Advisory Board Meeting Minutes

Tuesday, January 15, 2013

East Lake Community Library (ELCL)

The minutes of the board meetings are the official record of the board meeting proceedings including the adoption of proposed policies, formal board actions, and resolutions. Board meeting minutes are available after the approval at the following meeting.

Board Members Present: Dick Dibert, Terry Haas, Roger Johnson, Rob Moore, Andrea Panarelli, Ron Schultz, John Sykes, and Jackie Waldfogel. **Guests:** Patricia Perez, Library Director, Marcus Harrison and Mary Mason, PHCSA Board.

Meeting called to order: Ron Schultz, Chairman. 6:41 p.m.

Andrea Panarelli presented the December **Minutes**. Jackie Waldfogel made a motion to approve them. John Sykes seconded. The motion passed unanimously.

Roger Johnson presented the **Warrant's Report**. The Quickbooks credit card subscription was questioned. Perez stated that this was a necessary expense as it provides the library with accounting software. Johnson then questioned the coffee bill by asking why library money is being used. Perez stated that the library workers pay for the coffee but not all of the money is re-cooperated. Johnson then asked if the bathroom vandalism has been taken care of since he did not see a bill. Perez said that repairs were done internally. She also said that the vandalism has decreased since patrons must now ask for a key to the bathroom. Johnson then asked Perez if she had the magazine list that was requested last month when he first questioned the billed. Perez did not have the list. Roger Johnson moved to accept the report. Rob Moore seconded. Motion passed unanimously.

John Sykes presented the **Financials** next. Sykes stated that line 6437 is a cause for concern. It is not appearing in the Financial YTD Report as an actual. It is however being shown as budgeted. Perez will ask Tom Mosson for clarification on this point.

Sykes also noted that the library is $6,500.00 in the black for the month of December while running $3,000.00 in the hole over all. Terry Haas brought up the fact that our checking account is listed as an income instead of an asset, thus making understanding our financial report an ardent task. Mary Mason offered to speak with Mosson about changing this situation for the 2014 fiscal year. Mary Mason stated that she could place carryover money in a different account earmarked for specific items. She will look in to this for 2014 as well.

Rob Moore moved that we accept the report. Jackie Waldfogel seconded. The motion passed unanimously.

Patricia Perez, Library director presented the **Director's Report**.

Perez reported that the library is going great. There are many programs taking place at this time.

Another Lego Challenge is set for spring. The library is looking for mentors to help with the program. At this time it was pointed out by, a board member or possibly Mary Mason, that background checks should be completed on any volunteers. Perez said that they would be done.

Perez reported the following:

- that she submitted a request for reserve grant funds from the PPLC for a commercial grade fire alarm
- our over charge of taxes from the federal government will be refunded
- the health insurance overcharge has been corrected and returned
- the job descriptions are almost complete
- Perez will be attending the Florida Library Conference for training as suggested by her annual review
- Charlie Justice will be at the PHSCA meeting on January 16th at 7pm.

At this point, Roger Johnson noted that the visits to the library are down from last year and suggested that the reduction in the hours of operation is the cause. It was noted that December's numbers may be down due to the holidays.

Roger Johnson also asked for clarification on what Overdrive is. Patricia Perez said that that is the official name for our E-books. Discussion on ease of access to free materials from publishers and vendors then took place. From that discussion, it was noted that our Kindles are not being utilized. Johnson asked if we could sell them. Perez responded with a "No, they are too outdated."

Friend's Report was presented by Dick Dibert next. The highlights of that report are listed below.

- Friends will be holding their own version of an Antique Roadshow
- A local jeweler has donated a diamond which will be auctioned off at a "Bling Fling" event.
- A murder mystery dinner is scheduled for the fall.

Old Business

Mary Mason discussed the budget analysis review of figures for changing the job descriptions and rate of pay. Mason said the figures are based on the 47 hours the library is open. An increase of $11,000.00 will be needed if the rate of pay is aligned to the changes in job descriptions. If bonuses are used instead of the 3% raise, then we are not "married" to the increase.

In the interest of time, no further old business was discussed. New business was tabled by the Chair, Ron Schultz.

Jackie Waldfogel moved to adjourn the meeting. John Sykes seconded. The meeting adjourned at 8:31.

Designation of next meeting: Tuesday, February 12, 2013 at 6:30, East Lake Community Library.

Minutes respectfully submitted by Andrea L. Panarelli, Secretary, East Lake Community Advisory Board.