

Advisory Board Meeting Minutes
Tuesday, June 8, 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, Paul Ferreri, Roger Johnson, Rob Moore, Phyllis Remolador, Ron Schultz, John Sykes, Susan Wolf and Patricia Perez, Library Director

Meeting Called to Order: Phyllis Remolador, Chairman. 6:03 p.m.

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

Next urgent item on the agenda became the air conditioning system. Once again the system failed and the library closed early for patrons at 4:00 p.m. Pinellas County real estate management (REM) was also contacted about this matter. Trane Co. is coming in the morning to restart the system. After that, REM will be doing a further inspection and making a recommendation about the present system and on going maintenance. REM had become involved with air conditioning matters as a part of the recent building expansion team meetings. PHCSA had also been investigating air conditioning maintenance coverage and janitorial services for all three entities of Palm Harbor Library, ELCL and Palm Harbor Parks and Recreation department in the interest of saving costs. Motion was made by Dick Dibert and seconded by John Sykes not to reduce ELCL's number of janitorial service days from 6 to 5; vote to approve was unanimous. Perhaps a better price can be achieved by a company providing services to all three entities efficiently rather than cutting our service days.

Current and 8 month year to date financial reports were presented by Rob Moore, Treasurer. Current budget is underspent by about \$55K due to open, unfilled staffing positions and building related items. Repairing the air conditioning system may be costly. Paul Ferreri moved to accept the financial reports; it was seconded by Dick Dibert. Approval was unanimous.

The Director's report followed.

1. Building expansion committee continues to meet with REM. Eight pre-qualified contractors have been sent letters to begin the selection process. First drawings from REM have been disseminated. Staff input on the design and implementation has been invaluable. Final input regarding the space will be collected by June 14th.
2. Staff is extremely stressed and overworked. There are 2 open, approved and vacant half time positions. Another half time position should become a full time position. Some selected staff salaries are in need of reconfiguration given more specialized job responsibilities and achievement of advanced degrees amongst the group. Motion was made by Rob Moore and seconded by Roger Johnson to move those personnel to already existent written guidelines for Librarian I and Library Assistant 4 job categories subject to budgetary constraints. Library Director will study further and present report to Advisory Board. Specialized and concentrated job responsibilities enhance the patron's experience at ELCL especially in the technological area and also creates greater efficiency in providing much needed and demanded services. Library staff will be more available to assist patron's with their needs with this realignment and filling of open, approved positions. Circulation alone has doubled in the past 5 years. If the present level of service and programs is to continue which is the desire of the East Lake community, staffing needs have to be addressed.

Susan Wolf attended the last Friends of ELCL meeting as the liaison from the Advisory Board. Friends are keenly aware of their fund raising commitments for the building expansion and they continue to discuss ideas to achieve the \$90K goal. Friends asked that the Advisory Board participate actively in any endeavor they pursue. Kindle raffle fund raiser is moving forward for September dates. Paul Ferreri suggested that the Friends retain a fund raising consultant to organize a full campaign for tapping community resources.

Long Range Strategic Plan has been completed and has been submitted to Irv de Toro and Mary Brown of PPLC. It is a 5 year plan beginning the next FY which is October, 2010/September 2011. Plan will be released once PPLC's comments/corrections have been incorporated into the report.

Phyllis Remolador made the motion to have Rob Moore, Vice Chairman

become Chairman as she announced her resignation from the Advisory Board. She has been an outstanding leader for ELCL especially transitioning through the hiring of a new library director. Her commitment, leadership and inspiration will be most missed. Ron Schultz seconded the motion. The Advisory Board then voted. Rob Moore will also continue as Treasurer for the next couple of months until his position is replaced with a qualified candidate. Rob Moore also suggested that a student be considered to serve on the Advisory Board. Perhaps someone from USF in the MLS program or someone from Palm Harbor University IB program. Input from the next generation of library patrons would be invaluable in the ever changing role of public libraries as evidenced in the strategic planning process.

Rob Moore made the motion to adjourn the meeting at 7:35 p.m. Roger Johnson and Dick Dibert provided seconds.

Next meeting is Tuesday, July 13, 2010 at 6:00 p.m.

Respectfully submitted, Susan Wolf, Secretary, ELCL Advisory Board