

# Sanibel Public Library District

770 Dunlop Road

Sanibel, FL 33957

239.472.2483

www.sanlib.org

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**Agenda**  
Board of Commissioners  
Regular Meeting  
Thursday, November 30, 2023 9:00 A.M.

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|---|-----------|
| 1. Call to Order  | McHale    |
| 2. Roll Call  |           |
| 3. Set Agenda   |           |
| 4. Library Hours  | Shaffer   |
| 5. Roof   | Shaffer   |
| 6. Public Comment                                       |           |
| 7. Chair Remarks  | McHale    |
| 8. Secretary's Report<br>Minutes from October 26, 2023  | Holly     |
| 9. Treasurer's Report                                   | Zahorchak |
| 10. TRIM Compliance                                     | Zahorchak |
| 11. A. Requirements for Final Budget Hearing Attendance | Zahorchak |
| B. Reschedule Final Budget Hearing                      |           |
| 12. Director's Report                                   | Shaffer   |
| 13. Generator Proposals Review                          | Shaffer   |
| 14. Board Comments                                      |           |
| 15. Foundation Update                                   | Uhler     |
| 16. Adjourn   | McHale    |

**Board of Commissioners Regular Meeting**

**October 26, 2023**

**CALL TO ORDER:** The meeting was called to order by Commissioner McHale at 9:30 A.M.

1. **ROLL CALL:** Commissioners Present:  
Nicole McHale, Chair  
Linda Uhler, Vice Chair  
Susan Holly, Secretary  
Sandy Zahorchak, Treasurer  
Melanie Congress  
Shelley Greggs  
Commissioners Excused:  
Roy Gibson  
A physical quorum is confirmed.  
  
Staff Present: Duane Shaffer, Assistant Director  
Cathy Cameron, Clerk
2. **SETTING OF AGENDA:** The Agenda was set as presented.
3. **AUDIT REPORT:** Chris Kessler, Principal and Matt Finelli, CPA, of CliftonLarsonAllen presented the 2022 Fiscal Year End Audit. The District is in good standing.
4. **WEBSITE ACCESSIBILITY DISCUSSION:** Attorney Sarah Spector, Roetzel & Andress, was present via Zoom for the discussion: there are no definitive guidelines from the Department of Education; Commissioner Holly inquired as to who is benefitting from this and Attorney Spector responded that compliance solutions companies would benefit; Commissioner McHale asked if the Board wishes to sign the agreement and work with them; Attorney Spector advised not to sign the agreement, but recommended that she would let them know what the Library has done to remediate the situation to date.
5. **PUBLIC COMMENT:** None.
6. **CHAIR REMARKS:** None.
7. **SECRETARY'S REPORT:** Commissioner Congress presented the Minutes from September 18, 2023 meeting, which were accepted as corrected.
8. **TREASURER'S REPORT:** None. The District is entering 2023 Audit.
9. **DIRECTOR CONTRACT:** The Director Contract was signed by Duane Shaffer and accepted by the Board.
10. **DIRECTOR'S REPORT: (attached)** Director Duane Shaffer provided the Library update to the Board. The RFP for the Generator has been published and the deadline for proposals is November 13, 2023 at 3:00 p.m.; Crowther did some leak repairs to the roof and additional leaks appeared

about a week later, calls have been made to them to return to perform temporary repairs; Shamrock Roofing came out to inspect the roof, including a drone inspection, and found significant storm damage from projectile strikes made during the storm with 100+ mph winds sending debris to hit the roof. First Onsite did inspect the roof after the Hurricane. Director Shaffer will check with the insurance company to see if the insurance claim can be reopened. Need for RFP to perform major roof repairs/replacements.

Generator RFP as been published. The deadline for proposals is November 13, 2023 at 3:00 P.M.

**11. BOARD COMMENTS:** None.

**12. FOUNDATION UPDATE:** Commissioner Uhler suggested 4 P.M. for the Author Series time. McIntosh Books will be the vendor and Maureen Tesoro will schedule hospitality. Do enough people know we are open? - an Open House was suggested for December.

**13. SEP PAYOUT:**

*A motion was made by Commissioner Congress, seconded by Commissioner Greggs, approving the SEP Payout FY 2022-23 in the amount of \$121,536.62*

*The motion passed unanimously by voice vote.*

**14. ADJOURNMENT:** Commissioner McHale adjourned the meeting at 11:45 A.M.

**Upcoming Meeting Dates:**

**Thursday, November 30, 2023 at 9:00 A.M.**

**Thursday, December 21, 2023 at 9:00 A.M.**

**Thursday, January 25, 2024 at 9:00 A.M.**

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Susan Holly, Secretary  
/cac