

FLORIDA PUBLIC LIBRARY
Annual Meeting Minutes – July 9, 2018

I. Call to Order – 7:35 pm by President Arcieri

Board Members Present: Trustees Arcieri, Kelemen, Kamrowski, Kosior, Fernandez, Scott

Board Members Excused: Lillard

Board Members Absent:

Also Present: Director Folino, Treasurer Donna Penwarden

II. Oath of Public Office

Swearing in of Trustees Fernandez and Kosior - President Arcieri

III. Report of Nominating Committee – Trustee Scott – nominated Trustee Kelemen as President, Lillard as Vice President, Scott as Secretary

IV. Election of Officers

President: William Kelemen

Vice President: Cecelia Lillard

Secretary: Nancy Scott

VOTE: YES 6 NO 0

President Kelemen presides.

V. Minutes

Motion by Trustee Arcieri, seconded by Trustee Kamrowski to approve the minutes of the June 4, 2018 meeting as printed.

VOTE: YES 6 NO 0

VI. Announcements and Comments from the Public - None

VII. Treasurer's Report

Motion by Trustee Kamrowski, seconded by Trustee Arcieri to accept the preliminary financial report for Fiscal Year 2017-2018 as printed/corrected and to finalize the budget with the following transfers:

Transfer \$169.68 from Video Games (5050) to Newspapers (5030);

Transfer \$79.13 from Video Games (5050) to DVDs (5040);

Transfer \$87.36 from Audio Books (5020) to CDs (5060);

Transfer \$103.55 from Cleaning (6520) to Repairs and Maintenance (5310);

Transfer \$811.84 from Adult Programs (5241) to Children's Programs (5240);

Transfer \$33.83 from Publicity (5250) to Materials and Supplies (5260);

Transfer \$98.97 from Computer Supplies/Software (5617) to Website (5618);

Transfer \$137.42 from Printers (5630) to Printing Supplies (5625);

Transfer \$200 from Salaries (6000) to Treasurer (6510);

Transfer \$68.55 from Salaries (6000) to Payroll Services (6615.)

VOTE: YES 6 NO 0

VIII. Warrant Schedule for July

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

VOTE: YES 6 NO 0

IX. Treasurer's Annual Report on Investments

Motion by Trustee Scott, seconded by Trustee Kelemen to accept the Treasurer's Report on investments for the fiscal year 2017-2018 as printed.

VOTE: YES 6 NO 0

X. Director's Report

Motion by Trustee Arcieri, seconded by Trustee Scott to accept the Director's Report as printed.

VOTE: YES 6 NO 0

XI. Communications – Andrew Castine – letter of resignation
CPI Copiers – new owner announced

XII. Committee Reports

A. Finance – Trustee Lillard – not present

B. Personnel – Trustee Kelemen – the director's evaluation has been completed

C. Nominating – no report

D. House - Trustee Lillard – not present

XIII. Unfinished Business

A. Spring Tea Review – final profit:

The final total after expenses \$1192.80

B. Building expansion – view construction webinar next month – meeting time?

The webinar is 90 minutes – the next meeting will start at 6:30 pm

C. 60th Anniversary Event on 9/29

Trustee Arcieri reported that the committee has met with the owners of the Glenmere Brewery on holding an open house on Saturday Sept 29 at 8 pm.

The brewery will donate a percent of the night's earnings. The committee has contacted some local restaurants/business on donating food and items for a tricky tray.

XIV. New Business

A. Standing Committee Appointments for 2018-2019

Finance: 1. Chairman Arcieri 2. Kamrowski 3. Fernandez

Personnel: 1. Chairman Lillard 2. Scott 3. Kosior

Nominating: 1. Chairman Scott 2. Fernandez 3. Lillard

House: 1. Chairman Kamrowski 2. Kosior 3. Arcieri

B. Appointment of Treasurer

Motion by Trustee Kamrowski, seconded by Trustee Scott to appoint Donna Penwarden to the position of Treasurer for the 2018-2019 fiscal year with an honorarium of \$500.

VOTE: YES 6 NO 0

President Kelemen swears in the Treasurer.

C. Designation of Bank

Motion by Trustee Arcieri, seconded by Trustee Kelemen 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 2018-2019 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 Kelemen, seconded by Trustee Scott 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 Arcieri, seconded by Trustee Kamrowski 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 Scott, seconded by Trustee Arcieri to appoint Spiegel Legal as legal counsel for the 2018-2019 fiscal year at an hourly rate of \$175 per hour.

VOTE: YES 6 NO 0

H. Election Clerk

Motion by Trustee Kamrowski, seconded by Trustee Scott to appoint Martha Sullivan as Election Clerk for the purpose of overseeing and making all arrangements for the 2019 library election.

VOTE: YES 6 NO 0

I. Annual Budget Vote and Trustee Election

Motion by Trustee Scott, seconded by Trustee Arcieri to hold the annual budget vote and trustee election on Thursday, April 4, 2019.

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 Kamrowski, 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: YES 6 NO 0

K. Targeted Donation/Summer Reading Program

\$220 – Tyler Carey

Motion by Trustee Scott, seconded by Trustee Fernandez to accept \$220, thank the donor and to credit this amount to Targeted Donations (line 4060) and Summer Reading Program (5248) of the budget.

VOTE: YES 6 NO 0

L. Targeted Donation/Capital Reserve

\$5,000 – Clara Furst in memory of Lawrence Furst

Motion by Trustee Kamrowski, seconded by Trustee Kosior to accept \$5,000, thank the donor and credit this amount to the Targeted Donations (line 4060) and Capital Reserve (line 6950) of the budget.

VOTE: YES 6 NO 0

M. Donation

Motion by Trustee Kosior, seconded by Trustee Fernandez to accept \$50 from the Friends of the FPL for the Poetry Café, to thank the donors and to credit this amount to Donations (line 4050) of the budget.

VOTE: YES 6 NO 0

N. Tax Support

Motion by Trustee Scott, seconded by Trustee Arcieri to accept \$\$2,224.37 from the Florida Union Free School District as Payment in Lieu of Taxes (PILOT) from Pharmline, Inc. and to credit this amount to Tax Support (line 4100) of the 2017-2018 fiscal year budget.

VOTE: YES 6 NO 0

O. Signatories on Library Checks

Motion by Trustee Scott, seconded by Trustee Arcieri to authorize President Kelemen and Treasurer Penwarden to be signatories on any checks issued by the Florida Public Library, either signature alone being valid, for the 2018-2019 Fiscal Year.

VOTE: YES 6 NO 0

P. Personnel

Motion by Trustee Kamrowski, seconded by Trustee Kelemen to accept the resignation of Page Andrew Castine, effective July 1, 2018.

VOTE: YES 6 NO 0

Motion by Trustee Scott, seconded by Trustee Kosior to appoint Robert B. Vogt to the position of part-time Page at a wage of \$10.40/hour, effective 6/11/18.

VOTE: YES 6 NO 0

Q. Items for future agendas

1. Building Expansion
2. Treasurer's job description
3. Anniversary fundraiser

XV. Adjournment

Motion by Trustee Scott, seconded by Trustee Fernandez to adjourn at 9 p.m.

VOTE: YES 6 NO 0

Next Meeting: Regular Monthly Meeting, Monday, August 6, 6:30 p.m.