Advisory Board Meeting Minutes

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

Meeting Called to Order: Ron Schultz, Chairman. 6:37 p.m.

Minutes: Andrea Panarelli presented the minutes. Holiday hours were set by Patricia Perez not by the PPLC. Two corrections on the spelling of names were pointed out and corrected. Roger asked about the Humana overcharge from last month. Perez stated that the error was internal on the part of Humana and has been corrected. We will be reimbursed next month to the tune of $1,000.00.Roger Johnson moved to accept the minutes as revised and John Sykes seconded. The motion passed unanimously.

Warrants: Roger Johnson presented the report. He pointed out the overcharge on payroll taxes. Marcus Harrison offered to look into the situation and get back to the board at the January meeting.

Roger then commented on the EBSCO charge for our periodical collection. He asked that Patricia Perez monitor the magazine usage and adjust the ordering accordingly. Perez said she would be happy to do so and that stopping a subscription can be done at any time with full refund. Ron Schultz asked Patricia to provide the board with a list of our current periodicals at our next meeting.

Roger then questioned why we are paying quite a bit of money for Mary Mason's cell phone. Ron offered to speak with Rex in order to gain an understanding as to why and how much Mary uses her phone for library business.

Patricia Perez brought up the fact that Mary Mason received a $100.00 bonus but that no one else in the PPLC did. Ron will speak to Rex about that situation as well.

A motion to accept the minutes was made by Andrea Panarelli. Jackie Waldfogel seconded. The motion passed unanimously.

Financials: John Sykes reported that the $40,000.00 we receive from the PPLC has not arrived as of the meeting date. Our lack of sufficient funds continues to plague us this month due to the large Collections bill spoken of earlier.

On a happier note, John reported that our utilities bill is lower this month by $700.00. Patricia Perez stated that she feels she under budgeted for repairs and maintenance. Patricia Perez then reported that next month there will be a $600.00 bill for the repair of holes dug by armadillos at the edge of sidewalks and at the building's foundation.

Roger Johnson moved to accept the financials report. Jackie Waldfogel seconded. The motion passed unanimously.

Director's Report: The board reviewed the report as posted on the website. Patricia Perez highlighted the following things: 1. The Friends of the library have graciously offered to pay the $2,100.00 bill for tree trimming. 2. Reading to Shorty program has gained popularity and attendance. It should be noted that Shorty is a therapy dog. 3. Open Mike night for teens was a hit. One teen was heard commenting that she "didn't know the library could be so much fun." 4. On November 2nd Ron Schultz, Roger Johnson and Patricia Perez met with John Streitmatter to discuss the new Interlocal Agreement.

Friend's Report: Dick Dibert presented the report. Currently, the Friends are looking for something more lucrative than a bank in which to invest their money. Terry Haas mentioned that they would need a written investment policy in place before they could invest anything. Without the policy the Friends will not meet IRS requirements. Dick will inform the Friends committee.

The Friends are giving gift cards to our library staff as holiday bonuses.

The committee is planning on reviving the Brick fundraiser that was started years ago. Community members will be able to purchase a brick with their name on it. The brick will then be added to the building's facade.

Nancy Kerr has stepped down from the Vice President position on the board. Her replacement has not been named.

The Friends will move their meeting from January the 1st to January the 8th; The Advisory Board will move their meeting to January 15th to accommodate the Friends' meeting.

Old Business: Job descriptions need to be updated because they are 5 years old. Our job descriptions have been compared to Palm Harbor and have been adjusted to reflect a more equal playing field. At this time there will be no implementation of these new descriptions and salaries. Mary Mason will run the numbers for us so that we can better understand the cost these changes

will create. After reviewing the descriptions a motion to approve the description without the salaries was made by Roger Johnson. It was seconded by Terry Haas. The motion passed unanimously.

Discussion on **additional funds from PHSCA** was tabled by the chair.

The **Budget** was discussed next. Terry Haas, Patricia Perez and Tom Mosson met to review our budget in order to better understand our cash flow. Terry informed the board that our accounting method mixes asset accounts with income accounts and in doing so, makes the budget difficult to understand. Haas explained that our checking account, which normally would be viewed as an asset, has been budgeted as income. This is one of the reasons we have a cash flow problem from time to time throughout the year. According to our budget we will have approximately $42,000.00 leftover at the end of the year, but we will begin the following year $32,000.00 over budgeted. This negative budgeting will leave us with approximately an $11,000.00 leeway for increases for next year or for emergency expenditures this year. Haas believes that the library cannot continue to operate on our current funding. The board agrees with him. Steps to convince the Board of County Commissioners to vote ELCL as a dependent taxing district must be taken. No concrete plan was created and no decision was made by the board at this time. A lengthy discussion on this subject and further discussion on the budget then took place. Patricia Perez was asked by the Chair to come up with a budget that will reflect the needs of our library.

PPLC update from roger Johnson was next. He reported that there will be a meeting on January 22nd in Clearwater. No specific time or location was given. Johnson also reported that County Commissioner Janet Long will be given a tour of our library on January 17th at 10.00 am.

New Business: Due to the lengthy discussion on the budget, Ron Schultz tabled the following agenda items: 1. Discussion on the need for a Deputy Director. 2. The vacant board position. 3. The Long-range Plan. 4. The Library Ride-A Long Schedule.

The next board meeting will be held on January 15th at 6:30 pm, Lutheran Church of the Resurrection, Windmill Pointe Road, Classroom B.

A motion to adjourn was made at 9:15 by Jackie Waldfogel and seconded by John Sykes. The motion passed unanimously.

Respectfully submitted by Andrea Panarelli, Secretary