

**Beaufort County Library
BOARD OF TRUSTEES
MINUTES OF MEETING
HELD July 8, 2009, 3:00 p.m.**

The fourth scheduled meeting for 2009 was held in the Meeting Room of Ameris Bank, 2348 Boundary Street, Beaufort SC 29902.

Attendants:

Trustees:

Ms. Theresa Dunn-Chair, Ms. Susan Carter Barnwell, Mr. John Cartwright, Ms. Valerie Donaldson, Ms. Eileen Fitzgerald, Ms. Patsy Hand, Mr. Dan Huff, Ms. Janet Kuchler, and Ms. Jean Wolff.

Library Staff:

Mr. Wlodek Zaryczny, Library Director, Ms. Mary Jo Berkes - Hilton Head Branch Manager, Ms. Ann Rosen - Bluffton Branch Manager, Ms. Gina Molter – Lobecko Branch Manager, Mr. Dennis Adams – Information Services Coordinator, Ms. Wendy Allen – Youth Services Coordinator, and Ms. Miriam Mitchell – Administrative Assistant.

Call to Order: The meeting began at 3:00 p.m. with a quorum present. Ms. Dunn welcomed Mr. Morris Campbell, Director of Community Services.

Public Comment: None.

Minutes of May 13, 2009:

MOTION: Ms. Fitzgerald made the motion to adopt the minutes as written. Mr. Huff seconded and there being no further discussion, all Trustees voted to adopt the motion.

Correspondence & Communications: None.

Librarian's Report: Attached to these minutes. Regarding the St. Helena Branch Library Project, Ms. Kuchler stated that she believes the County is blessed to have employees like Mr. David Hughes, CIP Implementation Manager, and Mr. David Coleman, CIP Manager, who have the expertise to guide the Architect Committee in evaluating the architects.

Action Item: Ms. Dunn suggested that the Board of Trustees invite Mr. David Goble, Director of the South Carolina State Library, to a Board of Trustees' meeting in Beaufort, so that the Trustees can meet him.

Action Item: Ms. Kuchler suggested that Ms. Molter make a special presentation about the Radio Frequency Identification (RFID) Proposal to the Board of Trustees prior to the September 2009 Board meeting.

Financial Report: Attached to these minutes.

Committee Reports:

Advocacy: Ms. Fitzgerald stated that she and Ms. Dunn attended the County Council meeting south of the Broad, and Ms. Dunn thanked County Council for all they do on behalf of the Library. Ms. Kuchler attended the Council Meeting north of the Board where she also thanked the County Council. Ms. Kuchler's comments were quoted in the *Beaufort Gazette* and she noted that the County Council members are very supportive of the Library.

Action Item: Mr. Huff asked if Ms. Saad is searching for grants for the historic Sheldon area and Mr. Zaryczny responded that we have not identified a grant for Sheldon but would look into it.

Corresponding Secretary: No report.

Finance: No report.

Facilities: Reported in the Librarian's Report.

Foundation: Ms. Wolff reported the Foundation did not meet in June but the next meeting will be Friday, July 10, 2009.

FOL: Ms. Wolff reported that the **Beaufort Branch Friends** are recessed for the summer and their next meeting will be Wednesday, September 2, 2009.

Ms. Rosen stated that the **Bluffton Branch Friends** approved the AWE Early Literacy Stations (children's computers) at a special, second meeting in May 2009. The computers have been installed and have been in use every hour they have been available. The Friends are planning a ribbon-cutting dedication ceremony at 4:30 p.m. on Tuesday, July 14, an hour before the Bluffton Branch Friends' meeting at 5:30 p.m. Ms. Rosen explained that the Friends could not vote at the first May meeting because there was no quorum present.

Ms. Dunn attended the **Hilton Head Branch Friends'** meeting on Tuesday, July 7, and they presented their new slate of officers: Lynne Miller, President; Carol Catanzaro, Vice President; Bill John, Treasurer; and Donna Russell, Secretary. Ms. Dunn reported that they received a \$2,676 grant from the Long Cove Foundation and they are purchasing one AWE Early Literacy Station for the children's area. They have requested a grant from St. Francis and expect a response in mid-summer. Their receipts are off approximately 8% compared with 11 months of the last fiscal year. The books store's revenue is 4% above the revenue from last year at this time, and they expect to see a revenue shortfall of \$2,000-\$3,000 for the year. They donated \$75,000 to the Hilton Head Branch Library. They also presented plans for book reviews and movies next year. Ms. Dunn acknowledged that they really do a lot. Although Mr. Mike Morse is retiring as President of the Hilton Head Branch Friends, he will become a consultant.

Impact Fees: Ms. Kuchler reported that unfortunately nothing has changed to allow the Beaufort Branch Library to collect impact fees from the City of Beaufort and Town of Port Royal. The Beaufort Branch Library Friends are working as hard as they can to get these two entities to participate but it appears to be an impossible task.

Library Services: Mr. Adams reported on the successful collaboration with the Neighborhood Outreach Connection's (NOC) Education Programs and passed around a handout showing programs currently being offered. He described the programs and their sponsors. A recent article in the *Beaufort Gazette* recognized the NOC for its programming. The handout showed a long-range plan to serve the underserved, and volunteers are helping with the workshops. Mr. Adams has been Secretary for this organization and the Latin American Council since 2004. Ms. Jan Johnson, a previous Trustee, will join the Board; and her role will be to bring more programming in different areas. The mission has expanded to all segments of the community and takes place in the The Oaks neighborhood. He noted that the participants have been mostly Hispanic, but the program has also attracted African American residents. Mr. Adams stated that Hargray Communications has donated six computers and three accesses and noted that this is also attracting residents of the gated communities. Mr. Adams explained that mailings increased from 150 last year to 2,500 this year. Every week several hundred dollars comes in: the NOC is becoming financially self-sustaining. Ms. Dunn suggested the Hilton Head Branch Friends might collaborate by donating books for the book collection.

Mr. Adams reported that the Library has a new mentoring program, which includes retraining. He stated that he is mentoring a Library Reference employee; and Ms. Barbara Murphy, Circulation Manager at Bluffton Branch, is also mentoring an employee. Mr. Adams explained that this is a nice alternative to writing someone up. It allows the opportunity to analyze what is wrong and improve the behavior so that the employee is in a better position to be successful. Discussion followed when Ms. Kuchler asked if assistance is available for an employee who has potential to move into a better position, i.e., career development.

Ms. Allen distributed an "Information and Youth Services Report" and stated that with a week and half left to register, there are 3,450 registrations for children and teens in the summer reading program. The staffs have produced good programs, even though they are stressed with Evergreen and staff shortages. Discussion followed about whether this information is shared with the schools so they know the children are participating in the summer reading program.

Membership Committee: Ms. Hand commented that the Membership Committee had two productive orientation programs, thereby setting a model for future orientation programs for new Board members.

Policy Review: Mr. Zaryczny stated that the committee met to review the Meeting Room policy and it has been sent to the County Attorney, Ladson Howell, for review to see if adjustments need to be made.

School Liaison: No report.

Web Site: Mr. Adams reported that the new web site was converted as of July 1, 2009. Mr. Adams stated it was well received and he had received a compliment from the Horry County Library because they are revising their website and taking some of our design features under consideration.

Old Business: Ms. Kuchler stated she is truly appreciative of the Branch Managers reports, is very impressed with the St. Helena Branch Library report and suggested that the data

about attendance at the St. Helena programs be presented to the County Council. Ms. Allen stated that because there were renovations in the school and space was unavailable for summer reading, Penn Center offered free program space and this effort served as collaboration and benefited both Penn Center and the St. Helena Library.

New Business: Ms. Hand stated that it is important to provide Trustees with updated information. Ms. Mitchell provided handouts and the Trustees updated Resource Manuals. Ms. Mitchell also shared with the Board that she and Ms. Saad have been intensively involved preparing a \$1.5 million grant from the United States Department of Agriculture.

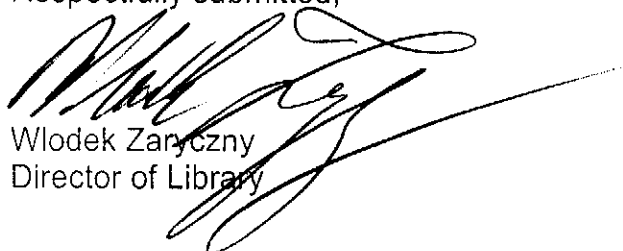
Other: Mr. Campbell commended the Board of Trustees for their participation and Mr. Zaryczny for his leadership. Mr. Campbell looks forward to becoming more involved with Library activities and invited all present to contact him at 470-2600 if the need arises.

Ms. Dunn thanked the Trustees for their participation and the Branch Managers for their wonderful reports.

MOTION: There being no further business to come before the Board of Trustees, Ms. Fitzgerald made the motion to adjourn the meeting. Ms. Barnwell seconded and there being no further discussion, all Trustees voted to adjourn the meeting.

The meeting was adjourned at 4:50 p.m.

Respectfully submitted,



Wlodek Zaryczny
Director of Library