LIBRARY ADVISORY COMMITTEE

MINUTES

MAY 9, 2013

2:00 p.m.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT:

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

ABSENT:

John Phillips, Sr., Member

ALSO PRESENT:

Phyllis Ruscella, Library Administrator
Mary Jo Murphy, Recording Secretary

1. **<u>Changes to the Agenda</u>**

   There were no changes to the agenda.

2. **<u>Approval of Minutes – February 14, 2013</u>**

   Mr. Waters made a motion to approve the minutes with corrections made to every instance of the word "Board" to be changed to Committee and to correct a spelling error of Ms. Cohan's name that was spelled Cohen. The motion was seconded by Ms. Cohan and unanimously approved by a voice vote.

3. **<u>Update on Proposed Library Building Expansion and Renovation</u>**

   Ms. Ruscella updated the Library Advisory Committee on the planning for the expansion/renovation of the library. Ms. Ruscella attended a meeting with the architects, Harvard Jolly, and discussed obtaining new computer-generated drawings, two to three renderings of interior public service areas, and future plaques for the naming of certain areas of the building. By mid-July Ms. Ruscella intends to put together a promotional brochure. A public meeting is scheduled for August 28, 2013 with enlarged copies of the renderings.

Ms. Ruscella and Ms. Edmunds are meeting with a PR person and are contemplating hiring a PR person to lead the fundraising campaign.

Mr. Ruscella gave a report to the Library Advisory Committee on the fiscal budget proposal for fiscal year 2014. The proposal amount for the library project in the city's five-year capital improvement plan totals $830,000. The funding source, if awarded, is BP monies. For fiscal year 2015, the estimate is 1.15 million for construction of the new and renovation of the building. In this budget, furniture and equipment is not included in the proposal. Ms. Ruscella estimated $500,000 to $700,000 to cover the cost of new furnishings and equipment for the library and to install RFID, a library security system.

A motion was made by Mr. Waters that the Library Advisory Committee would like to urge the City Commission to make funding for the library expansion and renovation a top priority when budgeting for the Capital Improvement Projects in fiscal year 2014 and 2015 whether or not the City receives funds from BP. Ms. Cohan seconded the motion and it was unanimously passed by a voice vote.

Chairwoman Andrews stated she would seek advice as to how the motion will be delivered to the commission.

4. **<u>Update on Budget</u>**

Ms. Ruscella reported on the library's budget proposal for fiscal year 2014. Ms. Ruscella asked for an additional $13,000 for the book budget and one additional part-time employee.

5. **<u>Highlights of Programming and Services</u>**

Ms. Ruscella gave a report on new and continuing activities at the Library.

a. Theft has been occurring at the library with DVDs. The police are involved and a person has confessed. Ms. Ruscella is attending a preliminary hearing on 5/10/13 in reference to the theft. As a result of this, Ms. Ruscella said they are contemplating installing a security camera where the media is.

b. Ms. Ruscella stated that on August 28, 2013 there will be a meeting at 6:00 p.m. for the patrons about the renovation of the library.

c. Ms. Ruscella said that a separate account has been established in the city finance online system for the fundraising monies for the renovation and expansion of the library.

d. The library's online system, Polaris, had a rebuild on April 23, 2013. Due to the rebuild, patrons can now get an e-mail receipt and the 3M Cloud eBooks are available.

e. The IPad Users Group has limited the number of participants to 20 people per session. They have a beginner group, intermediate group and advanced group every month.

f. The Friends spring baskets silent auction was very popular and produced a fundraising of $901.

g. Ms. Ruscella attended an FLA Annual Conference and stated it provided very useful information in regards to library signage, furnishings, and new technologies. Ms. Ruscella had an opportunity to speak with several furniture vendors and gathered cards and brochures to see what kind of furniture was available for the future renovation. She stated that the shelving in the library would remain and the plan was to have new end panels. Ms. Ruscella asked Harvard Jolly to start thinking about an overall theme for publicity brochures and a color scheme.

h. The City made arrangements with the University of Stuttgart in Germany to work with four German intern students. Ms. Ruscella felt working with the students was a good experience and a big help to the students. The City has agreed to work with more intern students next year.

i. The Library has a FaceBook page and it seems to be working well. It does require staff time to keep it updated and current, but the FaceBook should help make it easy to donate for fundraising.

j. Ms. Ruscella will be attending the ALA Annual Conference in June in Chicago to learn about new facility ideas and programs.

6. Open Discussion

The next meeting for the Library Board was scheduled for August 22, 2013 at 1:30 p.m.

7. Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 3:15 p.m.

Attest:

Rebecca C. Haynes, City Clerk

Jean Andrews, Chairwoman

Minutes approved on: 8/22/13