LIBRARY ADVISORY COMMITTEE MINUTES

SEPTEMBER 22, 2016

2:00 P.M.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

PRESENT:

Steve Traiman, Vice Chair
Wendy Holmes, Member
Lance Peterson, Member

ABSENT:

Judy Cohan, Chairwoman
John Phillips, Sr., Member

ALSO PRESENT:

Elaine Edmunds, Administrative Services Director
Betcinda Kettells, Interim Library Administrator
Mary Jo Murphy, Deputy City Clerk

1. **Changes to the Agenda**

There were no changes to the agenda.

2. **Audience Comments**

There were no audience comments.

3. **Introduction of Interim Library Administrator Betcinda Kettells**

Ms. Edmunds, Administrative Services Director, introduced Ms. Kettells to the Library Advisory Committee and informed the committee that Staff will be recommending that Ms. Kettells take the position permanently and then advertise to fill her former position.

Ms. Kettells spoke to the Library Advisory Committee about her background and areas of focus for the upcoming year.

At this time Vice Chairman Traiman asked for roll call.

4. **Review of the minutes: May 19, 2016**
Member Phillips made a motion to approve the minutes. The motion was seconded by Member Holmes and unanimously approved by a voice vote, (3 yeses – 0 nos).

Review of the minutes: July 28, 2016

Member Holmes made a motion to approve the minutes. The motion was seconded by Member Phillips and unanimously approved by a voice vote, (3 yeses – 0 nos).

5. Highlights from the FY 2017 Library Budget

Ms. Edmunds, Administrative Services Director, updated the Library Advisory Committee that no changes were made to the library budget as it was proposed to the City Commission. The only additional service that is included in the 2017 budget is the six iPad rentals.

6. Discussion of proposed CIP for Library

Ms. Edmunds discussed the following topics with the Library Advisory Committee:

- Letter to the Pinellas Public Library Cooperative, PPLC, asking for an extension for improvements to the current facility, and the PPLC did grant the extension.
- CIP in the amount of $200,000 for facility enhancements - $152,865 budgeted from the PPLC grant money and $47,135 budgeted to be used from donations.
- Total amount of donations received: $63,816.
- CIP in the amount of $365,000 for improvements that need to be accomplished for the current library.
- Monies received from donations for renovations: Writing donors and asking donors if the money could be used for enhancements to the current library.
- Follow up with a thank you letter to donors.

Vice Chairman Traiman suggested organizing a phone committee to contact each donor.

7. Other Business

Ms. Betcinda Kettells, Interim Library Administrator, gave a general update to the board on current development in the Library.

8. Adjournment

There being no further business to come before the Committee, the meeting was adjourned at 2:29 p.m.

Attest:

Rebecca C. Haynes, City Clerk

Steve Traiman, Vice Chair

Minutes approved on: 11/17/16