

Board of Commissioners Regular Meeting

Thursday, April 25, 2024

1. **CALL TO ORDER:** 9:03 A.M. by Commissioner McHale

2. **ROLL CALL:** Commissioners Present: Commissioner Uhler, Commissioner Geggs, Commissioner Congress, Commissioner Holly, Commissioner Zahorchak, Commissioner McHale

Absent: Commissioner Gibson

A quorum is confirmed

Staff Present: Duane Shaffer, Director
Danny Hussey, IT Manager
Cathy Cameron, Staff

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

4. **PUBLIC COMMENT:** None.

5. **CHAIR REMARKS:** Commissioner McHale commented on how nice it is to have the front entrance and Lobby area open again.

6. **BOARD ETHICS COURSE:** Commissioner Uhler led discussion on the requirement for all Florida Special Districts to take the Board Ethics Course. A course is offered online. The course is approximately four hours and can be taken over 45 days after registering. Commissioner Uhler will confirm the details and provide them to the Board. Cost is between \$39- \$49 and will be reimbursed to each Board Commissioner.

7. **DIRECTOR SEARCH:** Commissioner Uhler proposed the use of Bradbury Miller Associates Search Firm for assistance in the process of hiring the new Director. The search will include three phases beginning with discovery when the firm will meet the Board to get acquainted and determine the Library's needs. The firm would develop a pool of qualified candidates, facilitate interviews and meetings between the Board and final candidates; provide reference checks and background investigations. The fee for an onsite person is \$32,000, which includes the consultants travel expenses or \$29,000 for a virtual process. The time frame from interview to final is approximately 45 days. The initial meeting would require a quorum in the room and will take approximately 75 – 90 minutes. Advertisement must appear 7 days prior to the meeting. Friday, May 10, 2024 at 1:00 P.M. is the proposed initial meeting, with Commissioner Holly available by Zoom.

A motion was made and approved unanimously to go forward with the \$29,000 contract.

- 8. SECRETARY’S REPORT:** January Minutes and March Minutes were reviewed and approved as presented.
- 9. TREASURER’S REPORT:** Commissioner Zahorchak reviewed the March financials. The Board asked what the Basic Pop fee is for and it is related to the employee insurance, put in place to allow employees to use part of their pre-tax salary to pay for healthcare insurance premiums. The Basic POP Plan was put in place under the former Director and the cost is \$101.00 per year. Commissioner Zahorchak will talk with the auditors regarding the possibility of a new accountant. Commissioner Zahorchak and Director Shaffer will meet with the CLA, the audit firm, to discuss accounting and the possibility of bringing it in-house, hiring another firm, what guidance can they provide.

There was discussion regarding check fraud targeting the library and steps taken by the bank to guard against it. Commissioner Zahorchak will also discuss with CLA as to why the District requires two signatures on all checks.

- 10. DIRECTOR’S REPORT:(attached)** Director Duane Shaffer reported on Library happenings:

- 11. BOARD COMMENTS:** Commissioner McHale asked why the Library closed last Friday. IT Manager Danny Hussey reported to the Board that the Library did not close, that there was an outage in the area with no phones, no communications in elevators, no connectivity at all, including no 911, that Staff discussed closing due to these facts, however the connectivity issue resolved and the Library remained open. IT Manager Danny Hussey will research alternative connectivity/communications options such as Star Link as a back-up for connectivity.

- 12. FOUNDATION UPDATE:** Commissioner Uhler reported that the Foundation will meet next week.

13. UPCOMING MEETINGS:

Thursday, May 23, 2024

Thursday, June 27, 2024

- 14. ADJOURNMENT:** 10:49 A.M.

Approved: _____