LIBRARY ADVISORY COMMITTEE

SPECIAL MEETING MINUTES

JULY 7, 2015

2:00 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENT:

Judy Cohan, Chairwoman
Steve Traiman, Vice Chair
Lance Peterson, Member
John Phillips, Sr., Member
Wendy Holmes, Member

ALSO PRESENT:

Wayne Saunders, City Manager
Elaine Edmunds, Administrative Services Director
Phyllis Ruscella, Library Administrator
Mary Jo Murphy, Deputy City Clerk

1. Changes to the Agenda

There were no changes to the agenda.

2. Audience Comments

The audience comments were postponed at this time due to no members present in the audience.

3. Discussion of Options for "new" Library with City Manager

Mr. Saunders, City Manager, explained and reviewed the following four options for the Library with the Library Advisory Committee.

- Option 1: Renovation of existing 8,800 sq. ft., add 3,300 new construction, improve parking including purchase of additional land (east end of block)
- Option 2: Re-purpose City Hall for Library, includes renovating existing City Hall for Library and construction of new City Hall (does not include costs to demo old Library and restoration of site)
- Option 3: Construct new 12,000 sq. ft. Library on old Police Station site
- Option 4: Purchase east end of block at existing location, construct new 12,000 sq. ft. facility, improve parking

City Manager Saunders added that the demolition of the police station is not included in the costs. The demolition is budgeted for next year regardless of what decisions may be made about the Library.

City Manager Saunders commented that approximately 2.3 million has been designated for the Library project for 2016 in the CIP and expects to receive direction from the City Commission within the next two to three weeks.

There was discussion between City Manager Saunders and the Library Advisory Committee members in regard to the options for the Library.

Acting Vice Chairwoman Cohan stated that during No. 7, Open Discussion, there will be further discussion in regard to the options of the Library and the Library Advisory Committee will need to reach a consensus to be reported to the City Commission.

2. Audience Comments

Acting Vice Chairwoman asked for audience comments at this time.

Alan Johnson, 9375 Blind Pass Road, spoke about FEMA compliance, ongoing costs, maintenance, and the addition of study rooms in regard to the Library.

4. FY2016 Library Budget Proposal and Process

Ms. Ruscella, Library Administrator, mentioned she had been active with the Corey Avenue Association, and the association endorses the Library staying adjacent to Corey Avenue.

Ms. Edmunds, Administrative Services Director, spoke in regard to the proposed budget for 2016. As far as the Library, there were changes in the personnel section which Ms. Ruscella will explain during No. 5, Changes in Library Staffing. There were increases for professional and contractual, travel and training, and facility maintenance. The materials budget remained the same. The overall proposed budget is $666,501.00.

5. Changes in Library Staffing: Past, Present, and Future

Ms. Ruscella informed the Committee about the following Library staffing changes:

- One resignation from Cynthia Horst, a part-time Library Clerk.
- The vacant position was filled with a former volunteer, Jan Pellegrino, for 20 hours a week as a Library Clerk.
- Nancy Gibbs, Library Assistant II, will be retiring in November of this year.
- Ms. Ruscella stated she will be proposing in FY2016 that the position of a professional librarian be added to the Library staff.

6. Brief Highlights from Programming & Services

Ms. Ruscella commented on the following highlights:

- The Pinellas Public Library Cooperative has elected to go with a new online system in 2016. The migration will begin in early October and, by contract, is committed to be completed by the end of March 2016.
- The President of the United States announced the following two library initiatives: provide free e-resources to low income students and public library cards to all students. The Library staff's plan is to begin building relationships with every school in the local area this fall. Staff will visit the schools with a laptop to create patron records for students who have permission slips with a parent's signature to allow the issuance of the card. In regard to the e-resources, the government has begun establishing agreements with publishers to make e-resources available for free with an app which is in development.
- The City of St. Pete Beach has reinstituted filtering on all city-owned PCs. All libraries within PPLC must be Child Internet Protection Act, CIPA compliant, and the Library needs to be CIPA compliant in order to be eligible for federal and state funding.
- The Lions Club in St. Pete Beach has disbanded and donated the remaining money in their fund to the Library. The amount was approximately $800.00 and the money was used to purchase books.
- The Tampa Bay Times gave the Library new, current publications that they receive for editorial reading. This past month the Library received 44 cartons. Many were added to the Library collection; others were sold in the Friends of SPB Library Bookstore.
- In regard to Amazon Smile, the Friends of St. Pete Beach Library set up a Smile account. This is available to any nonprofit organization, and a percentage of anything purchased through Amazon Smile can be designated by the purchaser for the Friends of St. Pete Beach Library.
- The annual summer reading program kicked off in June.
- I-pad classes have had strong attendances which are taught by Nancy Gibbs. The class attendance averages having 12 to 20 attendees.
- The Library had a program on the turtles that nest on our beaches, and the Library adopted a turtle nest in Pass-A-Grille.
- The space for DVDs has been exceeded.
- The fall trifold for programming should come out in mid-August.
- The Reimagine fundraising campaign will be reinvigorated after a decision is made by the City Commission about a new and improved Library.

Ms. Ruscella offered to answer any questions from the Committee. There was a brief discussion between the Committee members and Ms. Ruscella.

7. Open Discussion

Ms. Edmunds mentioned that Staff from the City Clerk's Office advised that the Library Advisory Committee needed to have an election for Chair and Vice Chair.

Member Traiman made a motion to nominate Judy Cohan as Chairwoman. The motion was seconded by Member Peterson and unanimously approved by a voice vote.

Member Traiman volunteered to be the Vice Chair.

> **Chairwoman Cohan made the motion that Member Steve Traiman volunteered to be Vice Chair. The motion was seconded by Member Peterson and unanimously approved by a voice vote.**

Chairwoman Cohan informed the Committee the Friends of the St. Pete Beach Library will be having their annual meeting on October 28, 2015 at 6:00 p.m. in the Library.

Chairwoman Cohan directed the Committee to discuss and come to a consensus as to which option – Option 1, 2, 3 or 4 – they would like to recommend to the City Commission.

- Member Peterson preferred Option 2 but would support Option 1. Member Peterson did not want to see the Library across 75th.
- Vice Chair Traiman would strongly recommend to the City Commission, unanimously, that Option 1 is the best and should be done with the upmost urgency because of the financial considerations.
- Member Holmes wants the Library to have all the new things they need to be more effective and to consider constructing the renovations in increments to be FEMA compliant.
- Chairwoman Cohan believes Option 1 is the best choice.

Chairwoman Cohan asked if any member would like to make a motion to address the issues with their respective Commissioners and let them know.

> **Member Phillips so moved to address the issues with their respective Commissioners. The motion was seconded by Member Peterson and unanimously approved by a voice vote.**

Chairwoman Cohan suggested that the members make a personal phone call to their respective Commissioner. Member Holmes asked for clarification that the decision of the Committee was for Option 1. Chairwoman Cohan clarified that the consensus was Option 1 and to contact their Commissioners.

City Manager Saunders informed the members if a motion is approved by majority, he would inform the City Commission immediately. There is a budget workshop next week where they will be discussing all the projects. So it would be beneficial to take a motion or a decision from this Committee into the workshop next week.

Chairwoman Cohan confirmed that City Manager's office would give a report to the City Commission and City Manager Saunders agreed to do so.

Chairwoman Cohan suggested scheduling a date for the next meeting. Vice Chair Traiman suggested that the Library Advisory Committee meet every two months versus quarterly. Ms. Edmunds offered to look into the charter to see what is mandated. After Committee discussion, the next meeting was set for September 24, 2015 at 2:00 pm.

Ms. Ruscella encouraged committee members to visit Gulfport's Public Library to view their recent renovations. In addition, Ms. Ruscella informed the Committee that the Clearwater Public Library is building a brand new Countryside branch that is scheduled to open in October.

8. Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 3:36 p.m.

Attest:

Rebecca C. Haynes, City Clerk

Judy Cohan, Chairwoman

Minutes approved on: 9/24/15