

EAST LAKE COMMUNITY LIBRARY ADVISORY BOARD Minutes

TUESDAY, January 14, 2014 @ 6:00 PM

Board Present: Jackie Waldfogel, Roger Johnson, Carole Cosenza, Rob Moore, Andrea Panarelli, Barbara Cole

Board Absent: John Sykes

Non-voting member: Lois Eannel

Visitors: Tom McKone, Judy Burr, Gene Cunningham

I. CALL TO ORDER @ 6:02 pm

II. Guest – PHCSA Accountant

Name: Gene Cunningham – Accountant

Jackie Waldfogel Request: If you see something that is trending high please bring this to our attention. Yes, he will do this.

Gene Cunningham: County's monthly information is not arriving in a timely or routine fashion. It does not seem to be a priority for their staff.

Controls for handling funds internally need to be established with Gene's help and should be in place within a month.

- Target Date for clean Financial report March meeting
- Board is OK with simpler Quick Books Report as proposed by Gene.
- Financials have been unreliable up to now.
- Priority for next month to look at balances in each category to see if the amounts are sufficient or do categories need to be adjusted to reflect current trends and actual expenses.

III. PHCSA Report – Rob Moore

Summary:

Discussion of our Drainage Issue – no resolution; Holiday Bonuses discussed; Discussion on Waste Issue

Contracts- may not sign to the new company because of Progressive Management Contracts

PHCSA meeting tomorrow night at East Lake Library at 7 pm

– Rob Moore and Tom McKone will be able to sign checks so we will finally have someone who lives in East Lake close to the library to facilitate this process.

PHCSA Board – Rex Haslem Chair; Holly Byrd Vice Chair; Rob Moore Treas; Tom McKone Sec.

IV. Friends Report – Barbara Cole

Summary: Focus on children services and family. Want to improve the children's area; Concert series doing well and can use more patrons-

Foundation Board and Friends – will create brochure and video – entice donations- Little Free Library project will start in Lansbrook

V. Director Report – Lois Eannel

Summary:

Children's Area Renovation to be paid for by Friends:

- Make more children friendly- reconfigure the space –cut down semi-circular wall for early childhood area. Will create seating, purchase new carpet, books and small toys \$12K
- Add shelving on wall where the windows overlook the office. (Unknown cost at this time)
- Plans to redesign the shelving area by Children's section to make more space and more aesthetic- \$2700 – takes one day.

Robotics- expanded hours allow:

- beginners classes, advanced, and robotics club for challenges

Expanded Hours has yielded only positive feedback

VI. OLD BUSINESS

1. Approved November Financials

Motion: Rob Moore

Second: Carole Cosenza (Passed)

Discussion: Friends donations will be stated clearly in the future financial reporting.

Procedures are changing in the financial reporting process during this restructuring.

2. Approved with the following correction December 2013 Minutes

Motion: Carole Cosenza

Second: Rob Moore (Passed)

Correction January 25th PHCSA meeting is open to the public

3. Restructuring & New Organizational Chart:

In Process to restructure and reporting process of staff to be clarified in an organizational chart.

4. FOELCL Children's Area Project & Proposals

See above

5. Parking lot and drainage issue

Problem has been verified by 2 engineers; County agrees that this is the case and we are in violation of SWIFTMUD.

- a. \$10K to repair the problem
- b. Motion to repair drainage pipes Barbara Cole; Second: Roger Johnson (Passed)
- c. \$7K power wash and restripe- tabling it

6. Strategic Planning Committee Report – Rob Moore & Lois Eannel

Meeting planned to establish a committee.

Report at next month's meeting

VII. NEW BUSINESS

- 1. Staffing and Volunteers:
 - A. Personnel concerns – limited budget; move \$6K over from audio books to personnel
 - Purpose to add a full time person for a full time adult librarian.
 - Motion :Carole Cosenza (move \$6K over from audio books to personnel)
 - Second: Andrea Panarelli (Passed)
- 2. Capital Expense Account at BBT tabled to next month
- 3. Approve Warrants List for December
 - Motion: Roger Johnson
 - Second: Rob Moore (Passed)
- 4. Approve Financials for December
 - Move- Rob Moore (subject to the review of the budget)
 - Second: Roger Johnson (Passed)

Motion to Adjourn – 7:54

Move: Barbara Cole, Second: Roger Johnson (Passed)