

FLORIDA PUBLIC LIBRARY
Annual Meeting Minutes – July 10, 2017

- I. **Call to Order** – The meeting was called to order at 7:32 pm
Board Members Present: Arcieri, Patton, Lillard, Scott, Kelemen, Maas
Board Members Excused: Beers
Board Members Absent:
Also Present: Anita Baumann, Treasurer Kosior, Director Folino

- II. **Oath of Public Office**
President Arcieri presided over the swearing in of Trustees Kelemen, Maas and Scott.

- III. **Report of Nominating Committee** – Trustee Kelemen reported the slate of officers for 2017-2018: President Diane Arcieri; Vice President William Kelemen; Secretary Elizabeth Patton.

- IV. **Election of Officers** – There were no other nominations from the floor and the nominations were closed. The Secretary cast one vote to elect the slate.

- V. **Minutes**
Motion by Trustee Scott, seconded by Trustee Kelemen to approve the minutes of the June 5, 2017 meeting as printed.
VOTE: YES 6 NO 0

- VI. **Announcements and Comments from the Public** - None

- VII. **Treasurer’s Report**
Motion by Trustee Lillard, seconded by Trustee Kelemen to accept the preliminary financial report for Fiscal Year 2016-2017 as printed and to finalize the budget with the following transfers:
Transfer \$101.52 from Databases (5090) and \$2.64 from Periodicals (5070) to DVDs (5040);
Transfer \$120.35 from Utilities (5223) to Telephone (5230);
Transfer \$77.26 from Adult Programs (5241) to Children’s Programs (5240);
Transfer \$359.68 from Teen Programs (5247) to Summer Reading Program (5248);
Transfer \$243.87 from Publicity (5250) to Materials & Supplies (5260);
Transfer \$49.82 from Equipment-Computers (5615) to Computer Supplies (5617);
Transfer \$50. from Printers (5630) to Copier Service (5625);
Transfer \$115.43 from Printers (5630) to Printing Supplies (5625);
Transfer \$270.85 from Staff Training (6600) to Payroll Services (6615.)
VOTE: YES 6 NO 0

- VIII. **Warrant Schedule for July**
Motion by Trustee Scott, seconded by Trustee Patton to approve the Warrant Schedule for August as corrected. Corrected month for Warrant Schedule from July to August.

VOTE: YES 6 NO 0

IX. Treasurer’s Annual Report on Investments

Motion by Trustee Maas, seconded by Trustee Lillard to accept the Treasurer’s Report on investments for the fiscal year 2016-2017 as printed.

VOTE: YES 6 NO 0

X. Director’s Report

Motion by Trustee Kelemen, seconded by Trustee Arcieri to accept the Director’s Report as printed.

VOTE: YES 6 NO 0

XI. Communications – Resignation letter from library page Megan Kelly.

XII. Committee Reports

- A. Finance** – no report
- B. Personnel** – Trustee Patton –no report
- C. Nominating** – Trustee Beers - no report
- D. House** - Trustee Scott – Exterior button for handicap access not working

XIII. Unfinished Business

- A.** Spring Tea Review – final profit: pending
- B.** Building expansion – no report
- C.** Fundraising – House Concert featuring Diane Edgecomb
July 12, 7:30 pm, at the home of Diane Arcieri, tickets \$15

XIV. New Business

A. Standing Committee Appointments for 2017-2018

Finance: 1. Chairman Leigh Patton 2. William Keleman 3. Al Beers
Personnel: 1. Chairman William Kelemen 2. Nancy Scott 3. Lee Maas
Nominating: 1. Chairman Nancy Scott 2. Cecelia Lillard 3. Leigh Patton
House: 1. Chairman Cecelia Lillard 2. Al Beers 3. Lee Maas

B. Appointment of Treasurer

Motion by Trustee Scott, seconded by Trustee Patton to appoint Stella Kosior to the position of Treasurer for the 2017-2018 fiscal year with an honorarium of \$300.

VOTE: YES 6 NO 0

C. Designation of Bank

Motion by Trustee Kelemen, seconded by Trustee Lillard to designate Sterling Bank and Greater Hudson Bank 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: YES 6 NO 0

D. Appointment of Bookkeeper

Motion by Trustee Scott, seconded by Trustee Arcieri to appoint Christine Arner to the position of Bookkeeper for the 2017-2018 fiscal year, at a cost of \$ 3,840.

VOTE: YES 6 NO 0

E. Fee for Use of the Library by Outside Groups

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

VOTE: YES 6 NO 0

F. Official Newspaper

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

VOTE: YES 6 NO 0

G. Attorney

Motion by Trustee Lillard, seconded by Trustee Kelemen to appoint Spiegel Legal as legal counsel for the 2017-2018 fiscal year at an hourly rate of \$175 per hour.

VOTE: YES 6 NO 0

H. Election Clerk

Motion by Trustee Scott, seconded by Trustee Maas to appoint Martha Sullivan as Election Clerk for the purpose of overseeing and making all arrangements for the 2018 library election.

VOTE: YES 6 NO 0

I. Annual Budget Vote and Trustee Election

Motion by Trustee Patton, seconded by Trustee Kelemen to hold the annual budget vote and trustee election on Thursday, April 5, 2018.

VOTE: YES 6 NO 0

J. Board Meetings

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

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

VOTE: YES 6 NO 0

K. Donations

 \$220 – Yard Sale (items sold on Craigslist)

Motion by Trustee Maas, seconded by Trustee Scott to accept \$220, commend Library Assistant Annette Shaughnessy for her effort and to credit this amount to Donations (line 4050) of the budget.

VOTE: YES 6 NO 0

L. Grants/Aid

Motion by Trustee Kelemen, seconded by Trustee Patton to accept \$3,088 from the Orange Library Association in county monies (first base payment), to thank the Orange County Legislature and to credit this amount to Grants/Aid (line 4080) of the budget.

VOTE: YES 6 NO 0

M. Signatories on Library Checks

Motion by Trustee Maas, seconded by Trustee Patton to authorize President Arcieri and Treasurer Kosior to be signatories on any checks issued by the Florida Public Library, either signature alone being valid, for the 2017-2018 Fiscal Year.

VOTE: YES 6 NO 0

N. Personnel

Motion by Trustee Scott, seconded by Trustee Kelemen to accept the resignation of Page Megan Kelly, effective June 22, 2017.

VOTE: YES 6 NO 0

O. Items for future agendas

- Security system for interior of library
- ADA door exterior access button
- Library website security

P. Intellectual Freedom Workshop

Trustee Scott reported on June 7, 2017 workshop she attended. The RCLS workshop featured Jame LaRue, ALA Director of the Office for Intellectual Freedom.

XV. Adjournment

Motion by Trustee Scott, seconded by Trustee Kelemen to adjourn at 8:47 p.m.

VOTE: YES 6 NO 0

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

Submitted by Leigh Patton, Secretary