

March 28, 2019 for April 1, 2019 Monthly Meeting

To: Florida Public Library Board of Trustees
From: Madelyn Folino, Director

Monthly Report

March 2018 Circulation	Door Count: 2,383	Closed: 3 snow
Adult: 2,049 Juvenile: 600	#: 761.90 ILL loans: 807	ILL borrows: 769

March 2019 Circulation*	Door Count:	Closed: none
Adult: _____ Juvenile: _____	#: _____ ILL loans: _____	ILL borrows: _____

*Not available yet.

Programs

- Please see Barron's March report for details on programs, emailed to you separately.

Communications – FUFSD invitation to a reception for community partners on 4/25, 7:30 p.m.

Financial/Donations

\$79 – Drawing for Keurig Coffeemaker donated by Marie, credited to Library Charges (4010.)

\$15 – Yard Sale, credited to Donations (4050)

\$445 – Friends of the FPL for Summer Reading Program Kick-Off Party (5248)

\$50 – Friends of the FPL for refreshments for Poetry Café (5247.)

These two items are to be credited to Targeted Donations (4060.)

Budget Vote and Trustee Election on Thursday, April 4, 9 a.m. – 9 p.m.

- Three incumbent board members were the only ones to submit petitions to run for election. A drawing of names determined ballot order: Kevin Lundell, Cecelia Lillard, Diane Arcieri.
- Our second press release on the budget vote and election will appear in local newspapers this week, including tax rate and candidate information.
- Our bulk-mailed and mailed newsletter with budget information were delivered to residents last week. Ashley hand delivered them to businesses in Florida and Warwick.
- Absentee ballots to be mailed in are due Thursday by 5 p.m.. Absentee ballots to be handed in are due 5 p.m. on election day.

Smoking Law

A new law prohibiting smoking within 100 feet of any public library entrance goes into effect on June 19. We don't know whether local authorities are aware of this, but will check with them. I believe it would be wise to keep our ash/trash container by the side door to encourage the extinguishing of cigarettes as opposed to their being thrown in our plantings.

Personnel

- I will be out of the office March 28-31. Barron and Meg and will be in charge in my absence.
- Due to the spring baseball schedule, Bradley will be out for about 10 weeks. We'll be doing with one Page during this time with staff helping out with shelving.
- We will be adding 10 hours per week for the Page position for the five weeks of the SRP, including assisting with weekly visits to the Village Summer Rec Program.

Building and Equipment

The rope on our flagpole broke in the recent high winds and the flag flew away. Meg is working with Bob Scott to fix the situation. Still trying to schedule a visit from JM Electric to check three outside lights to convert them to LED. These are the last in the building to be upgraded.

Policy Revisions

On the agenda for your approval and emailed to you along with a list of changes:

Use of the Library by Outside Groups

Open Meetings Policy

Privacy Policy

Friends of the FPL

The Friends are still without a President, VP, Secretary or Nominating Committee. They will hold a Used Book Sale the weekend of 5/17-5/19 and are looking for help transporting books from the basement on 5/16 and help cleaning up on 5/19. The Spring Tea Committee has been meeting regularly to plan the event on 6/8 and will also need muscle to set up the night before.

Trustees: The Good, the Bad and the Ugly

Directors gathered in Monroe on 3/13 to discuss relationships with their boards. It was a good sharing time between directors of the kind that happens infrequently and a chance to support new directors or those dealing with challenging situations. Many directors said that their most difficult job was dealing with trustees. We discussed boards that function well vs. those with a toxic culture. Evidence of the latter were:

- Micro-managing by board members;
- Failure to observe the chain of command by seeking information directly from library employees rather than the director;
- Going over the director's head by calling RCLS staff or other directors;
- Failure to understand collective action i.e. that boards can only make decisions together and that one trustee alone may not tell the director to take any action;
- Meeting outside the library in violation of Sunshine Laws;
- Meeting outside the library with only some board members to discuss library business;
- Harassing behavior by board members toward staff;
- Intimidation of board members by other board members;
- Bad behavior at meetings;
- Violation of bylaws or laws related to libraries e.g. imposing term limits where not allowed.

Good trustees were identified as those who come prepared for meetings, attend trainings, are familiar with the Trustee Handbook ("The Bible") and maintain good communication with the director and have civil, productive meetings in conformance with Sunshine Laws. Effective trustees engage in advocacy for the library, rather than finding fault with staff. The next sharing session will be devoted to discussing how libraries are dealing with the rise in minimum wage.

Meetings, Travel & Events – Upcoming

4/3 – 2020 Census Workshop – Barron and Meg

4/8 – Florida ABCD – Maria FFPL, 6:30 p.m.

4/9 – Mother Goose on the Loose Workshop – Maria

4/10 – Get Ready for an Emergency at Your Library Workshop – Madelyn

4/15 – YA Librarians – Barron

4/16 – What the Internet Knows About You Workshop – Madelyn & Annette

4/18 – Using Effective Communication to Master Conflict in the Workplace Workshop – Barron

4/22 – CLOUSC – Maria

4/25 – Data Analysis Workshop – Barron & Meg

