

LIBRARY ADVISORY COMMITTEE

MINUTES

FEBRUARY 20, 2014

2:30 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT:

Ron Waters, Acting Chairman
Judy Cohan, Acting Vice Chairwoman
Lance Peterson, Member
John Phillips, Sr., Member

ABSENT:

Ken Hurley, Member

ALSO PRESENT:

Phyllis Ruscella, Library Administrator
Elaine Edmunds, Administrative Services Director
Mary Jo Murphy, Recording Secretary

Ron Waters asked the Committee to take a moment of silence for the recent passing of Frank Hurley.

1. Changes to the Agenda

There were no changes to the agenda.

2. Audience Comments

There were no audience comments.

3. Approval of Minutes – November 21, 2013

Member Cohan made a motion to approve the November 21, 2013 minutes as written. The motion was seconded by Member Phillips and unanimously approved by a voice vote.

4. Budget Update

Elaine Edmunds, Administrative Services Director, stated she has a preliminary statement through January 31, 2014 and the total library budget is expended at 36 percent. The book budget is \$65,000 and \$16,641 has been spent so far on books. The building fund is \$7,888.60. \$3,000 has been raised to date in reference to a challenge for donations from an anonymous donor.

5. Progress Report on Building Project and Fundraising Campaign

Ms. Ruscella, Library Administrator, gave a report to the Library Advisory Committee on the following:

Ms. Ruscella stated she gave an official memo to PPLC explaining that funds would be spent for Phase 1 renovations and PPLC signed off on it. The next step is to obtain an estimate for Phase 1 and have bids submitted.

There has been a challenge presented from an anonymous donor for the library to raise \$10,000 and the donor will match the donated amount with \$10,000. To rally supporters Ms. Ruscella sent out press releases and plans on having tables at local events to solicit donations. The challenge deadline is March 15, 2014.

A grant writing consultant has been hired to write the state grant so an application can be submitted for the State Capitol Building Funds for Public Libraries. The application is due on April 1, 2014.

During the first week in March several Pinellas County library directors are going to Tallahassee to lobby for funding for public libraries, including for the State to put in money for construction grants. Ms. Ruscella will be conducting a letter writing campaign to encourage people to write a letter to their legislator encouraging them to fund the state grant program for public library construction.

To raise funds for the building project, the Friends of the SPB Library has agreed to do the wine and beer sales at the Concert in the Park on March 28, 2014.

Ms. Ruscella purchased a donor box for the library to have onsite.

Ms. Edmunds has enabled the library to accept credit cards now for regular fines, lost books bills and the fundraising campaign. There is a \$10 minimum for credit card transactions.

Member Phillips suggested making an appointment to have a one-on-one meeting with a legislative representative instead of providing written correspondence to legislators.

6. Highlights from Programming & Services

Ms. Ruscella informed the Library Advisory Committee the following:

One part-time library page position at the library is open and Ms. Ruscella is currently interviewing applicants.

PPLC hired a new executive director to begin working on June 9, 2014. The interim executive director has agreed to stay until May 31, 2014.

The AARP program for tax preparation assistance is being offered at the Library again this year. The turnout has been very good and will be available every Friday through April 11, 2014 for free tax assistance.

The I-pad and E-reader forums have been very popular and are still maxed out.

The library's weekly story time is averaging 15 to 18 participants every Thursday morning. There is an additional story time at the City's recreation center for the after school program.

Skeeter, the library's therapy dog, has been having good turnouts weekly.

Polaris will be down March 6, 2014 for a hardware upgrade for four to six hours.

7. Open Discussion

Acting Vice Chairwoman Cohan stated the LAC wrote a letter and sent it by registered mail with a return receipt to the Commission encouraging the Commission to fund the library renovation as quickly as possible and LAC never received a response. Acting Vice Chairwoman Cohan feels the LAC should find an effective way to approach the new City Commission about the Library renovation project. The money is in the City's Capital Improvement Plan for 2015 and Acting Vice Chairwoman Cohan feels that the LAC needs to make sure it stays in the City's FY2015 budget and is available for the renovations.

Ms. Edmunds suggested that the members of LAC discuss the renovations with their district representative. Ms. Edmunds added that the renovations are in the City's 5-year Capital Improvement Plan.

Acting Vice Chairwoman Cohan suggested sending a letter by registered mail with a return receipt to be put on the agenda for the next City Commission meeting. There was committee discussion about attending City Commission meetings and speaking positively about the library renovations during the Audience Comments section.

Ms. Edmunds informed the committee that she would notify the LAC when the City Commission will be scheduled to talk about capital projects. Acting Chairman Waters suggested that the Finance & Budget Committee meetings should be attended also.

After committee discussion, it was suggested that presentation data be prepared to present at the City Commission Meetings by the Friends of the Library or members of the LAC regarding the library renovations.

Acting Chairman Waters stated that it will be clarified through the City Clerk how to proceed with members of LAC attending other board or commission meetings.

After discussion with the Committee, the next meeting for the Library Advisory Committee will be May 15, 2014 at 2:30 p.m.

8. Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 3:30 p.m.

Attest:



Rebecca C. Haynes, City Clerk



Ron Waters, Acting Chairman

Minutes approved on: 3/19/15

