

**Advisory Board Meeting Minutes**  
**Tuesday, January 12, 2010**  
**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, Rob Moore, John Sykes, Phyllis Remolador, Ron Schultz, Susan Wolf and Patricia Perez, Library Director.

Presenter: John Toppe

Guests: Susan Latvala, Irv de Toro, Judith Thomas, Marvin Honig, Jack Kay, Carole Jackson, Deanna Bennet

Meeting Called to Order: Phyllis Remolador. 6:00 p.m.

John Toppe, Toppe Consultants, Inc. Architect Planners made a power point presentation report to the group summarizing the findings of a study funded by the Friends of ELCL for Phase I reconfiguring, repurposing and finding additional space for the existing ELCL building. This report is a basis for applying for the \$200K capital grant from PPLC for 2010; application was made by the deadline on January 11, 2010. Construction costs for Phase I are estimated at \$405K with \$200K potentially coming from PPLC, \$100K ELCL funds that per Susan Latvala and Dennis Long, a Pinellas County attorney, can be converted to a capital category by submitting amendments to existing operating agreements plus \$105K to be raised from the East Lake community and other joint fund raising efforts of the Foundation and Friends. Motion was made by Dick Dibert and seconded by Roger Johnson to proceed with the Phase I plan presented by Toppe Consultants, Inc. Vote to accept was unanimous. Steps will done yet this month to begin working with county employees who oversee such project plans, seeking county approvals as necessary and starting the contract bidding process. The timeliness of Phase I is predicated on library usage continuing to increase, constructions costs are nearly at a low point, existing space constraints and needed jobs This is an incremental step until Pennies for Pinellas funds are available for Phase II.

Motion made by Susan Wolf to accept the minutes of last month's meeting as posted. Seconded by Rob Moore. Vote to accept was unanimous.

Current financial statements were next discussed as presented by Rob Moore. Move to approve was made by Roger Johnson and seconded by Dick Dibert. Vote to accept was unanimous.

Rob Moore, Dick Dibert, Roger Johnson and Patricia Perez will meet as an ad hoc committee before the next Advisory Board meeting to project out FY 2010-2011 budget given that the county's tax collections continue to decline and the impact of space reconfiguration on operating costs for that next FY. Furthermore, a balance sheet will be projected for the end of this FY which ends 9-30-2010 based on the reallocation of funds for the Phase I project. The county has already changed the formula on how much is needed in operating reserves based on the economy, tax collections and budgets.

Patricia Perez next presented the library director's report for the month.

1. Donations of items to the library were noted.
2. Entrance mats, security alarm and A/C status.
3. Free mulch from the county will be delivered for that cleared area.
4. Staff performance evaluations are in process.

Studying job descriptions and salary/wage ranges across PPLC members showed many inconsistencies. Patricia will next study the state and the national standards and statistics and make recommendations from that data. Two employees may need job title changes commensurate with achieving advanced library degrees and increasing responsibilities. An independent contractor is to be converted to 10 hour per week employee with no impact on the personnel budget.

Patricia presented the monthly circulation statistics report comparing December 2008 vs. December 2009. Number of items loaned to residents of reporting library city/district (ELCL) increased by nearly 45% from last December to this December.

Rob Moore made a motion to accept the director's report as presented. Seconded by Roger Johnson. Vote to accept was unanimous.

Susan Wolf reported that the annual filing for 2010 with the State of Florida for the Advisory Board non-profit status has been accomplished and receipt for reimbursement for the filing fee of \$61.25 has been submitted to ELCL.

Phyllis Remolador requested an updated status report on ELCL's Kindles at the next Advisory Board meeting which is Tuesday, February 9, 2010.

Motion to adjourn at 7:55 p.m. by Rob Moore, seconded by Roger Johnson.

Respectfully submitted, Susan Wolf, Secretary, ELCL Advisory Board