

Advisory Board Meeting Minutes
Tuesday, February 8, 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, Paul Ferreri, Roger Johnson, Tom McKone, Rob Moore, Morris Silberman, Ron Schultz, John Sykes, Susan Wolf, Patricia Perez, Library Director, and guests, Diane Bias and Joan Lawler, representing the Friends of ELCL

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

Motion made by Roger Johnson to accept the minutes of last month's meeting. Seconded by Morris Silberman. Vote to accept was unanimous.

Next item on the agenda Rob Moore and John Sykes presented financial reports fiscal year to date through January 31, 2011. PPLC monthly funding just appeared now in the month of February and has been deposited. Bank charges continue; PHCSA will address at February monthly meeting. John Sykes is studying telecommunications expenses and comparing Brighthouse with Verizon and other services to cut costs. Patricia Perez will be submitting e-rate refund forms for telecommunications expenses as well since ELCL qualifies and has been approved. Roger Johnson made a motion to accept the financial statements as reported. Tom McKone seconded and the vote to accept was unanimous.

Rob Moore studied two different scenarios of cash flow analysis at the end of this fiscal year in anticipation of beginning the stages for creating next fiscal year's budget. Various line items will need to be adjusted downward to preserve cash. Construction activity will increase utility costs. Project out health insurance costs to reflect what is happening in the marketplace. Paul Ferreri made a motion to approve keeping one month's operating cost as cash reserves; this represents a decrease from the present policy of keeping 3 months in reserve. Roger Johnson seconded the motion. In the vote, Tom

McKone opposed this option. The rest of the Advisory Board voted for it so the motion passed. It was agreed that ELCL must run its operations much thinner than it has due to the anticipated 8.5% decreases again in fiscal year 2012 from Pinellas County and PPLC contributions.

Patricia Perez gave the library director's report for the month. She presented staff updates. Deb Ganley is now a part time ELCL employee of 10 hours a week in addition to her volunteer hours as Book Nook manager; she is absorbing some hours due to another employee being on medical leave and the resignation of the part time MLS librarian. Patricia does have 18 resumes of people applying for the part time MLS librarian position. Maureen Lacey is attending an advisory meeting at East Lake High School this evening to further ELCL's participation in the East Lake community's educational and teen volunteer component. A presentation will be made to PPLC on February 22nd requesting the full additional grant funding due to the change order in construction expansion costs and the OSHA safety recommendations made by the property insurance consultant. Rob Moore added that he had spoken directly with Mary Brown of PPLC about ELCL's 2011 grant application as well. Results of the grant request will be revealed in early March. Furthermore, Mary Brown will be invited to an upcoming Advisory Board meeting to explain how PPLC funding works with the member libraries and what is the status of the agreement amongst the parties which expires in 2013.

Joan Lawler of the Friends of ELCL and Diane Bias were introduced as guests. Paul Ferreri asked that the Advisory Board consider Diane Bias as a non-voting member; she cannot serve on the Board since the roster is full and she is a resident of Pasco County. Diane indicated that she prefers to be an observer at this point.

Susan Wolf reported that the Friends Board meeting items will be discussed further in the Advisory Board meeting with Paul Ferreri's presentation and dress rehearsal for the ground breaking events at ELCL on Saturday, February 19th.

The building expansion project is still in the permitting process. The water fountain is presently not handicapped accessible and details need to be worked out to make it so before final permits are issued.

The rest of the meeting centered on the actual ground breaking event's happenings for Saturday, February 19th. Paul Ferreri has taken the lead in organizing the details and assignments for the event. It is joint effort between the Advisory Board and the Friends of ELCL as doers in this momentous event. Media has been contacted and press releases have been sent. About 250 invitations have been mailed. Tom McKone reported that he had extended an invitation to the entire Palm Harbor Chamber of Commerce to attend the event; he will send out another invitation in the next few days as well.

Paul once again emphasized 100% participation from the Advisory Board in financially supporting the building expansion's funds campaign. Further, it is imperative that Advisory Board members physically recruit attendees to the event. Paul had props ready to be dispersed to Board members for their assigned duties that day. Soliciting the names of every attendee at the ground breaking will be accomplished through guest book registration and raffle ticket registration. Additional parking has been arranged with the school district. Follow up letters post event have been created by Dick Dibert with printing costs having been underwritten; Friends of ELCL will do the follow up mailings as needed.

\$109,000.00 needs to be raised in 4 months for the building expansion project. The goal is to have a minimum of 250 people attend the ground breaking event. ELCL's building expansion plans (both Phase I and Phase II) center around three fundamental pillars. One: Our library is a place where residents can participate in programs tailored to their age and interest. Two: The library is not a warehouse of information but rather a portal to information of any type. Three: It is a marketplace to exchange ideas in a comfortable and convenient setting.

Levels of giving have also been established. \$100 donation is Ground Breakers; \$300 is Silver Shovel; \$500 is Gold Shovel and \$1000 is Platinum Shovel.

With ground breaking event's assignments in hand and enthusiasm rampant, the meeting adjourned at 8:00 p.m. with a motion by Roger Johnson and a second by Ron Schultz.

Next meeting is Tuesday, March 8, 2011 at 6:30 p.m.

Respectfully submitted, Susan Wolf, Secretary, Advisory Board