Advisory Board Meeting Minutes
Tuesday, March 13, 2012
East Lake Community Library(ELCL)

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

Board Members Present:
Dick Dibert, Paul Ferreri, Roger Johnson, Tom McKone, Rob Moore, Ron Schultz, Morris Silberman, John Sykes and Susan Wolf. Guests: Marcus Harrison and John Love, PHCSA Board and Andrea Panarelli, ELHS. Excused absence: Patricia Perez, Library Director.

Meeting Called to Order: Ron Schultz, Chairman. 6:34 p.m.

Ron Schultz reviewed last month's meeting minutes noting items that were to be addressed in the ensuing month. Senator Jack Latvala has not yet been contacted. Roger Johnson will do so and invite him to Advisory Board's May meeting. The baseline for the fire and security system in place at ELCL has not yet been addressed; hence the 3 bids for installing a system tied into the 911 network has not been done. With that Tom McKone made a motion to approve the minutes; seconded by Roger Johnson and vote to accept was unanimous.

Morris Silberman made a motion to accept the minutes of the Special Advisory Board meeting on Saturday, February 18th. Seconded by Tom McKone and vote to accept was unanimous.

Roger Johnson has studied the Warrants Report with special consideration as to what can be cut for the upcoming FY's budget. Employee insurance benefits are provided under PHCSA, hence they cannot be cut. He also noted the fees paid monthly to PHCSA as line items.

John Sykes presented YTD financials. After consideration and discussion, Ron Schultz made a motion to accept; it was seconded by Roger Johnson and vote to accept unanimous.

Ron Schultz and Rex Haslam, Chairman of PHCSA, have met to review the Advisory Board's September 15, 2011 performance review of the Library Director. PHCSA as a group will next discuss and proceed with reviewing Library Director's performance. Library Director's next performance review will be done on or about anniversary of date of employment September 15, 2012. PHCSA is reviewing the goal setting process for each of its entities, Palm Harbor Library, Parks and Recreation and ELC L for next FY beginning October 1st.

Ron Schultz read through Library Director's monthly report in her absence. Summer reading program plans are in full swing. Eagle Scout project for decking on the north side of ELCL is moving forward. Renegotiated standing order for Recorded Books for a savings of $2000 per year and bundling Brighthouse telecommunications services for another savings of $3600 per year; total savings $5600.00. Morris Silberman commented on the Meeting Room Reservations report; now a quarterly report should be generated and presented since this summary shows a baseline since the Community Room has been available.

Susan Wolf as liaison to the Friends Board announced that there are two new voting members, Penny Snow and Pat Hartlaub who has assumed the secretary position. Friends are appropriating $3000 from their building fund to fix the drainage problem in ELCL's parking lot. National Library Workers Day during National Library Week is April 10th; Friends will bring in lunch for staff and volunteers that day. Friends $2500 installment payment for operating funds will be paid to ELCL in March. Three volunteers will begin seasonal courtyard plantings and garden care; $150 was approved for the first season. Tennis tournament, silent auction, raffle baskets and ELCL's LEGO club participation in the Y's Healthy Kids Day/Rotary Classic Car show at Chestnut Park on April 28th is on track for raising funds for LEGO Robotics Club summer program.

Paul Ferreri reconfirmed that ECLC must comply with the GASB 54 reserves guidelines which averages roughly 16% of the total budget. Paul Ferreri made a motion that $45,000.00 be set up as a reserve fund for capital improvements in the upcoming 2012-2013 preliminary budget to be presented to the County yet this month. Consider the Excess Circulation $48,000.00 that goes to Palm Harbor Library via PPLC to be part of ELCL budgeted revenue for the next FY. This preliminary budget will be presented to the County and to PHCSA simultaneously.

The Advisory Board further discussed the approach for the upcoming fiscal year's budget. Rob Moore, Morris Silberman and Ron Schultz will meet with Library Director in helping to provide direction to meet reserve fund needs and Essential services.

The personnel budget is by far the largest line item. Tom McKone made a motion that the Library Director's position remain full time at 40 hours; it was seconded by Roger Johnson and vote to accept unanimous. Paul Ferreri made a motion to suggest that ELCL be open to the public 40 hours per week, open 5 days a week and maintain 9.28 FTE library staff which is at the Essential level as established by Standard for Florida Public Libraries 2004, 2006 Revision. Motion was seconded by Rob Moore. Vote to accept was 5 to 4 so the motion carried. PHCSA will have to approve the number of hours open to the public.

Roger Johnson presented a report on PPLC's progress with the interlocal agreement that is set to expire 9-30-2013. City managers are presenting their findings on March 15th without Mary Brown of PPLC's input. Mary will present her interlocal agreement draft on March 20th before the BOCC. Roger and another Advisory Board member will continue to attend regular monthly meetings at PPLC. Judy Burr is attending Advisory Board's April meeting.

PHCSA is considering instituting a background check on employees under their jurisdiction. Details are still being worked out.

Motion to adjourn the meeting by Tom McKone was made at 7:58 p.m. Dick Dibert seconded.

Next meeting, Tuesday, April 10th at 6:30 p.m

Respectfully submitted, Susan Wolf, Secretary, ELCL Advisory Board