Advisory Board Meeting Minutes

Tuesday, October 9, 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 Dilbert, Terry Haas, Roger Johnson, Tom McKone, Rob Moore, Andrea Panarelli, and Ron Schultz. Guests: Patricia Perez, Library Director, Marcus Harrison, PHCSA Board. **Board Members Absent:** Rob Moore, Jackie Waldfogel and John Sykes.

Meeting Called to Order: Ron Schultz, Chairman. 6:40 p.m.

Minutes Andrea Panarelli presented the September minutes. Roger Johnson motioned to accept the minutes. Ron Schultz seconded. The motion passed unanimously.

Warrants- Roger Johnson presented the Warrants. There was more discussion on the Android device. Tom McKone questioned whether or not we will get our money back. Patricia Perez noted that using the Android system will be the most cost effect way to collect fees. Roger Johnson commented on the fact that the library was "coming in to the 21st century" by offering payment by credit or debit card.

Next under the warrants, Roger Johnson questioned the recent grading work done on the pond. Roger asked that since the county required the grading work to be done, then perhaps they would pay for it. Patricia Perez replied that the library is responsible for the work because it is in our contract. She also stated that the grading will now eliminate the flooding they takes place in the back of our property. Roger Johnson then asked if Swift Mud would allow the removal of the trees at the entrance to the library driveway. Perez responded with the only thing that would allow the removal of the trees is if a traffic sign is being impeded or a dangerous situation is being caused by the presence of the trees.

Accounting fees and expenses were questioned next. The fee is 1/3 of our yearly charge for accounting services. Ron Schultz asked if Tom Mosson, our accountant, could send the financials in a timely manner. Perez said she would call Mosson with our request again.

Roger Johnson moved to accept the Warrants. Andrea Panarelli seconded. The motion passed unanimously.

Financials

Roger commented on the $83,000 left over on the September balance sheet, but that we still closed the library early. Perez explained that after taking out $33,417.00 as carry over for next year's operating budget, and the another $30,000 to go to the reserves, the $83,000 is really only $20,000. Tom McKone suggested that we put in to take the $20,000 and put in a fire alarm. Perez said that the estimate was $6,000 to do it.

Terry Haas then commented on our reserves. His questioned the way in which the financials are presented. It is confusing and because it is confusing we are potentially making budgeting errors. Tom McKone suggested that we ask Mosson for clarification.

Terry Haas then questioned why the Friend's building fund donation is in budget. He said it is OK to be in our actuals but not in our budget. He also requested that a definition of terms be provided for entries on the financial report. Patricia Perez will ask Tom Mosson about the "Friend's" donation and the list of terms.

Tom McKone motioned to accept the Financials. Dick Dibert seconded. The motion passed unanimously.

Director's Report

Tom McKone and Patricia Perez met with election officials. There will be 3 full time deputies at the library on Election Day to ensure book and voter safety. Both said the meeting was positive and went well.

Deer eaten plants have been replaced without charge since the plantings are still under warranty.

A baby grand piano was donated by the "Friends" The "Friends" have agreed to maintain the tuning and insurance on the piano.

How to recognize Pat Holly for her services to the library was discussed next. It was decided that Pat will receive a 8x10 plaque as a token of our gratitude.

Roger Johnson then asked Patricia Perez to put last year's numbers on the statistical report so we can see differences from year to year. He then noted the large increase in the number of virtual visits. Terry Haas questioned why or what is it about the website that has created such an interest. Perez said she believes that the Homework Helpline, the interactive children's programs. Haas stated that statistical information on website hits would be interesting and helpful to keep track of. Terry Haas then questioned if there is data in Statistical Report to reflect the number of books other libraries borrow. Perez said, "No, it does not." Patricia Perez will put it in from now on. Perez then explained the process of book borrowing with in the PPLC.

Friends Report was presented by Dick Dibert next.

The "Friends" are offering a scholarship for Rhonda Settle. This opportunity will be monitored through her performance.

The selling of books continues to be a lucrative means of fund raising.

The "Friends" held a breakfast for the Palm Harbor Chamber here at the library. It was a great success.

Friends Cruises is the next fund raiser the group will be promoting. The dates of the cruise are from Feb 11- Feb 16th. $100.00 will be donated to the Friends if you participate in February cruise. In addition, any vacation booked through Cruise Planners they will donate a portion of the fee to the "Friends."

Dick Dibert announced that the "Friends" are looking for people to help with the set up and take down of chairs for the Sunday concert series beginning this month.

Old Business

The **Budget** was discussed next. Roger Johnson stated that the budget must be ready to give the commission by May. Better preparedness is needed for next year's 2014 budget.

Tom McKone suggested that we send a formal request to PHSCA in writing requesting extra funds. Patricia Perez will draft the letter and give it to the board.

In regard to the fire alarm, Ron Schultz asked Patricia Perez to refresh the bids and to be clear on what the specs will be. Tom McKone motioned to approve the purchase of a fire alarm in an amount not to exceed $7,500. Terry Haas seconded. The motion passed unanimously. The PHCSA board will approve purchase as well.

Ron Schultz discussed the PPLC update. New members Nancy Bostock and Cecilia somebody (Roger could not remember) said that old state funds must be spent, ours are. Roger Johnson said that the Nov. 13th meeting workshop was discussed, but that no agenda has been set as of yet. Meeting will take place at the 333 Chestnut Street in Studio B.

Ron Schultz announced that he will be meeting with Rex Haslam and Mary Brown prior to the next PHSCA meeting.

New Business

Long-range plan to be handled by Rob Moore.

Director review will be started this week. Reviews will be done by board members and a 360 review will be done by the staff.

Email about the 90-day waiting period for part-time to full-time employees was discussed next. It was decided that we must follow PHSCA rules which state the 90-day waiting period must be followed.

The Director increase was next. There was question about the 3% raise, specifically the wording "for the staff across the board." Does the word "staff" include Patricia Perez or not? According to Rex Haslam, it does.

Next was the discussion about the nominations for Board positions. John Sykes and Terry were nominated to Co-chair as Treasurer by Ron Schultz. Andrea Panarelli seconded. The motion passed unanimously. Roger Johnson motioned to nominate Andrea Panarelli as Secretary. Dick Dibert seconded. The motion passed unanimously. There are two nominations for Vice-Chair; Roger Johnson and Rob Moore. Tom McKone moved that Roger Johnson be nominated for Vice-Chair. Dick Dibert seconded. Motion passed unanimously. Andrea Panarelli nominated Ron Schultz for Chairman. Dick Dibert seconded. The motion passed unanimously.

Meeting adjourned 8:25pm.

Respectfully submitted by Andrea Panarelli, Secretary.