

Board of Commissioners Regular Meeting

May 25, 2023 CALL TO ORDER: The meeting was called to order by Commissioner McHale at 9:32 A.M.

- 1. ROLL CALL:** Commissioners Present:
Nicole McHale, Chair
Susan Holly, Secretary
Sandy Zahorchak, Treasurer – late arrival
Melanie Congress
Commissioners Excused:
Roy Gibson - via Zoom
Linda Uhler, Vice Chair
A physical quorum is confirmed.
Staff Present: Duane Shaffer, Assistant Director
Cathy Cameron, Clerk
Staff Absent: Margaret Mohundro, Executive Director
- 2. SETTING OF AGENDA:** The Agenda was set as presented with the addition of discussion of vacation accruals.
- 3. PUBLIC COMMENT:** There was none.
- 4. BOARD APPOINTMENTS:** Laura Gales withdrew her appointment to the Board. Ballots were distributed to the Board by Clerk Cameron, votes were cast, Clerk Cameron collected the ballots. Results were as follows: no appointment due to a four-way tie; Ballot Results – Patricia Norton with 1 vote, Linda Hines with 1 vote, Matthew Gaudreau with 1 vote, Shelley Greggs with 1 vote. The Board Appointment will be tabled until the next meeting.
- 5. SECRETARY’S REPORT:** Commissioner Holly presented the Minutes from April 27, 2023 meeting, which were accepted with two changes: 1. There were public comments from Jude Sinkoskie, Matt Gaudreau, Laura Gales, and Chris Pettit. 2. Under Legal Update, there was discussion of setting up Board Commissioner emails through the Library.
- 6. TREASURER’S REPORT:** Commissioner Zahorchak reviewed the February and March financial statements for the Board reporting that the District is financially in good shape, tax refunds are starting to go out; the State is waiting for clarification on taxes and possible refunds through the House Bill regarding Hurricanes Ian and Nicole; The District is currently in the annual audit process. Commissioner Zahorchak will reach out to the accounting firm on performance concerns;
- 7. DIRECTOR’S REPORT:** None.

Assistant Director Duane Shaffer updated the Board regarding Library Hurricane repairs as being done by First Onsite; applications have been received for new hires, but no decisions have been made at this time; newly hired Staff were introduced to the Board – Matthew Gindling, Eden Sherman, and Megan Willis;
- 8. BOARD COMMENTS:** Concern was raised on Executive Director’s absence since 4/20/2023, and did return to work for a couple of days this week; Board may request written notice of medical leave; Commissioner McHale will reach out to Executive Director Mohundro; Assistant Director Duane Shaffer is Acting Director; Discussion ensued on how long to continue proper

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notice of leave/reason for leave; Commissioner Zahorchak added that Executive Director has a lot of vacation and sick leave available; no decision was made at this time on how to proceed, Commissioner McHale will reach out to Executive Director Mohundro; Commissioner Zahorchak reported that vacation accruals need to be updated as staff can only roll 40 hours into the new calendar year; Commissioner McHale reported that Staff Danny Hussey is researching a platform for the Board to use and will set up Library email address for the Board members to use; Commissioner Congress proposed that the Board form a budget sub-committee to assist with the upcoming budget; no new hires are in the pipeline and Assistant Director Shaffer will review applications again; Commissioner McHale requested regular staff meetings be held.

9. FOUNDATION UPDATE: None.

10. ADJOURNMENT: Commissioner McHale adjourned the meeting at 10:44 A.M.

Upcoming Meeting Dates:

Thursday, June 22, 2023 @ 9:30 A.M.


Susan Holly, Secretary
/cac