

FLORIDA PUBLIC LIBRARY
Annual Meeting Minutes – July 7, 2014

I. Call to Order

Board Members Present: Arcieri, Murphy, Fernandez, Pskowski, Scott, Kelemen

Board Members Excused: Linton

Board Members Absent:

Also Present: Director Folino, Treasurer Kosier

II. Oath of Public Office

Swearing in of Trustees Pskowski and Scott – President Murphy

**III. Report of Nominating Committee – Trustee Kelemen
Election of Officers**

President: Ian Murphy

Vice President: Diane Arcieri

Secretary: Adam Fernandez

VOTE: 6 YES 0 NO

President Murphy presides.

IV. Minutes

Motion by Trustee Scott seconded by Trustee Pskowski to approve the minutes of the June 2, 2014 meeting as corrected (spelling of Kosior; motion to approve minutes was made by Trustee Kelemen.)

VOTE: 6 YES 0 NO

V. Announcements and Comments from the Public - none

VI. Treasurer's Report

Motion by Trustee Kelemen seconded by Trustee Pskowski to accept the preliminary financial report for Fiscal Year 2013-2014 as printed and to finalize the budget with the following transfers:

Transfer \$14.41 from Newspapers (5030) to Audio Books (5020);

Transfer \$175.80 from Cleaning (6520) to Furniture (6523);

Transfer \$463.82 from Building Planning (6526) and distribute to Adult Programs (5241), Teen Programs (5241), Summer Reading Program (5248) and Homework Help Center (5251);

Transfer \$56.35 from Computer Supplies (5617) to Equipment-Computer (5615);

Transfer \$26 from Printers (5630) to Copier Service (5625);

Transfer \$212.68 from Mileage Reimbursement (5300) to Staff Training (6600);

Transfer \$205 from Election Expense (6700) to Professional Dues (6500.)

VOTE: 6 YES 0 NO

VII. Treasurer's Annual Report on Investments

Motion by Trustee Scott seconded by Trustee Arcieri to accept the Treasurer's (Oral) Report on investments for the fiscal year 2013-2014.

VOTE: 6 YES 0 NO

VIII. Library Report

Motion by Trustee Kelemen, seconded by Trustee Fernandez, to accept the Library Report as printed.

VOTE: 6 YES 0 NO

IX. Communications - none

X. Committee Reports

A. Finance – Trustee Fernandez - none

B. Personnel – Trustee Arcieri - none

C. Nominating – Trustee Kelemen - none

D. House - Trustee Linton - none

E. Fundraising – Trustee Murphy and the board discussed the progress of the fundraising calendar. A “sale” date of October 1st was agreed upon with all images to be submitted by September 1st, 2014. Cost structures for the calendar and a marketing plan are to come. It was also agreed that the fundraising committee will be dissolved and future fundraising projects will be parceled out to the board as a whole.

XI. Unfinished Business

A. 401K Retirement Plan -The board discussed the raising of contributions from 1% to 2%. The increase will still be under budget and is feasible.

Motion by Trustee Scott seconded by Trustee Fernandez to increase the Library's matching contribution to the 401K Retirement Plan to 2% for the 2014-2015 Fiscal Year, effective 7/6/14.

VOTE: 6 YES 0 NO

B. Photo Policy

Motion by Trustee Kelemen, seconded by Trustee Scott to approve the Photo Policy as corrected, effective 7/7/14.

VOTE: 6 YES 0 NO

XII. New Business

A. Standing Committee Appointments for 2014-2015

Finance: 1. Chairman Arcieri 2. Pskowski 3. Linton
Personnel: 1. Chairman Fernandez 2. Scott 3. Kelemen
Nominating: 1. Chairman Linton 2. Fernandez 3. Arcieri
House: 1. Chairman Kelemen 2. Pskowski 3. Scott

B. Appointment of Treasurer

Motion by Trustee Arcieri seconded by Trustee Scott to appoint Stella Kosior to the position of Treasurer for the 2014-2015 fiscal year with an honorarium of \$200.

VOTE: 6 YES 0 NO

C. Designation of Bank

Motion by Trustee Scott seconded by Trustee Pskowski to designate Sterling Bank as official depository for library monies and for day to day operations, also any other bank located in the County of Orange and authorized to accept public monies, may be used for investment purposes.

VOTE: 6 YES 0 NO

D. Appointment of Bookkeeper

Motion by Trustee Fernandez seconded by Trustee Kelemen to appoint Christine Arner to the position of Bookkeeper for the 2014-2015 fiscal year, at a cost of \$ 3,600.

VOTE: 6 YES 0 NO

E. Fee for Use of the Library by Outside Groups

Motion by Trustee Scott seconded by Trustee Arcieri to charge outside groups a fee of \$15 per hour for use of the library.

VOTE: 6 YES 0 NO

F. Official Newspaper

Motion by Trustee Scott seconded by Trustee Kelemen to designate *The Warwick Valley Dispatch* as the library's newspaper of record for legal notices.

VOTE: 6 YES 0 NO

G. Attorney

Motion by Trustee Fernandez seconded by Trustee Pskowski to appoint Spiegel Legal as legal counsel for the 2014-2015 fiscal year at an hourly rate of \$175 per hour.

VOTE: 6 YES 0 NO

H. Clerk of the Board

Motion by Trustee Arcieri seconded by Pskowski to appoint Martha Sullivan as Clerk of the Board for the purpose of overseeing and making all arrangements for the 2015 library election.

VOTE: 6 YES 0 NO

I. Board Meetings

Per the bylaws, the Board of Trustees shall designate a day and time for monthly board meetings.

Motion by Trustee Kelemen seconded by Trustee Scott to designate the first Monday of the month at 7:30 p.m. as the meeting day and time for monthly board meetings.

VOTE: 6 YES 0 NO

J. Donations (already shown in the Preliminary Final Report for FY 2013-2014)

- \$82 – BBQ Basket Drawing
- \$5 – Miriam Weimann

1. Motion by Trustee Pskowski seconded by Trustee Arcieri to accept \$87 from various donors and to credit this amount to Donations (line 4050.)

VOTE: 6 YES 0 NO

K. Personnel - Annual Health Care Buy Back

Motion by Trustee Scott seconded by Trustee Fernandez to approve a payment of \$2,500 each to Martha Sullivan and Ashley Baroch for the annual health care buy back and to charge this amount to the Health Benefits line (6491) of the 2013-2014 FY budget.

VOTE: 6 YES 0 NO

- L. Long Range Plan** – Trustee Arcieri – The long range plan is coming along nicely. Questions for the planned focus groups have been put together. There will be an August 18th staff meeting where the questions will be presented.
The focus groups will begin in September. There will be a list of attendees for the September Board meeting. The focus group meeting dates and times are as follows:

Monday, September 15th, 8-10:30 a.m.
Friday, September 19th, 9:30 a.m.-12:00 p.m.
Monday, September 22nd, 6-8:00 p.m.
Tuesday, September 23rd, 7-9:30 p.m.

- M. RCLS Trustee/Director Workshops** – see reminder postcards

N. Items for future agendas-

1. Price structure for the production of the calendar.
2. Long Range Plan

XIII. Adjournment

Motion by Trustee Scott seconded by Trustee Pskowski to adjourn at 8:38 p.m.

VOTE: 6 YES 0 NO

Next Meeting: Regular Monthly Meeting: Monday, August 4, 7:30 p.m.

Submitted by,
Adam Fernandez, Secretary