Advisory Board Meeting Minutes
Tuesday, April 12, 2011
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, Roger Johnson, Tom McKone, Rob Moore, Morris Silberman, Ron Schultz, John Sykes, Susan Wolf, Patricia Perez, Library Director and guest, Mary Brown, Executive Director, Pinellas Public Library Cooperative (PPLC). Paul Ferreri was absent.

Meeting Called to Order: Rob Moore, Chairman. 6:30 p.m.

The first item on the agenda was a presentation and discussion with Mary Brown. PPLC is a 501(3)(c) non profit agency representing the member libraries of Pinellas County. They are governed by a 9 member board. 3 members are appointed by the Board of County Commissioners (BOCC) and the other 6 are nominated and self elected by the member libraries. In administration there are 2 FT and 1PT employees. PPLC manages the Talking Library program, Deaf Literacy program and the Born to Read early literacy program for Pinellas County; they also contract out the Talking Library program for Sarasota. For the member libraries in Pinellas County, PPLC funds the centralized automation services (Polaris), delivery and courier services amongst the libraries, electronic databases shared by the libraries and coordinates grant applications for state and federal funds.

Mary Brown updated the Advisory Board on progress since the Governance Assessment report was issued. The membership indicates that they wish to continue with the cooperative model for the new interlocal agreement which is set to start October 1, 2013. Of greatest concern to ELCL for the new agreement is our funding and governance. It is Mary Brown's goal to have the new agreement finalized and in place by October 1, 2012, a full year in advance when it takes affect. This gives the entities ample time to budget accordingly.

The Advisory Board asked Mary Brown about her vision for the PPLC of the future. The library world is moving into a more digital age and she sees PPLC being responsible for more databases and downloadable materials that can be shared by the member libraries. Downsizing print collections and relying more on shared databases subscribed to by PPLC on behalf of the member libraries translates into greater cost efficiencies and into less staff personnel being needed.

Tom McKone, speaking for the Advisory Board, thanked Mary Brown and PPLC for their support in their 2 rounds of grant funds to contribute to Phase I of ELCL's much needed bricks and mortar expansion.

Mary Brown's presence lasted about an hour. Rob Moore will send a letter to PPLC thanking them for their support and for the special time Mary Brown spent with the Advisory Board.

The regular meeting of the Advisory Board was then begun. Motion made by Morris Silberman to accept the minutes of last month's meeting. Seconded by Ron Schultz. Vote to accept was unanimous.

Next item on the agenda John Sykes presented financial reports fiscal year to date through March 31, 2011. Tom McKone made a motion to accept the financial statements as reported. Dick Dibert seconded and the vote to accept was unanimous.

Patricia Perez gave the library director's report for the month. Early Literacy Station has arrived; this was purchased with funds received from the Rotary grant and some ELCL funds. It is being rolled out with great fanfare in the library on April 19th. A grant has been applied for with Dollar General with results being released on May 14th.

Susan Wolf reported that the Friends will not be doing an interim event when the community room construction is finished around May 17th. That space and other space around the library is needed for staff work space while the existing offices are expanded. Miriam Lane, Carole Jackson and Susan had a meeting to update the written procedures for hosting events for ELCL based on the experiences of the ground breaking event on February 19th. The update is done and Miriam is continuing to work on a list of contact names, telephone #'s and e-mail addresses for the sponsors and suppliers as a matter of record. Alex Van Scoy, a 4th grader, raised $250 for the expansion by

having a garage sale; he donated the books that didn't sell to the Book Nook. 2 other 4th graders are selling juice boxes at the library to raise funds also for the expansion. Bank CD's for the building expansion have been reconfigured and consolidated. Dick Dibert made a presentation at the last Friends meeting featuring another fund raising mode that makes donating a "practically painless payment plan."

Hennessy Construction has completed a written, comprehensive progress report. Patricia reports that the full $539K for the Phase I expansion project has been achieved. About $23K was raised during and after the ground breaking event. The community room will be complete on May 17th. At that time the front entrance will be moved there. Rob Moore suggested that upon completion of the community room that the Advisory Board be engaged to help move the staff out of their work space in the back to the community room and other areas of the library. That help will minimize the time that the library may have to be closed to the public. Patricia will be coordinating the installation of the wiring needed for the electronics that the staff needs to continue to serve ELCL's patrons. Ron Schultz is going to look into finding cubicles that could be borrowed to help the staff for those two months that they need to work in various locations throughout the library. Patricia is beginning to work on a meeting room policy once all of the construction is completed.

Rob Moore and Patricia are looking ahead to the FY 2012 and FY 2013 budgets. If $50K were trimmed from each of those years, the result is consistent hours of operation and staff levels. Patricia presented a plan to contract with Palm Harbor Library to provide computer support services for our 25 computers. A letter of understanding covering 90 days will be created to reflect the cost of regular service of about 10 hours a week, ad hoc service and emergency service with commensurate hourly rates. This option is considerably less costly than other services. Technical services are needed as Kirtley Luney left ELCL staff for another library position in Pinellas County.

Dick Dibert made a motion to adjourn the meeting at 8:20 p.m. John Sykes seconded. Next meeting, Tuesday, May 10, 2011 at 6:30 p.m.

Respectfully submitted, Susan Wolf, Secretary, ELCL Advisory Board