

Advisory Board Meeting Minutes
Tuesday, June 14, 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, Ron Schultz, John Sykes, Susan Wolf and Patricia Perez, Library Director. Excused and absent were Paul Ferreri and Morris Silberman

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 Ron Schultz. Vote to accept was unanimous.

Next item on the agenda John Sykes presented financial reports for the first seven months of this fiscal year ended May 31, 2011. There were some questions on individual line items on the warrants report for April for which John had obtained answers from Patricia; he reported those answers to the Board. Having to pay to move the fire hydrant should have been a new construction cost rather than a repair item. Mice also appeared as a result of the new construction project and an exterminator had to be secured. Rob noted that May's financials show that we have begun to dip into reserves to meet the monthly expenses. This was anticipated and it is now becoming a reality. Tom McKone announced that future county government accounting standard reserve policy is 2 months of operating expenses. Roger Johnson made a motion to accept the financial statements. Dick Dibert seconded and the vote to accept was unanimous. John Sykes was complimented on the timeliness of this month's financial reports.

Patricia Perez reported that she had made the preliminary next fiscal year budget presentation to the Board of County Commissioners (BOCC) on June 7th. She did request an additional \$50K for the next fiscal year and another \$50K for the following fiscal year from the county. Bouchard has presented its quote for PHCSA's entities insurance needs for the next fiscal

year. ELCL's share goes from \$22K per year to \$34K per year. We have been operating under a rate lock for the past 2 years. PHCSA will be obtaining other package insurance quotes as well. Bouchard does not include health insurance. ELCL expects to receive \$163K in funding from PPLC for the next fiscal year.

Susan Wolf reported that the Friends of ELCL had collected \$26,757.00 in building expansion donations during the campaign which began before the ground breaking in February. Friends approved \$1500 for the Director's wish list for a new staff refrigerator and double sided book display furniture. 60 stackable, sturdy chairs are needed for the community room. Jack Kay and Patricia are studying some alternatives for this acquisition as these chairs are expensive. Perhaps a fund raising project could be to have patrons sponsor a chair in exchange for a plaque on the back of the chair acknowledging their donation similar to what is done at Ruth Eckerd Hall. Friends August newsletter may be mailed to all of the names on fund raising mailing list. This newsletter will also announce the grand re-opening event now scheduled for October 15th.

Patrica gave a construction update. Anticipated completion date is now June 30th. Once the final inspection is done by the county and all matters are resolved, Hennessy Construction will receive its final payment 30 days hence.

Under New Business, Patricia presented a starting point for Meeting Room Reservation Form and Policy Statement. Discussion centered on non-profit groups reserving the room during library hours at no charge. For profit organizations would be charged \$50 per hour during regular library hours. Both non-profit and for profit entities would be charged \$75 per hour if it not during regular library hours. Off hour rentals require a library staff member to be present in the building. Other items such as cleaning charges and what kind of groups are appropriate were also discussed.

Patricia read ELCL's present Unattended Child Policy. It is felt that it needs to be modified. After some discussion about proposed changes, Patricia and Dick Dibert will be meeting before July 12th to create a workable policy that the Board can vote on.

Patricia will be checking with PHCSA's attorney Andy Salzman about labor laws and practices governing part time employees. Two staff members have been on medical leave plus others on vacation requiring part time employees

filling in and working more than what is defined as part time status.

Each Advisory Board member signed an acknowledgement form for the Hickman bronze being donated to ELCL. It will most likely reside in the new community room.

Rob Moore announced that he is stepping down as the Chairman of the Advisory Board after a year of fine service. He will conduct the July meeting and he will remain on the Board. As of the August meeting, the Advisory Board needs a new Chairman.

Tom McKone moved to adjourn the meeting at 7:55 p.m. It was seconded by Roger Johnson.

Next meeting, Tuesday, July 12, 2011 at 6:30 p.m

Respectfully submitted, Susan Wolf, Secretary, ELCL Advisory Board