



BEAUFORT COUNTY
LIBRARY BOARD OF TRUSTEES
Wednesday, March 10, 2021
4:00 p.m.

This meeting is being held virtually in accordance with Beaufort County Resolution 2020-05

In accordance with South Carolina Code of Laws, 1976, as amended, Section 30-4-80(d), all local media was duly notified of the time, date, place and agenda of this meeting.

- I. Call to Order
- II. Pledge of Allegiance
- III. Introduction of Board & Administration
- IV. Public Comment
- V. Approval of Minutes:
 - A. January 13, 2021 Minutes **(backup)**
- VI. Corresponding/Membership
- VII. Library Director's Report
 - A. Personnel Update
 - B. Projects Update
- VIII. Financial Reports:
 - A. Library Revenues **(backup)**
 - B. Library Director's Expenditure Report **(backup)**
- IX. Committee Reports:
 - A. Finance Committee - Joseph Bogacz, Chair; Anna Maria Tabernik, Laura Sturkie, Terry Thomas and James Morrall
 - Update
 - B. Foundation – Lynne Miller
 - C. Friends of the Library (FOL):

Beaufort: Brenda Ladson Powell, James Morrall

Bluffton: Laura Sturkie, Rosalie Richman

Hilton Head: Lynne Miller

- D. Policies & Procedures – Rosalie Richman, Chair; Lynne Miller, Janet Porter and Terry Thomas

- Update

- E. Strategic Planning – Janet Porter; Chair, Anna Maria Tabernik, Brenda Ladson Powell, Lynne Miller, Tracey Robinson.

- Update

- F. Challenged Materials Committee – Joe Bogacz, Chair; James Morrall, Rosalie Richman and Tracey Robinson

- G. Library Facilities Committee, Bernie Kole; Chair; Joe Bogacz, Rosalie Richman, Laura Sturkie and Anna Marie Tabernik

- Status of Bluffton Branch Library Renovation
- Status of potential library at New Riverside Village

X. Old Business:

XI. New Business:

XII. Executive Session: Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of an employee.

XIII. Adjournment

Beaufort County Library
BOARD OF TRUSTEES MEETING
Minutes – January 13, 2021 – 4:00 p.m.
VIRTUAL MEETING

The first scheduled meeting for 2021 was held virtually via Webex.

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

Absentees: Laura Sturkie, Vice-chair; James Morrall

County Staff: Charles Atkinson, 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 4:02 p.m.

Pledge of Allegiance: Ms. Robinson 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. Bogacz and a seconded from Mr. Kole. There was a unanimous vote to approve.

Correspondence/Memberships: None.

Library Director's Report:

Amanda Dickman, Interim Library Director presented her report:

- **Personnel:**
Five vacancies have been filled since the last Board of Trustees meeting. There are currently 5 vacant, advertised positions.
- **Projects Updates:**
 - **Bluffton Branch Library:**
The Bluffton Branch Library renovation is now in pre-construction phase. During the Public Facilities Committee meeting on Tuesday, January 19th, Beaufort County Engineering will present a recommendation for contract award totaling \$479,381.00 in construction costs to be paid from Bluffton Library Impact fees.

Also during the Public Facilities Meeting on January 19th, an additional request for up to \$20,000 in preconstruction costs will be presented enabling the library to remove all materials, shelving, and furniture in the designated construction zone. The construction and

preconstruction costs combined total \$499,381.00 to be paid by Bluffton Library impact fees. Upon committee approval, the recommendation for contract award will be presented to County Council in February 2021.

- **Current Status of Library Operations:**

The Beaufort County Library remains at Phase 3 of the Pandemic Reopening Plan. In this phase, libraries are open to the public for quick browsing, curbside service and limited public computer use. All employees and visitors are required to wear a mask while in the library and practice social distancing. Complimentary masks are available for anyone who needs a mask and hand sanitizer is available at all service points. Library Administration continues to closely monitor the ongoing Coronavirus pandemic in order to safely provide library services to the community.

Since reopening to the public on October 5, 2020, the Beaufort County Library has welcomed 35,753 visitors, issued 1,004 new cards and circulated 161,073 physical/digital items.

Discussion: The Beaufort County Library has been approached by AARP and VITA inquiring to offer their free tax assistance programs at branch libraries provided that each group comply with COVID-19 safety protocols. Amanda Dickman made the recommendation for the Library Board of Trustees to amend Phase 3 of the Library's Pandemic Reopening Plan to allow meeting room use at branch libraries for Beaufort County Government and essential library sponsored programs following these health and safety measures:

- i. No more than 22 attendees at one time
- ii. All persons will adhere to social distance guidelines (at least 6 feet)
- iii. All persons entering the building must be wearing a mask

Ms. Powell confirmed that Lobeck Branch Library would be included in any free tax assistance programs offered to the public.

Motion: Mr. Kole made a motion to approve the recommendation. Ms. Porter seconded the motion. The motion carried. Ms. Tabernik requested to abstain from the vote given her involvement with the AARP tax assistance program. The motion passed with unanimous approval.

Committee Reports:

Finance Committee:

Mr. Bogacz explained the financial documents presented. At 6 months, halfway 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 year-to-date:** (for more details, see attachment)
Mr. Bogacz explained the document in detail.

- Mr. Bogacz noted materials spending is on track with annual projections.
- Mr. Bogacz thanked the Friends of the Library groups for their generous contribution of \$56,700 for library materials.
- Mr. Bogacz briefly summarized the list of Capital Improvement Projects that has been sent to County for consideration in the next ten year Beaufort County Comprehensive Plan.

Public Library Foundation:

- Ms. Miller explained that the Public Library Foundation last met virtually on January 13, 2021.
- The Foundation continues to discuss acquiring Directors & Officers Insurance for their board members.

Friends of the Library (FOL):

Beaufort Branch:

- Ms. Powell reported that on Monday, January 11th the Friends of the Beaufort Library hosted their first session of “Books Sandwiched In” virtually via Zoom to over 160 viewers. For those unable to view the live presentation, recordings are available on the Friends of the Library website.

Bluffton Branch:

- Amanda Dickman reported that the Friends of the Bluffton Library are in the process of scheduling their first meeting of 2021.

Hilton Head Branch:

- Ms. Miller reported that the Friends of HHI Library met virtually on January 12th to discuss their financial holdings as well how they might be able to partner with the Bluffton and Beaufort Friends of the Library groups.

Policies and Procedures Committee: No report.

Strategic Planning Committee:

Ms. Porter 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.
- Mr. Kole reported that he met with Amanda Dickman on January 8, 2021 to review the list of Capital Improvement Projects that has been sent to County for consideration in the next ten year Beaufort County Comprehensive Plan.

New Business: None.

Executive Session:

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

Ms. Tabernik started the executive session at 5:01 p.m. Ms. Tabernik adjourned the executive session at 5:23 p.m. to reconvene the regular meeting.

Action coming out of Executive Session:

Mr. Kole made a motion to close solicitation of job applicants for Library Director on January 31, 2021. Mr. Thomas seconded the motion. Ms. Tabernik reminded the public that the position of Library Director has been advertised locally and nationally since August 2020. The motion passed with unanimous approval.

With no other business to discuss, Ms. Tabernik concluded the Library Board of Trustees meeting at 5:27 p.m. on a motion from Mr. Kole and a second from Ms. Powell.

Respectfully submitted,

Amanda Dickman
Interim Library Director

Beaufort County Library System - Budget Update - Fiscal Year 2021

Actual Expenditures as of February 28, 2021 [66%]

	Beaufort Library System			
	FY21 Allocation	Expended YTD	Remaining	% Spent
Personnel Per MUNIS (Sal.,FICA,Medicare,SC Retirement)	\$ 3,709,100	\$ 2,206,067	\$ 1,503,033	59%
ADVERTISING	\$ 1,000	\$ -	\$ 1,000	0%
PRINTING	\$ 2,000	\$ 121	\$ 1,879	6%
POSTAGE/OTHER CARRIERS	\$ 10,125	\$ 4,443	\$ 5,683	44%
TELEPHONE	\$ 55,802	\$ 35,987	\$ 19,815	64%
ELECTRICITY/NAT'L GAS	\$ 255,000	\$ 133,981	\$ 121,019	53%
WATER/SEWER/GARBAGE.	\$ 14,750	\$ 2,528	\$ 12,222	17%
MAINTENANCE CONTRACTS	\$ 102,771	\$ 94,615	\$ 8,156	92%
REPAIRS TO EQUIPMENT	\$ 300	\$ -	\$ 300	0%
EQUIPMENT RENTALS	\$ 9,500	\$ 6,045	\$ 3,455	64%
PROFESSIONAL SERVICES	\$ 35,000	\$ 34,832	\$ 168	100%
OTHER VEHICLE OPER COSTS	\$ 200	\$ 34	\$ 166	17%
GARAGE REPAIRS & MAINT	\$ 10,000	\$ 1,481	\$ 8,519	15%
BOOKS,SUBS,MEMBERSHIPS	\$ 2,000	\$ 2,067	\$ (67)	103%
TRAINING AND CONFERENCES	\$ -	\$ -	\$ -	0%
VEHICLE INSURANCE	\$ 3,930	\$ 3,720	\$ 210	95%
INSURANCE-OTHER	\$ 3,352	\$ 2,664	\$ 688	79%
INSURANCE-PREPAID	\$ 6,281	\$ -	\$ 6,281	0%
UNCLASSIFIED OPERATING	\$ 3,100	\$ 1,430	\$ 1,670	46%
SUPPLIES-OFFICE/PHOTO/ETC	\$ 40,000	\$ 12,256	\$ 27,744	31%
DATA PROCESSING SUPPLIES	\$ 1,500	\$ 179	\$ 1,321	12%
LIBRARY MATERIALS	\$ -	\$ -	\$ -	0%
FUELS/LUBRICANTS	\$ 11,000	\$ 1,426	\$ 9,574	13%
MINOR OFF FURN/EQP <\$5,000	\$ 1,000	\$ 1,000	\$ -	100%
DATA PROCESSING EQUIP <\$5,000	\$ 20,000	\$ 7,150	\$ 12,850	36%
Personnel & Operating Total:	\$ 4,297,711	\$ 2,552,028	\$ 1,745,683	59%

Unofficial and Unaudited

Beaufort County Library - FY 21 Special Funds

<u>Library System</u>	<u>State Aid/Lottery</u>	<u>Impact Fees</u>	<u>Special Trusts</u>	<u>Comments</u>
FY21 1st Quarter State Aid	\$81,116	Hilton Head		
FY21 2nd Quarter State Aid	\$81,116	Nov 1, 2020 Balance	\$482,533	
FY21 3rd Quarter State Aid	\$81,116	Receipts	\$147,335	\$216,374
FY21 4th Quarter State Aid		Expenditures	\$0	Endowment plus interest
FY21 State Aid	\$243,348	Total as of Dec 31, 2020	\$629,868	
State Aid spent-to-date	\$101,718	Bluffton		
Remaining	\$141,630	Nov 1, 2020 Balance	\$3,269,056	\$ 16,383.42
		Receipts	\$132,998	BDC materials/ Proquest & Materials only
		Expenditures	(\$32,200)	
		Total as of Dec 31, 2020	\$3,369,854	
		Beaufort(Port Royal)		
		Nov 1, 2020 Balance	\$619,401	
		Receipts	\$5,530	
		Expenditures	\$0	
		Total as of Dec 31, 2020	\$624,931	
		St. Helena (& Lady's Island)		
		Nov 1, 2020 Balance	\$395,678	
		Receipts	\$19,355	
		Expenditures	\$0	
		Total as of Dec 31, 2020	\$415,033	
		Lobeco (Sheldon)		
		Nov 1, 2020 Balance	\$35,154	
		Receipts	\$0	
		Expenditures	\$0	
		Total as of Dec 31, 2020	\$35,154	
		Del Webb Agreement		
		Nov 1, 2020 Balance	\$5,098	
		Receipts	\$68	
		Expenditures	\$0	
		Total as of Dec 31, 2020	\$5,166	
Totals	\$141,630		\$5,080,005	\$232,758

Unofficial and
Unaudited

2/28/2020 [8 months/66%]

Impact fee expenditures are for
FY2021 Lease plans and eBooks.
*Bluffton expenditures include
architectural and engineering study.

Beaufort County Library
FY 2021
(July 2020 - June 2021)
Library Revenues

**CASH / CHECK DEPOSITS -
FINES/FEES- WELLS FARGO**

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	* MAY	JUNE	TOTAL
BEAUFORT	\$ -	\$ 369.81	\$ -	\$ -	\$ 618.94	\$ 30.20	\$ 649.67	\$ 348.05	\$ -	\$ -	\$ -	\$ -	\$ 2,016.67
BLUFFTON	\$ 202.54	\$ 40.00	\$ -	\$ 530.75	\$ 340.41	\$ 418.05	\$ 457.25	\$ 492.60	\$ -	\$ -	\$ -	\$ -	\$ 2,481.60
HILTON HEAD	\$ 275.15	\$ 163.39	\$ -	\$ 276.80	\$ 268.49	\$ 470.70	\$ 684.90	\$ 682.78	\$ -	\$ -	\$ -	\$ -	\$ 2,822.21
ST. HELENA	\$ 68.20	\$ 29.75	\$ 27.70	\$ 91.65	\$ 122.51	\$ 102.55	\$ 202.77	\$ 188.62	\$ -	\$ -	\$ -	\$ -	\$ 833.75
LOBECO	\$ -	\$ -	\$ 84.22	\$ -	\$ 29.70	\$ -	\$ 141.70	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 255.62
TOTAL	\$ 545.89	\$ 602.95	\$ 111.92	\$ 899.20	\$ 1,380.05	\$ 1,021.50	\$ 2,136.29	\$ 1,712.05	\$ -	\$ -	\$ -	\$ -	\$ 8,409.85

**CREDIT CARD DEPOSITS/
HEARTLAND PAYMENT**

SYSTEM -FINES/FEES - BB&T	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
BEAUFORT	\$ 172.40	\$ -	\$ -	\$ 158.39	\$ 122.43	\$ 154.41	\$ 343.84	\$ 276.90	\$ -	\$ -	\$ -	\$ -	\$ 1,228.37
BLUFFTON	\$ 318.78	\$ -	\$ -	\$ 198.01	\$ 332.17	\$ 414.24	\$ 412.00	\$ 390.36	\$ -	\$ -	\$ -	\$ -	\$ 2,065.56
HILTON HEAD	\$ 160.99	\$ -	\$ -	\$ 73.82	\$ 168.80	\$ 377.85	\$ 305.28	\$ 341.69	\$ -	\$ -	\$ -	\$ -	\$ 1,428.43
ST. HELENA	\$ 6.60	\$ -	\$ -	\$ 11.00	\$ 37.62	\$ -	\$ 26.60	\$ 7.85	\$ -	\$ -	\$ -	\$ -	\$ 89.67
LOBECO	\$ -	\$ -	\$ -	\$ 27.90	\$ 76.04	\$ 49.02	\$ 36.64	\$ 226.49	\$ -	\$ -	\$ -	\$ -	\$ 416.09
TOTAL	\$ 658.77	\$ -	\$ -	\$ 469.12	\$ 737.06	\$ 995.52	\$ 1,124.36	\$ 1,243.29	\$ -	\$ -	\$ -	\$ -	\$ 5,228.12

COPIERS -WELLS FARGO

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	* MAY	JUNE	TOTAL
BEAUFORT	\$ -	\$ -	\$ -	\$ -	\$ 217.70	\$ 156.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 374.20
BLUFFTON	\$ 8.30	\$ -	\$ -	\$ 30.70	\$ 35.50	\$ 31.65	\$ 34.35	\$ 80.00	\$ -	\$ -	\$ -	\$ -	\$ 220.50
HILTON HEAD	\$ 28.45	\$ -	\$ -	\$ 13.30	\$ 45.35	\$ 31.30	\$ 33.65	\$ 57.60	\$ -	\$ -	\$ -	\$ -	\$ 209.65
ST. HELENA	\$ 1.85	\$ 3.70	\$ -	\$ 10.25	\$ 12.85	\$ 12.00	\$ 12.85	\$ 17.20	\$ -	\$ -	\$ -	\$ -	\$ 70.70
LOBECO	\$ -	\$ -	\$ 113.20	\$ -	\$ 65.16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 178.36
TOTAL	\$ 38.60	\$ 3.70	\$ 113.20	\$ 54.25	\$ 376.56	\$ 231.45	\$ 80.85	\$ 154.80	\$ -	\$ -	\$ -	\$ -	\$ 1,053.41

INTEREST SUMMARY -BB&T

	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	TOTAL
INTEREST REVENUE	\$ 0.06	\$ 0.06	\$ 0.06	\$ 0.07	\$ 0.07	\$ 0.08	\$ 0.09	\$ 0.09	\$ -	\$ -	\$ -	\$ -	\$ 0.58

GRAND TOTAL

\$ 14,691.96