Advisory Board Meeting Minutes

Tuesday, September 11, 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, Roger Johnson, Rob Moore, Andrea Panarelli, Ron Schultz, John Sykes, and Jackie Waldfogel. Guests: County Commissioner Susan Latvala, Patricia Perez, Library Director, Marcus Harrison, PHCSA Board, Patrick Wheeler, East Lake resident. **Board Members Absent:** Tom McKone.

Meeting Called to Order: Ron Schultz, Chairman. 6:35 p.m.

Patrick Wheeler addressed the board about an incident involving the use of our community room. Mr. Wheeler felt he was treated unfairly by certain board members. He spoke several minutes on this topic.

County Commissioner Susan Latvala spoke to the board next. Latvala addressed our concerns about next year's budget. She politely told us that we had to work within the budget that was approved by the county. Our request for Budget B was submitted too late. She stated that she is willing to help us become a dependent tax district. Roger Johnson asked if we should deplete our reserves. Latvala cautioned us that that would not be wise since there are too many unknowns. She then told us about a facilitated discussion that the county will hold. The topic of this discussion: "How do we craft libraries for the future?" The session will be facilitated by John Streetmatter and will take place on Nov. 13th at 9:00 a.m. Latvala said her stance on the matter is that money should be spent equitably and fairly. When speaking in regard to unincorporated citizen's tax money, she said," They pay it, and we (the county) need to protect it." When asked by Ron Schultz what the ELCL Advisory Board should do, Latvala responded with "...be patient until after Nov. 13th. Nothing will be decided until then." Latvala then announced that Terry Haas will replace Paul Ferreri as the county appointee to the ELCL board. She describes Haas as a "strategic thinker" and a "numbers guy." Latvala left at 7:30 p.m.

Next on the agenda was the **Warrants Report**. Roger Johnson questioned the use of the Android credit card. The credit card is needed for use with the Square credit and debit device, which the library uses to collect overdue fines. Rob Moore pointed out the fact that reconciliation on those accounts must be done at the end of each month with one person charging the credit card and

another person entering payment in our books. Doing so, would create a system of checks and balances, thus eliminating fraud. Patricia Perez said she would see to it that this would be done and that Tom Mosson would reconcile the accounts at the end of each month. After that, Roger questioned the \$185.00 spent on dues and membership. Patricia explained that this was a yearly fee for library directors. There was no further discussion. John Sykes motioned to accept the Warrants. Roger Johnson seconded. The motion passed unanimously.

Financials were discussed next. After reviewing the report, the board found no particular points in need of discussion. The library appears to be on track in regard to the budget. Jackie Waldfogel made the motion to accept the financial report. Rob Moore seconded the motion. Motion passed unanimously.

Patricia Perez presented the **Director's Report**. This presentation was brief due to the two guest speakers earlier in the evening. Points of note were: Tom McKone and Patricia will meet with election officials prior to the November 6th election and repairs were made to the ladies restroom. Also, discussed at this point was that a letter of gratitude should be written to Paul Ferreri recognizing him for his service.

Dick Dibert then presented the **Friend's Report.** It was reported that Pat Holly is leaving the area. The board felt that this would be a loss for the library. Dick reminded the board about the Summer Concert Series that "Friend's" is hosting on Sundays at the library. Dick also reported that Patty Simon is now the treasurer and the "Friend's" have \$63,000.00 in reserve.

The **Budget** was addressed next. Patricia reported that she would like to take Pat Holly's 40 hours and divide them in half. One half (20 hours) she would divide among the current staff with 3 staff members receiving a .50cent per hour increase while the rest of the staff receives a 3% raise. The remaining 20 hours would be used to hire a part-time position. The board agreed to the changes. Rob Moore moved to accept the Budget report. John Sykes seconded. The motion passed unanimously.

New Business brought about discussion for the election of officers. It was suggested that: Terry Haas be nominated for Treasurer; Ron Schultz agree to continue as Chairman and Andrea Panarelli consider remaining as Secretary. Roger Johnson and Rob Moore are seeking the position as Vice-Chair. Voting will take place at the next board meeting on October 9, 2012.

John Sykes made a motion to adjourn. It was seconded by Jackie Waldfogel. Motion passed unanimously. Meeting adjourned at 9:30.

Next meeting: Tuesday October 9th at 6:30 p.m.

Respectfully submitted, Andrea L. Panarelli, Secretary, ELCL Advisory Board