Library Advisory Committee

Minutes

May 17, 2012

2:00 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT:

Jean Andrews, Chairman
Ron Waters, Member
Judy Cohan, Member
Ken Hurley, Member

ABSENT:

John Phillips, Sr., Member

ALSO PRESENT:

Phyllis Ruscella, Library Administrator
Elaine Edmunds, Finance Director
Pamala Prell, Deputy City Clerk, MMC

1. **Changes to the Agenda**

   There were no changes to the agenda.

2. **Approval of Minutes – November 17, 2011**

   Member Cohan made a motion to approve the November 17, 2011 minutes, as written. The motion was seconded by Member Waters and unanimously approved by a voice vote.

3. **Budget Update - Elaine Edmunds**

   Finance Director Elaine Edmunds reported that there are no changes in property values, personnel costs, and no salary increases are proposed for the FY 2013 budget. She also reported that the PPLC funding for the Library is being reduced by

$5,000, the City's insurance costs are estimated to increase by 10%; and the City is currently seeking bids for insurance.

Finance Director Edmunds also reported that contributions to the pension plans are being increased by $752,000, in order to reduce the deficit and the Library's budget is increasing by 5.1%, mostly due to pension costs.

Finance Director Edmunds advised that if all of the Capital Projects are included, the proposed FY 2013 budget will have an estimated shortfall of 1.2 million dollars.

4. **Old Business**

a. Proclamation for Mimi Gewanter

Chairman Andrews advised that she drafted a proclamation in honor of Mimi Gewanter's service on the Library Advisory Board and her dedication to the Library. She asked if any other member wanted to add anything. There were no suggested changes.

Member Hurley made a motion to approve the proclamation. The motion was seconded by Member Cohan and unanimously approved by a voice vote.

Chairman Andrews advised that the City Commission will consider the proclamation at their May 22, 2012 meeting.

5. **New Business**

a. Proposal to Increase Maximum Fine Accrual Per Patron

Library Administrator Phyllis Ruscella requested to increase the maximum fine accrual threshold from $5.00 to $10.00 to be in line with all other PPLC Libraries.

Member Cohan made a motion to increase the maximum fine accrual threshold from $5.00 to $10.00. The motion was seconded by Member Waters and unanimously approved by a voice vote.

6. **Updates on Staff, Programming & Services – Phyllis Ruscella**

Library Administrator Phyllis Ruscella thanked Mr. Hurley for generously reimbursing the forgiven fines ($300) during the holiday food drive and reported that they collected 217 food items which were donated to a women's shelter in St. Petersburg.

Library Administrator Ruscella reported that one employee retired and another resigned from the Library and both positions have been filled.

Library Administrator Ruscella provided a copy of the Library's FY2011 Annual Report.

Library Administrator Ruscella reported that the Library's cash register malfunctioned and they are using the City's financial software, Incode, to input their transactions.

She also reported that the Friends of the Library have been raising approximately $250 per week and sold $702 worth of gift baskets for the Spring Holidays. She reported that with patron monetary donations, the Library was able to purchase a new computer for the Computer Assistance Desk, new scanners for the Circulation Desk and a patron donated funding to provide free copies of pages from the periodicals to patrons, to keep them from tearing out pages. She reported highlights from recent Library programs, classes and the self-checkout system usage.

7. Open Discussion

Library Administrator Ruscella reported that she had a meeting with Mr. Bonfield, Ms. Edmunds and Ward Friszolowski regarding the renovation of the Library, to obtain a cost estimate for drawings and renderings, and then seek contractor proposals. A possible plan may include the expansion of the Library entrance by the parking lot to accommodate a new conference room and restrooms, thereby allowing for relocation of the children's area to the back of the facility and increased staff work area. She explained that PPLC has Capital Improvement Reserve funds available, but 2013 may be the last year, so she wants to get the project back on track and get an estimated cost in order to apply for the funding. She pointed out that the State of Florida will match the PPLC Funding.

The Committee held a general discussion regarding Governor Scott vetoing the line item funding for the State's five, multi-type Library Consortia.

The Committee agreed to hold a regular meeting on August 16, 2012 and November 15, 2012.

8. Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 2:55 p.m.

Attest:

Rebecca C. Haynes, City Clerk

Jean Andrews, Chairman

Minutes approved on: 12-13-2012