

**SANIBEL PUBLIC LIBRARY DISTRICT**  
770 Dunlop Road Sanibel, Florida 33957 [www.sanlib.org](http://www.sanlib.org) 239-472-2483

**Board of Commissioners Regular Meeting**

**Thursday, May 23, 2024**

1. **CALL TO ORDER:** 9:05 A.M. by Commissioner McHale
  
2. **ROLL CALL:** Commissioners Present Commissioner Zahorchak, Commissioner Congress, Commissioner Holly, Commissioner McHale  
Commissioners Excused: Commissioner Gibson  
Commissioner Uhler  
Commissioner Greggs attended via Zoom  
  
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:** Comments on the shiny new roof were made.
  
6. **DIRECTOR SEARCH:** Surveys were completed by the Board and Staff and submitted to Bradbury Miller; Discussion of adding the salary range to the contract; Discussion was heard on what language can be added to the contract should the Director leave after a set time period; Commissioner Holly suggested that additional information be added such as the Director promotes the Library as a Community Resources, is the face of the Library in the community; Commissioner McHale added that State Aid requirements should be included in the description as well. Search Firm time line was reviewed (attached).
  
7. **SECRETARY'S REPORT:** April 25th Minutes and May 10<sup>th</sup> Minutes were reviewed and approved as presented.
  
8. **TREASURER'S REPORT:** Commissioner Zahorchak reviewed the District financials; Money Market is holding \$2,473,266; Checking account balance is \$1,828,803. Clerk Cameron will forward all financials to the Board when received. Clerk Cameron will provide a DRAFT Budget at the June meeting for review. Commissioner Zahorchak spoke with the auditors regarding a possible bookkeeper seeking their information on a search firm; The District is contracted with Myers Brettholtz & Company PA through September, 2024; Commissioner Zahorchak stated that the District is paying monthly and not getting information on time.

**9. DIRECTOR'S REPORT:** *(attached)* Director Duane Shaffer reported on Library happenings: First Onsite is working to complete the roof and new gutters (project timeline attached). Author Series authors are lining up with 4 author events, December, January, February, and March.

**10. BOARD COMMENTS:** Commissioners Gibson, Greggs, McHale and Zahorchak are due for re-election. Board ethics training is available online.

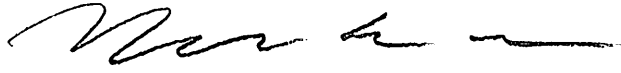
**11. FOUNDATION UPDATE:** None

**12. UPCOMING MEETINGS:**

Thursday, June 27, 2024

**13. ADJOURNMENT:** 10:49 A.M.

Approved: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Mark", is written over a horizontal line.