

**Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – May 14, 2025– 4:00 p.m.
Beaufort Branch Library
311 Scott Street
Beaufort, SC 29902**

The third scheduled meeting for 2025 was held in-person at the Beaufort Branch Library.

Trustees: Lynne Miller, Chair; Janet Porter, Vice-Chair; Bernie Kole, Joseph Bogacz, Brenda Ladson-Powell, Rosalie Richman, Terry Thomas, Tracey Robinson and Jannine Mutterer

Absentees: Kathy Cooper, Shawna Kulpa

County Staff: Michael Moore (County Administrator), Audra Antonacci-Ogden (Assistant County Administrator for Community Services), Alec Bishop (Broadcast Services), Troy Matthews (Broadcast Services), Kyleigh Williams (Broadcast Services) and Stacey Inman (Manager, Beaufort Branch Library)

County Council: Joseph Passiment (District 5)

Hosts: Amanda Dickman, Library Director

I. Call to Order: The meeting was called to order at 4:03pm. A quorum was established.

II. Pledge of Allegiance: Ms. Miller led those in attendance in the Pledge of Allegiance.

III. Public Comment: None.

IV. Introduction of Guests. Ms. Miller greeted guests in attendance.

Beaufort County Administrator Michael Moore introduced himself to the Library Board and outlined his vision for the county's future under his leadership.

V. Minutes from meeting held March 12, 2025:

- Mrs. Miller noted the minutes for March 12, 2025 had been previously distributed to all members. Mr. Kole provided a motion to approve. Ms. Porter provided a second. There was a unanimous vote to approve without correction.

VI. Correspondence/Memberships: Ms. Miller read aloud a letter from a resident noting their appreciation for the Library.

VII. Library Director's Report: Amanda Dickman, Library Director presented her report:

- A. Personnel Update:** The *Library Organizational Chart* is provided for reference. Ms. Dickman noted that since the last board meeting, four positions are in the process of being filled: Library Assistant (FT) at Beaufort, Library Assistant (PT) at HHI, Collection Development Librarian,

and User Experience Librarian. There are currently four vacant positions: Senior Librarian (Lobeco Branch), Library Manager at HHI, Library Assistant (FT) at Bluffton and Deputy Director.

This summer, Beaufort/Port Royal, St. Helena, Bluffton and HHI locations will host a summer intern through Beaufort County's internship program. Each intern is eligible to work up to 15 hours per week for up to 15 weeks.

B. Projects Update:

- **Strategic Plan Goal: User Experience**

- Ms. Dickman announced that the Library has issued 5,630 new cards since July 2024, exceeding last year's total of 4,286.
- Ms. Dickman announced the winners of the Annual Bookmark Design Contest: Evelyn Ellsworth, Sophia Heightland, Janessa Bywater, and Emely Masis. This year, we received a total of 1,025 submissions, an increase of 143 entries compared to the previous year.
- Ms. Dickman shared that the Summer Reading program will run from May 31st through July 31st. Readers of all ages are invited to participate by filling out a gameboard to track 20 minutes of reading each day. Once the gameboard is complete, participants can bring it back to the Library to receive a fun prize as a way to celebrate their reading achievement.
- Ms. Dickman announced the Library's ongoing participation in the Free Summer Lunch program, offering free lunches to ages 0-18 at all library locations, from June 2–July 31, 2025.

- **Strategic Plan Goal: Collections**

- Ms. Dickman mentioned that this year, the average number of items circulated each month is around 72,835. Of these, approximately 51,386 are print items and 21,448 are digital items. This shows a small increase compared to last year's monthly average of 70,182, which included about 49,709 print items and 20,473 digital items.
- Ms. Dickman announced that each location is currently ordering and receiving Wonderbooks for circulation.

- **Strategic Plan Goal: Space:** Ms. Dickman announced various facility enhancements that have been completed to include the replacement of worn children's furniture at Hilton Head Island, exterior improvements at Beaufort Branch and renovation to the Reading Garden at Hilton Head Island scheduled for May/June.

- **Strategic Plan Goal: Communication**

- Ms. Dickman highlighted the efforts of Beaufort County Library staff in celebrating National Library Week through a variety of public programs and outreach efforts.

- **Upcoming Library Programs:** Ms. Dickman noted several special programs to take place at libraries soon:

- *"Free for All: The Public Library"* screening and conversation on Thursday, June 5th at 3pm at HHI and Saturday, June 7th at 10am at St. Helena
- Summer Reading Kickoff events at each library location on Saturday, May 31st
- *"Learn to Draw Comics"* for ages 10-18 at Bluffton
- *"Color in our Wild World"* with Riverbanks Zoo & Gardens at all locations in June

- “Shark Teeth, Shells and our Shores” with Dr. Ashley Oliphant at Bluffton, HHI, Lobeco and Beaufort locations in July
- “Science Heroes and the Missing Color” at Beaufort, Lobeco and Bluffton locations on July 14th

IX. Committee Reports

A. Finance Committee: Mr. Bogacz communicated the following financial documents in detail and expressed that the Beaufort County Library is in good financial standing.

- **Beaufort County Library System - Budget Update – FY 2025:** (see attachment)
 - Mr. Bogacz noted the receipt of the third and fourth State Aid payments totaling \$234,364 for the purchase of library materials. For Fiscal Year 2025, Beaufort County Library received a yearly total of \$468,728 of State Aid funds in quarterly installments.
 - Mr. Bogacz explained the documents in detail noting that at 84% through the year, the Library has spent 80% of the annual budget.
- **FY 2025 Special Funds Report:** (see attachment)
Mr. Bogacz explained the attached report noting the receipts and expenditures from special fund sources.
- **FY 2025 Library Materials Expenditure year-to-date:** (for more details, see attachment)
 - Mr. Bogacz explained the document in detail noting fiscal year-to-date materials expenditures totaling \$521,989 (an increase of \$131,117 since the previous report).

B. Policies and Procedures Committee: None.

C. Strategic Planning Committee: Ms. Porter referred to the update provided in the Library Director’s report.

D. Request for Reconsideration Committee: None.

E. Library Facilities Committee: None.

F. Liaisons

Friends of the Library (FOL):

- **Friends of Beaufort Library:** Ms. Powell shared that the Friends of Beaufort Library completed their Books Sandwiched In series of lectures and will host their annual meeting on Saturday, June 14th at the Beaufort Branch Library.
- **Friends of Bluffton Library:** Ms. Richman noted her attendance at an appreciation lunch hosted by the Friends of Bluffton Library.
- **Friends of Hilton Head Library:** Ms. Miller announced the Friends of HHI will host their annual meeting on Thursday, May 22nd with guest speaker David Lauderdale.

Public Library Foundation: Ms. Miller reported that the Foundation has not met.

IX. Old Business: None.

X. New Business: None.

XI. Announcements:

- The next public meeting of the Library Board of Trustees is scheduled for July 16, 2025 at 4pm at the Bluffton Branch Library.

With no other business to discuss, Ms. Miller adjourned the Library Board of Trustees meeting on a motion from Mr. Kole and a second from Mr. Thomas.

Respectfully submitted,



Amanda Dickman
Library Director