

FLORIDA PUBLIC LIBRARY
Monthly Meeting Minutes – December 4, 2017

I. Call to Order – The meeting was called to order by President Arcieri at 7:31 pm

Board Members Present: Trustees Arcieri, Lillard, Beers, Kelemen, Maas, Scott

Board Members Excused: None

Board Members Absent: None

Also Present: Treasurer Kosior, Director Folino

President Arcieri requested that all present turn off their cell phones

II. Election of Secretary

Motion by Trustee Kelemen, seconded by Trustee Beers to elect Nancy Scott to fill the vacant position of Secretary through June 30, 2017.

VOTE: YES 6 NO 0

III. Minutes

Motion by Trustee Scott, seconded by Trustee Maas to approve the minutes of the November 6, 2017 monthly meeting as printed.

VOTE: YES 6 NO 0

IV. Announcements and Comments from the Public - None

V. Treasurer's Report

Motion by Trustee Lillard, seconded by Trustee Kelemen to accept the November financial report as printed.

VOTE: YES 6 NO 0

VI. Warrant Schedule for November

Motion by Trustee Scott, seconded by Trustee Arcieri to approve the Warrant Schedule for December as printed.

VOTE: YES 6 NO 0

VII. Director's Report

Motion by Trustee Maas, seconded by Trustee Beers to accept the Director's Report as printed.

VOTE: YES 6 NO 0

Communications – Nugent & Haeussler, P.C. – copies of audit

The board agreed to invite the auditor Justin Wood to attend our next meeting to answer any questions on the audit. Director Folino reported that the only issue was segregation of duties regarding payment of bills but we do not have enough staff to allow for this.

VIII. Committee Reports

A. Finance – President Arcieri appoints Trustee Lillard as Chairman.

Review of budget timeline – the vote is in April so the legal notices must be posted 4 times in February so the budget should be approved by the board in January. Meetings were scheduled for the Personnel and Finance Committees.

B. Personnel – Trustee Kelemen – set meeting date – Trustee Kelemen reported that the committee was still working on the director’s evaluation.

C. Nominating – Trustee Scott - None

D. House - Trustee Lillard reported on the O&R program to replace all the lighting in the library with LED lighting through the SmartWatt program for small businesses. This will save on utility costs.
Motion by Trustee Lillard, seconded by Trustee Beers to approve the quote submitted by SmartWatt Energy for the installation of LED lamps and ballasts in the amount of \$3,452.95, this amount to be charged to the Repairs and Maintenance line (5310) of the budget.

VOTE: YES 6 NO 0

X. Unfinished Business

A. Building expansion – review of building lease – board discussed the lease

B. Fundraising – Spring Tea – date was tentatively set for Saturday, June 2, 2018
60th Anniversary Event – the dates for the celebration will be 9/28 – 9/30/2018

C. Trustee Vacancy – a discussion was held on possible candidates that could be appointed now and would run for the position in April

D. Trustee Insurance - President Arcieri will call Grace Riario at RCLS for additional information

E. Bylaws revision – The board members will review the current bylaws and discuss at the next meeting

XI. New Business

A. Donations

\$200 – Copper Bottom restaurant

Motion by Trustee Beers, seconded by Trustee Scott to accept \$200, to thank restaurant owner Marco Solari and to credit this amount to the Donations line (4050) of the budget.

VOTE: YES 6 NO 0

B. Review of 2016-2017 Fiscal Year Audit – A presentation by auditor will be scheduled for the next board meeting

C. RCLS Trustee Orientation – RCLS, 1/31/18, 10 a.m. – Director Folino reminded the trustees

D. Items for future agendas

1. Trustee vacancy
2. Tax cap resolution
3. 2018-2019 budget
4. Bylaws

XII. Adjournment

Motion by Trustee Kelemen, seconded by Trustee Maas to adjourn at 9:11 p.m.

VOTE: YES 6 NO 06

Next Meeting: Regular Monthly Meeting, Monday, January 8, 7:30 p.m.