

# **LIBRARY ADVISORY COMMITTEE**

## **MINUTES**

**MARCH 19, 2015**

**2:30 P.M.**

### **CALL TO ORDER**

### **PLEDGE OF ALLEGIANCE**

### **ROLL CALL**

### **PRESENT:**

Judy Cohan, Acting Vice Chairwoman  
Lance Peterson, Member  
Steve Traiman, Member

### **ABSENT:**

John Phillips, Sr., Member

### **ALSO PRESENT:**

Phyllis Ruscella, Library Administrator  
Mary Jo Murphy, Deputy City Clerk

Phyllis Ruscella, Library Administrator, suggested taking a moment to remember Member Ken Hurley.

#### **1. Changes to the Agenda**

There were no changes to the agenda.

#### **2. Approval of Minutes from February 20, 2014**

**Member Traiman made a motion to approve the February 20, 2014 minutes as written. The motion was seconded by Member Peterson and unanimously approved by a voice vote.**

#### **3. FY2015 Library Budget Update**

Ms. Ruscella suggested waiting for Elaine Edmunds, Administrative Services Director, to arrive before reviewing the library budget update.

#### **4. Changes in Library Staffing**

Ms. Ruscella stated as of FY2015 all of the library page positions had been upgraded to Library Clerks. Maureen Marton, a part-time Library Clerk, had been upgraded to a full-time position for FY2015. Cynthia Horst, a part-time Library Clerk, resigned and the position was filled with a former volunteer, Jan Pellegrino, for 20 hours a week. Nancy Gibbs, Library Assistant II, will be retiring in November of this year. Ms. Ruscella stated she will be proposing in FY2016 that this position be upgraded to a professional librarian position.

Ms. Ruscella reported on the status of the library building plan. The City Manager did write a request to PPLC, Pinellas Public Library Cooperative, for a 12-month extension of the \$200,000 grant which was to expire in February of this year. Mayor Lowe attended the PPLC board meeting to speak on behalf of the request for an extension. The 12-month extension was awarded and will expire in February 2016.

The City did a feasibility study in October of 2014 for the possibility of the current City Hall being converted to a library. The study's estimated cost for the renovation of City Hall to a library was 1.3 million dollars, which excluded furniture. The City also did a feasibility study of the former police station to be renovated into City Hall. The report came back negative and stated that the former police station would not accommodate the total needs of City Staff's space requirements. The City Manager did hold a workshop on March 11, 2015 for the Commissioners and Directors to review the entire capital improvement plan of the City through FY2020. The City Manager asked for a postponement of any further discussion of a new library until the new Community Development Director, Jennifer Bryla, has time to become familiar with all of the City's capital plan projects.

At this time there was discussion among the LAC members in regard to a new library. Ms. Ruscella commented that the fundraising has been suspended until the City has a concrete plan to present to potential donors.

Ms. Ruscella informed the committee members that May 1, 2015 is the deadline to apply for a State library construction grant for funding in fiscal year 2016. Plans have to be submitted with details of square footage, lighting, network connections, etc., and engineering drawings along with the grant application.

In regard to additional costs that may need to be factored into the overall cost of the project of a new library, Ms. Ruscella mentioned that she has been visiting libraries and taking notes in regard to furniture expenditure projections and obtaining pricing for installing a security system.

Acting Vice Chairwoman Cohan asked for any audience comments at this time.

Tom Quinn, 6600 Sunset Way, spoke in favor of relocating City Hall.

Acting Vice Chairwoman Cohan suggested sending a letter to the City Commission requesting that they move with all possible haste in regard to the Library project.

**Member Traiman made a motion that Acting Vice Chairwoman Cohan draft a letter to the City Commission expressing the Library Advisory Committee's consensus of the City Commission delivering an expedited action as soon as possible in regard to a new library or relocation of the library.**

Member Peterson suggested that each member of the Library Advisory Committee speak with their individual Commissioner in regard to a new library.

**Member Traiman revised his motion that the members of the Library Advisory Committee contact the City Commissioner who appointed them to the Committee for their input on a new library and pushing it forward and for Acting Vice Chairwoman Cohan to draft a letter that would incorporate the Library Advisory Committee's comments to present to the City Commission.**

Ms. Ruscella offered to provide some talking points to the Committee.

**The motion was seconded by Member Peterson and unanimously approved by a voice vote (3 yeses – 0 nos).**

#### **6. Brief Highlights from Programming & Services**

Ms. Ruscella commented on the following:

- The library is busy with seasonal visitors coming to St. Pete Beach and the temporary closing of the Gulfport public library on February 8, 2015 until May 1, 2015.
- The IRS is encouraging people to e-file. Therefore, the library only received two major forms this year: the 1040s and the 1040As with no instruction booklets. The AARP is at the library every Friday assisting people with filing their tax returns.
- Tim Dorsey, local author, came to the library and introduced his latest book, *Shark Skin Suite*, with a book signing.
- The Friends of SPB Library had a very successful silent auction of holiday baskets. A total of \$1800 was raised.
- Ray Kulla, Eckerd College Association of Senior Professionals Continuing Education Program, gave a presentational lecture for the library on Leonardo da Vinci. The lecture was very well attended.
- Ms. Ruscella informed the Committee there is ongoing demand for technology training. Additional technology classes were added this spring for various mobile devices. The Library continues with iPad instruction, an open forum once a week for E-readers and added a session on genealogy.
- The annual library report for FY2014 will be completed by April 1, 2015.
- Ms. Ruscella mentioned the PPLC is in search for a new online library system. There was an RFP, and there were seven responses. If a new online library system is selected, it will replace the Polaris system.

Ms. Ruscella offered to answer any questions from the Committee. There were no questions from Committee members.

## **7. Open Discussion**

Member Traiman suggested that Ms. Ruscella review the budget update since Ms. Edmunds would not be attending the meeting.

Ms. Ruscella reported the following in regard to the budget:

- There was an increase of \$5,000 in the book budget last year.
- In regard to the monthly report, the library is at 41.2 percent of expenditures.
- There has been an increase in fines collected this year.

Member Traiman commented that the Friends' bookstore income was up significantly from the previous year. Ms. Ruscella added that for February, there was approximately \$1400 in used book sales. Ms. Ruscella added that the Tampa Bay Times gave the Library new, current publications that they receive for editorial reading. Therefore, the Library received 81 boxes of new books, which helped replenish the used bookstore's supply of up-to-date material.

Acting Vice Chairwoman Cohan inquired about new members being appointed to the Library Advisory Committee. There was Committee discussion about speaking with the City Clerk and the Commissioners about the appointments to the Library Advisory Committee.

## **8. Audience Comments**

Acting Vice Chairwoman Cohan asked for Audience Comments. There were no audience comments.

Acting Vice Chairwoman Cohan stated the next meeting is scheduled for Thursday, May 21, 2015 and that she would not be able to attend the meeting on that day. Ms. Ruscella stated she would check with the members in late April about setting a meeting date.

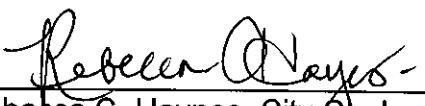
Acting Vice Chairwoman Cohan asked for any new business.

Member Peterson suggested that the Library Advisory Committee meet monthly or semi-monthly.

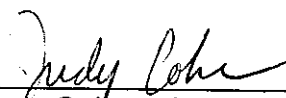
## **9. Adjournment**

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

Attest:

  
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Rebecca C. Haynes, City Clerk

Minutes approved on: 9/24/15

  
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Judy Cohan, Acting Vice Chairwoman