

Board of Commissioners Regular Meeting

December 15, 2022

1. **CALL TO ORDER:** The meeting was called to order by Commissioner Congress at 10:15 am
 2. **ROLL CALL:** Commissioners Present:
 - Melanie Congress, Chair
 - Nicole McHale, Vice Chair
 - Sandy Zahorchak, Treasurer – late arrival
 - Linda Uhler, Secretary
 - Barbara Ruben
 - Susan Holly
- 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. There was none.
 5. **SECRETARY’S REPORT:** Commissioner Ruben presented the Minutes from October and November, which were accepted with changes.
 6. **TREASURER’S REPORT:** September financials are forthcoming pending close of fiscal year; first District check was received from Lee County Tax Collector for current fiscal year; working on audit preparations; working to bring bill pay back in-house.
 7. **DIRECTOR’S REPORT:** Executive Director Margaret Mohundro recapped Library happenings: things are very busy right now – e-Books, downloads and streaming are huge with our patrons; print books are being held by Ingram Midwest Tape, about ten pending orders with 20-30 books per box. The vendor does the barcoding processings, Staff does final cataloging and enters them into the catalogue system; Staff Beth Jarrell is archiving Hurricane Ian items for preservation/archival purposes; the catalogue system requires a major upgrade; Library has plenty of NEW items on the shelves, which are kept in the NEW area for a period of six months; the sidewalk nearest the walk up book drop has been taped up due to concrete damage; the drive through is operational; West side service desk is running for services, including holds; Commissioner McHale requested that Executive Director Mohundro address the police parking on a slant, which takes away from patron space; Commissioner Gibson salvaged the Library Parking Only sign; Commissioner Uhler suggested that hours be evaluated when school starts with Public Jude Sincoskie commenting that the schools will reopen no later than January 31, 2023 per the Superintendent; the “bull pen” may be used for unpacking boxes; Board Commissioners offered to assist when boxes arrive; Organizational staffing changes are pretty much not expected at this time; Library is holding on fines and fees at this time; Virtual Author talks are going well; Early Literacy Computers – AWE – are in shipping for use by preschoolers and early readers and are set up with no internet deliberately; Library Environment Update – elevators are still not working with a hold-up on Otis Elevator’s end; hydraulic fluid will be

pumped out and then damages can be assessed; alarm system and sprinkler system are operational and will be reconnected to the elevators once repairs are completed.

10:33 A.M. Board Recess for photo

10:39 A.M. Board Reconvenes


8. **BOARD COMMENTS:** Commissioner Gibson thanked Executive Director Mohundro for graphics and photos regarding the status of the Library as included in the Director's Report and thanked her and Staff for getting things done to keep the Library running; an updated Staff Organizational Chart was requested; Commissioner Gibson commented that a Staff Appreciation event should be held in the upcoming year and Commissioner Uhler reminded the Board that a luncheon for Staff was to be held at the Sanctuary; Commissioner McHale inquired on a volunteers party as well at end of season; all financials reports will be routed to the Board when received from accounting; Assistant Director Shaffer advised that inventory has been completed and orders of many items is forthcoming including chairs used for Author Series; Hurricane Ian invoices will be recorded separately for insurance purposes; Executive Director Mohundro advised that there has been no money paid to the District up front as the Library is still settling and we are waiting for the adjuster's approval for the insurance, once approved First Onsite will complete the cleaning, removal of damaged items, mold mitigation and then begin repairs; if needed, funds for costs can be used from reserves; weekly updates will be provided to the Board; repairs to the Lobby and Staff areas downstairs is in the works with cabinets and carpeting being ordered to specifications; new book trucks have arrived; a new generator will be ordered, possibly a higher platform installed; crisis management procedures are being worked on; Commissioner Holly suggested looking into possible upgrades to make the Library better, as budget allows; Commissioner Gibson suggested Tech Services be moved upstairs and Commissioner Congress suggested making Tech Services modular/mobile; Executive Director Mohundro shared that the technology is stored 24/7 365 days in the cloud; Executive Director Mohundro is scheduling a legal update for the Board in February with details to follow.
9. **FOUNDATION UPDATE:** None.
10. **ADJOURNMENT:** Commissioner Congress adjourned the meeting at 12:20 P.M.

Upcoming Meeting Dates:

Thursday, January 26, 2023 @ 10:00 A.M.

Thursday, February 23, 2023 @ 10:00 A.M.

Thursday, March 23, 2023 @ 10:00 A.M.



Linda Uhler, Secretary

/cac