

## **Board of Library Trustees**

**April 16, 2013**

### **Minutes**

#### **Present:**

Kip Hine, President

Karen Eggert, Vice President

Rene Cunningham

Celeste Fort

Nick Garrett

JR Mathers

Terese Wells

Patricia Hofmann, Director, Acting as Recorder

#### **Call to Order**

The meeting was called to order by President Hine at 12:15 pm.

#### **Minutes**

Minutes of the March 19, 2013 meeting were sent to the Trustees by email by Ms. Hofmann. Ms. Wells moved to accept and Ms. Cunningham seconded the motion. All in favor.

Minutes of the special meeting held on April 1, 2013 were sent to the Trustees by email by Ms. Hofmann. Ms. Eggert moved to accept and Mr. Mathers seconded the motion. All in favor.

#### **President's Report**

President Hine had no report.

#### **Director's Report**

##### **FY 2013 Budget**

Ms. Hofmann distributed the current FY 2013 budget to the Trustees.

##### **FY 2014 Budget**

Ms. Hofmann distributed the Staff Recommended FY 2014 budget to the Trustees. Ms. Wells attended the budget hearing on behalf of the library and reported on the hearing.

##### **Incident Reports**

Ms. Hofmann reported on three incidents that took place since the last meeting. At Fairview, a woman locked her grandchild and keys in the car. A police officer unlocked the door and all was fine. Two of the incidents involved children speaking too loudly at Twin Beaches. Staff handled all incidents appropriately.

## **Comments**

The library received a positive email from a grandmother who brought her visiting grandson to storytime. Two other comments were received since the last meeting, relating to library staff.

## **Cleaning Contract – Southern**

Ms. Hofmann noted that the Southern Branch cleaning contract has been awarded to Advanced Cleaning. The County is in process of handling the paperwork.

## **Cleaning Contract – Prince Frederick**

Ms. Hofmann relayed that the Prince Frederick cleaning contract is in process. The low bidder is Shine Bright Finishings.

## **Summer Reading Theme**

The summer reading theme is “Dig Into Reading.” Much work has gone into preparing an exciting and rewarding summer program.

## **Old Business**

### **Southern Branch**

Progress of construction was reported by Ms. Hofmann. Ceiling tile and lights are installed. The ceramic floor is installed in the restrooms. The VCT tile is installed. The doorway is framed. The north side of the building is being repainted to improve the appearance which had been marred by installation of windows, doors and the book drop. The carpet production was later than expected and while we thought it might hold up progress for about two weeks, at this point it appears that we will have carpet in time to meet the dedication/opening date. Shelving will start to be installed on April 30. Books will be moved on May 6. The circulation desk and other furniture will be installed on May 7. The systems furniture for staff may be installed at any time, as the vinyl floor is installed. The County staff will help with the move from May 8 – 10.

The Donor Reception, provided by the Foundation is May 17.

### **Southern Branch – Bus Stop**

Ms. Hofmann has spoken to Maureen Hoffman, Community Resources Director, about the bus stop. Ms. Hofmann informed Ms. Hoffman about the concerns expressed by the Trustees. Currently, the busses are stopping right in front of the library. There is the appearance of loitering and a concern that smoke and exhaust will get into the building. There is also a lot of litter. Ms. Hoffman discussed the situation with Sandy Wobbleton, Public Transportation. Ms. Hofmann, Ms. Hoffman, and Ms. Wobbleton agreed to move the bus stop further south, trying to take into account the needs of handicapped customers, seniors, and the Trustees. Upon hearing this, the Trustees agreed to evaluate this new bus stop over the next few months. They noted that trash cans are still needed.

### **Southern Branch - Dedication**

The Dedication is May 21. Irene Padilla, the State Librarian, has agreed to be one of our speakers.

### **Library Director Position**

Interviews are taking place today, before and after the board meeting.

### **New Business**

#### **Trustee By-Laws**

The Board discussed a proposed modification to their by-laws. Mr. Mathers moved that the Trustees create a Secretary position among the board members. Ms. Cunningham seconded. Six were in favor, with one opposed (Mr. Garrett.) All members were present and notified that the vote on the bylaws change will be at the next meeting.

#### **Southern Branch Paving Closure**

The Southern Branch will be closed on April 20, as the entire parking lot will be re-paved. They will re-open on Monday, April 22.

### **Reports**

#### **Friends of the Library**

The Friends will hold an outdoor book sale on May 18, 9 am to 3 pm, at Prince Frederick.

#### **SMRLA**

President Hine reported that at the last meeting they received a presentation on wireless and the status of the ILS (Integrated Library System) project, which is on schedule.

#### **Foundation**

In addition to the Donor's Reception at Southern, an Art Auction is being planned. It will take place in June.

### **Announcements/Other**

The date for the next meeting was changed. It will be on May 14, 2:00 pm, at Prince Frederick.

#### **Important Dates:**

May 4 – Margie Rhoden's Retirement Party

May 17 – Foundation Donor Reception

May 21 – 3:00 pm, Interim Southern Branch Dedication

June 22 – Pat Hofmann's Retirement Party

**Next Meeting**

The next Trustee meeting will be held May 14, 2013 at 2pm at Prince Frederick.

**Public Comment**

There was no public comment.

Meeting adjourned at 1:05 pm.

Respectfully submitted,

Patricia Hofmann