort County Library System - Budget Update – FY 2021:** (see attachment)
- **FY 2021 Library Materials Expenditure YTD year-to-date:** (for more details, see attachment)
Mr. Bogacz explained the document in detail.
- Mr. Bogacz added that the library received the second quarter installment of the State Aid.
- Mr. Bogacz thanked the Friends of the Library groups for their generous contribution of \$56,700 for library materials.

Public Library Foundation:

- Ms. Miller explained that the Public Library Foundation last met virtually in September and is currently working on their annual appeal campaign.
- The Foundation is considering acquiring Directors & Officers Insurance for their board members.

Friends of the Library (FOL):

Beaufort Branch:

- Mr. Morrall relayed information from the Friends of the Library meeting held on October 8th at Waterfront Park to allow for social distancing.
- Mr. Morrall added that the Friends will be having an outdoor book sale in front of the Beaufort Library on Friday, November 6th to coincide with “First Friday” activities in downtown Beaufort.
- Several Friends of the Beaufort Library members will be attending the Friends of South Carolina Libraries virtual conference being broadcast from the St. Helena Library on Friday, November 6th.
- The Friends have reimaged their winter program, “Books Sandwiched In”, and plan to host this program virtually through Zoom in January 2021.

Bluffton Branch:

- Amanda Dickman shared that the Bluffton Library met on October 6th and have hosted several 50% off book sales since the Bluffton Library reopened.
- The Friends of the Bluffton Library are planning their Annual Membership drive for November.

Hilton Head Branch:

- Ms. Miller reported that the Friends of HHI Library met virtually on October 13th
- The Friends of the HHI Library will host a HHI Library Birthday party on Friday, November 6th from 1-3pm to celebrate the HHI Branch's 22nd year of operation.
- Ms. Miller mentioned that the Friends of HHI Library have rearranged their bookstore to allow for social distancing.

Policies and Procedures Committee: No report.

Strategic Planning Committee:

- Ms. Tabernik reminded the Library Board of Trustees that the Strategic Planning Process was suspended earlier this year due to COVID-19 and remains suspended pending the selection of a new Library Director.

Challenged Materials Committee: None.

Library Facilities Committee:

- Mr. Kole echoed the status of the Bluffton Library Renovation as presented in the Director's report.
- Additionally, Mr. Kole reminded the Library Board of Trustees that a new library in the New Riverside area remains on pause due to the county's inability to project revenues for the next few years.

New Business:

- **Holiday Closures for 2021:** (see attached)
 - Ms. Tabernik requested a motion to approve the holiday closing dates for 2021.
 - Mr. Kole made a motion to approve. Ms. Miller seconded the motion.

Discussion: Amanda Dickman, made the recommendation for the Library Board of Trustees to approve the 2021 closing dates with the possibility for adjustment after the County Council officially approves 2021 closing dates for all county offices.

- Ms. Tabernik requested an amended motion to approve the library holiday closing dates for 2021 with the possibility for adjustment after the County Council officially approves 2021 closing dates for all county offices.
- Mr. Kole made a motion to approve. Ms. Miller second the motion. There was a unanimous vote to approve.
- **Library Board of Trustees Meeting Dates for 2021:** (see attached)
 - Ms. Tabernik requested a motion to accept the proposed Library Board of Trustees meeting dates for 2021. Mr. Morrall made the motion. Mr. Thomas seconded.

Discussion: Ms. Richman requested moving the September 8th meeting to September 1st to allow for religious observance.

- Ms. Tabernik requested a motion to approve the amended Library Board of Trustees meeting dates for 2021. Mr. Kole made the motion. Ms. Miller second. There was a unanimous vote to approve.

Executive Session:

Ms. Tabernik requested a motion to move into executive session. Mr. Kole made the motion. Mr. Morrall seconded the motion. There was a unanimous vote. The motion carried.

Ms. Tabernik started the executive session at 4:33 p.m. Ms. Tabernik adjourned the executive session at 4:40 p.m. and reconvened the regular meeting.

Action coming out of Executive Session: None

With no other business to discuss, Ms. Tabernik concluded the Library Board of Trustees meeting at 4:42 p.m. on a motion from Mr. Kole and a second from Mr. Bogacz.

Respectfully submitted,



Amanda Dickman
Interim Library Director