

**FLORIDA PUBLIC LIBRARY**  
**Monthly Meeting Minutes – February 4, 2019**

**I. Call to Order – 7:26 pm**

Board Members Present: Trustees Lillard, Fernandez, Lundell, Arcieri, Kosior, Scott

Board Members Excused: Trustee Kamrowski

Board Members Absent:

Also Present: Director Madelyn Folino

**II. Minutes**

Motion by Trustee Lundell, seconded by Trustee Arcieri to approve the minutes of the January 7, 2019 meeting as printed.

VOTE:        YES    6        NO    0

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

**IV. Treasurer's Report**

Motion by Trustee Lillard, seconded by Trustee Fernandez to accept the financial report for January as printed.

VOTE:        YES    6        NO    0

**V. Warrant Schedule for February**

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

VOTE:        YES    6        NO    0

**VI. Director's Report**

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

VOTE:                YES    6        NO    0

**VII. Communications – Grace Yeoman – letter of resignation**

**VIII. Committee Reports**

**A. Finance** – Trustee Arcieri - None

**B. Personnel** – Trustee Lillard – will set a meeting to review the personnel policy after this meeting

**C. Nominating** – Trustee Scott - None

**D. House** - Trustee Kamrowski – Not present

**IX. Unfinished Business**

**A. Know Your Library Trustee Training** – reviewed the wrap-up comment sheet supplied by Trustee Arcieri – discussed various concerns

**X. New Business**

**A. 2018 State Annual Report**

Motion by Trustee Lundell, seconded by Trustee Fernandez to affirm that the Florida Public Library operated under its plan of service in accordance with the provisions of Education Law and the Regulations of the Commissioner and assures that the State Annual Report was reviewed and accepted by the Board of Trustees on 2/4/19.

VOTE: YES 6 NO 0

**B. Legal Notice for Annual Budget Vote and Trustee Election**

Motion by Trustee Lillard, seconded by Trustee Arcieri to approve the Legal Notice for the Annual Budget Vote and Trustee Election on Thursday, April 4, 2019 as printed.

VOTE: YES 6 NO 0

**C. Procurement Policy**

Motion by Trustee Scott, seconded by Trustee Arcieri to adopt the Procurement Policy, effective 2/4/19, as corrected (changed good to goods in 2 places).

VOTE: YES 6 NO 0

**D. Personnel**

Motion by Trustee Lundell, seconded by Trustee Kosior to accept the resignation of Page Grace Yeoman, effective 1/31/19.

VOTE: YES 6 NO 0

Motion by Trustee Fernandez, seconded by Trustee Scott to appoint Tia Keegan to the position of Page at an hourly wage of \$11.10/hour, effective 2/1/19.

VOTE: YES 6 NO 0

**E. Targeted Donations**

\$500 – for Museum Pass to Intrepid Sea, Air and Space Museum  
\$50 – for 2/15 Poetry Café refreshments

Motion by Trustee Lillard, seconded by Trustee Arcieri to accept \$550 from the Friends of the FPL, thank the donors and credit this amount to Targeted Donations (4060) and Adult Programs (5241) lines of the budget.

VOTE: YES 6 NO 0

**F. Policy Review** – The board will review 3 new policies/one per month starting with this meeting – current policies will be reviewed monthly starting with Fax, Fraud, and Tutor at March meeting

**G. Program Evaluation** – discussed evaluations by attendees of one time programs – Director will email the current library form and Trustee Lillard will send other samples to members – evaluation is to determine the value of programs

- H. Long Range Plan** – The next LRP is due in 2020 – discussed the procedure for the last plan
- I. Advocacy Day in Albany – Wednesday, February 27**  
Trustees Arcieri & Fernandez – bus  
Trustee Kamrowski - car
- J. Spring Tea** – Secretary Scott - Saturday, June 8 – reported that the first committee meeting will be on 2/5/19 – any help from the trustees will be welcomed – Trustee Scott will keep all the members informed of the committees status
- K. Items for future agendas**  
1 – Recognizing volunteers/staff appreciation  
2 – Policies/program policy
- XI. Adjournment**  
Motion by Trustee Lillard, seconded by Trustee Scott to adjourn at 9:30 p.m.  
VOTE:        YES    6        NO    0

**Next Meeting: Special Information Meeting on the Proposed Budget followed by Regular Monthly Meeting, Monday, March 4, 7:30 p.m.**

Submitted by,  
Nancy Scott, Secretary