

FLORIDA PUBLIC LIBRARY
Annual Meeting Minutes – July 11, 2016

I. Call to Order

Board Members Present: Arcieri, Pskowski, Scott, Patton, Beers, Kelemen, Lillard

Also Present: Director Folino, Treasurer Kosior

II. Oath of Public Office

Swearing in of Trustees Arcieri, Kelemen, and Lillard – Vice-President Pskowski

III. Report of Nominating Committee – Trustee Kelemen

Current officers have all consented to serve again.

IV. Election of Officers

President: Diane Arcieri

Vice President: Beth Pskowski

Secretary: William Kelemen

VOTE: 7 YES 0 NO

President Arcieri presides.

IV. Minutes

Motion by Trustee Kelemen, seconded by Trustee Beers, to approve the minutes of the June 6, 2016 meeting as printed.

VOTE: 7 YES 0 NO

V. Announcements and Comments from the Public- None.

VI. Treasurer's Report

Motion by Trustee Scott, seconded by Trustee Pskowski, to accept the preliminary financial report for Fiscal Year 2015-2016 as printed and to finalize the budget with the following transfers:

Transfer \$46.93 from Audio Books (5020) to Books (5010);

Transfer \$68.97 from Newspapers (5030) to DVDs (5040);

Transfer \$1.79 from Newspapers (5030) to Video Games (5050);

Transfer \$60.85 from Periodicals (5070) to CDs (5060);

Transfer \$532.04 from Adult Programs (5241) to Databases & E-books (5090);

Transfer \$100.25 from Adult Programs (5241) to Summer Reading Program (5248);

Transfer \$544.53 from Computer Equipment (5615) to Computer Supplies (5617);

Transfer \$75 from Printers (5630) to Copier Service (5625);

Transfer \$94.11 from Printers (5630) to Printing Supplies (5635);

Transfer \$255.30 from Accountant Fees (6630) to Payroll Services (6615.)

VOTE: 7 YES 0 NO

VII. Warrant Schedule for July

Motion by Trustee Beers, seconded by Trustee Kelemen, to approve the Warrant Schedule for July as printed.

VOTE: 7 YES 0 NO

VIII. Treasurer's Annual Report on Investments

Motion by Trustee Scott, seconded by Trustee Lillard, to table the Treasurer's Report on investments for the fiscal year 2015-2016 to the August Board Meeting.

VOTE: 7 YES 0 NO

IX. Director's Report

Motion by Trustee Pskowski, seconded by Trustee Patton, to accept the Director's Report as printed.

VOTE: 7 YES 0 NO

X. Communications

Letter from Senator Bonacic re bullet aid of \$5,000 for 2016-2017
Letter from attorney Rebecca Ferrigno-Ohm on a bequest to FPL

XI. Committee Reports

A. Finance – Trustee Pskowski - no report

B. Personnel – will discuss in a committee meeting topics of exempt vs. non-exempt employees and rising minimum wage

C. Nominating – Trustee Kelemen - no report

D. House - Trustee Scott - no report

XII. Unfinished Business

A. Spring Tea Review

1. Trustee Pskowski has collected reviews and notes submitted by volunteers and participants of the Tea and will be meeting with the Friends of the Florida Public Library to discuss
2. Director Folino was also able to provide feedback which will be discussed with the FFPL

B. Door-to-Door Campaign

Dates: Tentative dates were chosen as week of 8/22 at the Cedarcrest Pool, 9/13 and 9/14 as back to school nights, and during the week of 9/18 two nights will be chosen

Training date: Pending as it is unknown how long this would take

Wrap-up fundraiser: The Board discussed the possibility of having a wine and food tasting with the assistance of Trustee Lillard and a local wine vendor. A meeting was proposed for 7/27 to finalize ideas. Trustee Arcieri and Trustee Lillard will look into specifics on the fundraiser.

- C. Personnel Policy on Paid Leave – to be taken up by new committee
- D. Building expansion – no report
- E. Fundraising- no report

XIII. New Business

A. Standing Committee Appointments for 2016-2017

Finance: 1. Chairman: Pskowski 2. Patton 3. Kelemen
Personnel: 1. Chairman: Patton 2. Lillard 3. Scott
Nominating: 1. Chairman: Beers 2. Pskowski 3. Kelemen
House: 1. Chairman: Scott 2. Lillard 3. Beers

B. Appointment of Treasurer

Motion by Trustee Scott, seconded by Trustee Beers, to appoint Stella Kosior to the position of Treasurer for the 2016-2017 fiscal year with an honorarium of \$300.

VOTE: 7 YES 0 NO

C. Designation of Bank

Motion by Trustee Pskowski, seconded by Trustee Kelemen, to designate Sterling Bank and Greater Hudson as official depositories 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: 7 YES 0 NO

D. Appointment of Bookkeeper

Motion by Trustee Patton, seconded by Trustee Scott, to appoint Christine Arner to the position of Bookkeeper for the 2016-2017 fiscal year, at a cost of \$ 3,720.

VOTE: 7 YES 0 NO

E. Fee for Use of the Library by Outside Groups

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

VOTE: 7 YES 0 NO

Official Newspaper

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

VOTE: 7 YES 0 NO

F. Attorney

Motion by Trustee Pskowski, seconded by Trustee Arcieri, to appoint Spiegel Legal as legal counsel for the 2015-2016 fiscal year at an hourly rate of \$175 per hour.

VOTE: 7 YES 0 NO

G. Election Clerk

Motion by Trustee Kelemen, seconded by Trustee Scott, to appoint Martha Sullivan as Election Clerk for the purpose of overseeing and making all arrangements for the 2017 library election.

VOTE: 7 YES 0 NO

H. Annual Budget Vote and Trustee Election

Motion by Trustee Pskowski, seconded by Trustee Patton, to hold the annual budget vote and trustee election on Thursday, April 6, 2017.

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

VOTE: 7 YES 0 NO

J. Donations

\$25 – Bob and Nancy Scott in memory of Jeanne Marie King

\$43.50 – June Mini Book Sale

Motion by Trustee Beers, seconded by Trustee Pskowski, to accept \$68.50, thank the donors and to credit this amount to Donations (line 4050) of the budget.

VOTE: 7 YES 0 NO

K. Targeted Donations

Motion by Trustee Kelemen, seconded by Trustee Scott, to accept \$1,000 from the Friends of the FPL and to credit this amount to Targeted Donations (line 4060) and Computer Equipment (line 5615) of the budget.

VOTE: 7 YES 0 NO

Motion by Trustee Patton, seconded by Trustee Arcieri, to accept \$100 from the Friends of the FPL and credit this amount to Targeted Donations (line 4060) and Adult Programs (line 5241) of the budget.

VOTE: 7 YES 0 NO

L. Signatories on Library Checks

Motion by Trustee Scott, seconded by Trustee Kelemen, to authorize President Arcieri and Treasurer Stella Kosior to be signatories on any checks issued by the Florida Public Library, either signature alone being valid, for the 2016-2017 Fiscal Year.

VOTE: 7 YES 0 NO

N. Items for future agendas

- October 1st Fundraiser
- Spring Tea Review with Friends of the Florida Public Library
- Door to Door Campaign

XIV. Adjournment

Motion by Trustee Scott, seconded by Trustee Kelemen, to adjourn at 9:03 p.m.

VOTE: 7 YES 0 NO

Next Meeting: Regular Monthly Meeting: Monday, August 1, 7:30 p.m.

Submitted by William Kelemen, secretary