Advisory Board Meeting Minutes

Tuesday, June 12th, 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 Morris Silberman. Guests: Patricia Perez, Library Director, Marcus Harrison, PHCSA Board, Cheryl Dorweiler **Board Members Absent:** Paul Ferreri and Tom McKone.

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

Morris Silberman made a motion to accept the minutes of the last board meeting; it was seconded by Rob Moore. During the discussion before the vote it was noted that there were errors and that the vote should be tabled until the errors were corrected. **The changes are as follows:** the word management was misspelled in paragraph #8; Roger Johnson will go over the fire and security system activation with Steve Horvath instead of Rhonda Settle; and in paragraph #11 it should read that the ELCL's 2012-2013 budget updated to reflect a balance reserve of \$44,000 along with shorter open public hours for ELCL, and **NOT** that the ELCL's 2012-2013 budget was approved along with shorter open to the public hours for ELCL. Also, during the discussion, Roger Johnson asked when the Board should re-approach Senator Jack Latvala about our concerns addressed at the last meeting. Morris Silberman suggested after the election sometime in December and Ron Schultz agreed.

At 6:53, Patricia Perez asked that before the board continues with the agenda, that Cheryl Dorweiler be allowed to present the Summer Activities. The Board agreed and Cheryl was allowed to do so.

Roger Johnson next addressed the **Warrants List**. Johnson questioned \$230.84 spent on the Tampa Bay Times subscriptions. He suggested that we find a way to lower the cost. Patricia Perez will review the cost for this subscription. Roger Johnson then inquired about the \$270.00 spent on ground maintenance. Patricia Perez explained that the weeds and gardens had gotten out of control and needed a professional to bring them back to order. Roger Johnson then asked for clarification on the CD/DVD cleaning supplies first questioned at the last meeting. Patricia Perez stated that this expense must be incurred four times a year to extend the life of the CDs and

DVDs. Last in the discussion, Rob Moore requested that in the future, the Auditor scan and sends the completed audit to all members of the Advisory Board. Rob Moore then made a motion to accept the Warrants List. Roger Johnson seconded. The motion passed unanimously.

John Sykes addressed the **Financial Report**. He noted that the budget, although it included a cut in hours and employee wages, was still \$18,000.00 over budget in the wages line item. Rob Moore commented that the budget the board was looking at did not reflect true amounts. He then requested that Tom Mosson of PHCSA be asked to prepare a final budget and submit it to the Board. The Board would then have the correct numbers and confusion would be eliminated. Ron Schultz directed Patricia Perez to contact Tom Mosson with the Board's request. Ron Schultz said he would contact Rex Haslam. Rob Moore made a motion to approve the Financial Report; Morris Silberman seconded. The motion passed unanimously.

Patricia Perez then gave the **Director's Report**. She commended the library staff for a job well done in her absence. She stated the Comic Book day was a success. \$121.00 was donated to the library from the sale of artwork displayed in the community room. The popular Author Series will continue. Two movies are shown in the community room twice a month. Patricia Perez went on to state other library accomplishments and updates as stated in her written report. She then discussed the financial updates. Perez stated that the Friends of the ELCL donated \$2,000.00 to purchase Sunshine State Readers for the juvenile collection. She also reported that the PHCSA audit report for fiscal 2010-2011 was finished and a copy of the audit was in her office. Next Perez discussed the resignation of Claire Newton due to a health issue. Perez then reported that Craig Stiver is now working part-time at the Palm Harbor Library. Morris Silberman asked if salary difference was a reason for Stiver's departure. Perez indicated that she believed so, but was not sure. Roger Johnson asked who was doing the press releases now that Stiver works for the Palm Harbor Library. Ron Schultz asked what Perez's plan was for press releases. Perez stated that she plans to wait until the budget is complete before hiring anyone to replace Stiver. She said whomever that will be shall be required to; improve the ELCL's relationship with the media and target appropriate markets. Roger Johnson commented on the Statistical Report, pointing out three increases. Two increases were in the number of Patron and Virtual visits to the library. The third was in regard to the Overdrive. Roger Johnson also requested that last year's Statistical Report be given to the Board so that comparisons may be made.

Friend's Report was addressed next. Ron Schultz stated that there is no report for this month due to Susan Wolf's departure from the board. Rob Moore asked if there were plans to replace Wolf. Ron stated "yes' and that he would contact the members of the committee and ask for a volunteer.

Next, **Old Business** was discussed. Ron Schultz reported that Pat Holly was given a salary increase for the weeks she replaced Patricia Perez during her absence. Roger Johnson reported that the library, once it is closed for business does not have an active fire alarm. Marcus Harrison suggested that a call be place to the alarm company to include fire coverage. This coverage

should include the work areas and mechanical rooms as well as the library proper. It was noted that the library does have a motion sensor making the request feasible. Patricia Perez agreed to call AES the alarm company. Ron Schultz next reported on the PHSCA Communications Committee. One point he found noteworthy was that PHSCA submitted a budget with a 3% raise in salaries. The Budget Report was then presented by Patricia Perez. She reiterated her concern that last month's minutes must reflect the additional request of \$45,000.00 to be used as reserve. She stated that she presented a balanced budget to the BOCC that reflected a reduction in expenses, a decrease in open to the public hours from 52 to 47, and a reduction of Personnel wages by 6%. Rob Moore interjected that because we do not have a correct beginning budget number, the library will run the risk of depleting all of our reserve. He moved that the Board hold a workshop in order to clarify understanding of our budget. Morris Silberman seconded and added that clarification of county budget requests be acquired before the meeting date. The motion passed unanimously. The budget workshop date was set for July 14th from 9am to 11am in the library community room. During the discussion it was suggested that decreasing the hours to 47 would be approved by PHSCA and would also save the library \$2,000.00 - \$6,000.00 for the rest of the fiscal year. Roger Johnson voiced his concern about the approved decrease in open to the public hours. A motion to accept the reduction in hours from 52 to 47 effective July 1st was made by Rob Moore and seconded by Morris Silberman subject to review at the next board meeting. The motion passed 6-1 with Roger Johnson against.

New Business was discussed next. Patricia Perez voiced her concern about the library being used as a polling place on two separate occasions; August 14th and November 6th, 2012 and asked for direction from the board. She informed the Board that the library would be open at the same time voting would take place. Thus, a remarkable decrease in the amount of parking would occur. She was also concerned about the amount of physical space inside that would be taken up by the voting. Morris Silberman moved that the library be closed on the above mentioned dates with the stipulation that the library offices be closed to the poll workers. Library staff would report to work as usual and bathroom access would of course be made available to everyone. John Sykes seconded; the motion passed unanimously. It was then suggested that a collection be taken up to purchase a thank you gift for Susan Wolf's dedication to the board. Patricia Perez offered to collect the money and to take care of getting the gift.

Motion came to adjourn at 8:48 p.m.

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

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