

Board of Commissioners Regular Meeting

February 23, 2023

1. **CALL TO ORDER:** The meeting was called to order by Commissioner Congress at 9:36 am

2. **ROLL CALL:** Commissioners Present:

Melanie Congress, Chair
Nicole McHale, Vice Chair
Sandy Zahorchak, Treasurer – late arrival
Linda Uhler, Secretary
Roy Gibson
Susan Holly
Barbara Ruben

A physical quorum is confirmed.

Staff Present: Margaret Mohundro, Executive Director
Duane Shaffer, Assistant Director
Cathy Cameron, Clerk

3. **SETTING OF AGENDA:** The Agenda was set as presented.

4. **PUBLIC COMMENT:** Chair Melanie Congress invited public comment. Patron Jude Sincoskie inquired on when the Library's hours will increase commenting that families are not able to use the Library with the present hours; New hours will be in place next week with Monday through Friday from 10:00 A.M. until 3:00 P.M.

Former Sanibel Public Library District Board Commissioner Linda Kramer commented on the Library doing a great job. She also inquired as to whether a new policy has been set on books.

5. **SECRETARY'S REPORT:** Will be presented at March meeting.

6. **ETHICS, SUNSHINE, BOARD ROLE:** Postponed. Will be rescheduled. Commissioner McHale commented on discussion with attorney regarding the process for executive session as covered under statute 286.011 that clarifies executive sessions as "in the shade" sessions. Commissioner Uhler advised that an executive session can be held only if the District is involved in a lawsuit or contract labor negotiations; Commissioner Gibson added a request that the attorney provide guidance on State of Emergency declarations, legal responsibilities, virtual Board meetings.

7. **TREASURER'S REPORT:** Commissioner Zahorchak reported no financial update received due to audit timing; District is financially sound; Board requested that Staff Cameron run the Statement of Financial Position, Schedule of Profit & Loss Budget Performance and Fund Balance reports from QuickBooks and send them to the Board; Assistant Director Shaffer added that mail delivery should return to the Island soon and this should alleviate overlaps with bill pay; Discussion was heard on unassigned reserves:

A motion was made by Commissioner Zahorchak moving \$350,000 from Unassigned Reserves to Capital Projects/Improvements. The motion was seconded by Commissioner Gibson and approved unanimously by voice vote.

8. **DIRECTOR'S REPORT:** Executive Director Margaret Mohundro recapped Library happenings: Library is looking at a lot of updates; Assistant Director Shaffer shared that a patron gifted the Library with an authentic Samurai sword from WWII in variable condition, the blade is pristine, adding the estimated value to be from \$850.00 to \$2,000; Executive Director Mohundro commented that the "Happy Hollisters" series from the 50's – 70's, which the Library does have in its collection, is possibly being re-issued as a more modern series; Sanibel Public Library Foundation will support Archives Updates with a major grant from the Roni Jo Freer Fund; Hurricane Ian Restoration continues, including elevators, telephones, alarm system; National Library Week is coming up April 23rd – 29th, Library may hold an open house also featuring the theme "There's More to the Story"; SanCap Art League display "Food for Thought" being featured at the Library April, 2023; New Hours begin next week 9:00 A.M. until 5:00 P.M. with March 11th the target date to resume Saturday hours; Commissioner Congress commented that the Board would like to meet the new hires with a possible Staff Appreciation Day and Executive Director Mohundro also commented that she would like to resume bringing a Staff Member to Board meetings with topics like "What happens when a book comes in?"; Commissioner Ruben inquired if there was a plan to hire full time employees to which Executive Director Mohundro responded that this will happen eventually; Commissioner Gibson commended Executive Director Mohundro for adding four committed part time employees to the Staff; Commissioner McHale inquired whether the District performs exit interview and Executive Director Mohundro advised that the District does perform exit interviews; Executive Director Mohundro added that a major change across the board is forthcoming regarding the organizational chart; Commissioner McHale inquired how the website works in regard to new titles, how are they selected, as it appears that the children's books that were previously opposed are the only books showing up on the website catalog crawl and they are not new titles; Executive Director Mohundro reported that these are automatic updates provided by the vendor Ingram and that the books were removed; Commissioner Uhler suggested that this be monitored; Executive Director Mohundro added that this was not intentional; Assistant Director Shaffer added that these books are disappearing when reordered; Executive Director Mohundro added that the Library is adding companion books for parents and labeling the books accordingly.
9. **BOARD COMMENTS:** Commissioner Gibson inquired as to whether the Library will recognize Staff leaving, which the Board does not do. Commissioner Congress advised that Board of Commissioner Office Elections will be held at the March meeting. Commissioner Congress added that she plans to step down as Chair. Commissioner Gibson reported that patron Ken Burgener suggested the idea of a Time Capsule Bench for the Library's 60th Anniversary, which Commissioner Uhler commented that he also proposed the idea to the Sanibel Community House; Policy #09 has been posted to the website; Commissioner Zahorchak commented that a neighbor was her working on their home and was so glad to be able to come to the Library; Commissioner McHale commented that at Kiwanis Club meeting members were speaking highly of Staff Duane Shaffer and his web series; Commissioner Gibson commented favorably on the new Computer Coach staff and shirts; Commissioner Holly commented that District seems financially secure and in line with tax revenue and further that it will be interesting to see how December and January tax revenue income will come in; Commissioner McHale commented that she enjoys Margie

**Sanibel Public Library District
BOC Meeting February 23, 2023**

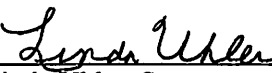
Klein's emoji displays and the 3D statues being made and painted by Duane Shaffer; Executive Director Mohundro commented on the bent light in the parking lot advising that the Library is working with the City of Sanibel on the project of removing the post and installing a new one; Executive Director Mohundro reported that Solution 5X for the catalogue will be completed in May and the Library will extend demonstrations on how to use the catalogue, Commissioner Gibson suggested Computer Coach.

10. FOUNDATION UPDATE: Commissioner Uhler reported that the Foundation Board has a meeting planned for the end of next week.

11. ADJOURNMENT: Commissioner Congress adjourned the meeting at 11:15 A.M.

Upcoming Meeting Dates:

Thursday, March 23, 2023 @ 9:30 A.M.



Linda Uhler, Secretary
/cac