

Board of Commissioners Regular Meeting

February 24, 2022

1. **CALL TO ORDER:** The meeting was called to order by Commissioner Congress at 9:06 A.M.

2. **ROLL CALL:** Commissioners Present:
Melanie Congress, Chair
Nicole McHale, Vice Chair
Sandy Zahorchak, Treasurer
Barbara Ruben, Acting Secretary
Susie Holly
Roy Gibson – via Zoom
Commissioner Excused:
Linda Uhler

A physical quorum is confirmed.

Staff Present: Margaret Mohundro, Executive Director

Cathy Cameron, Clerk

Guest: Mr. Chris Kessler, CliftonLarsonAllen

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

4. **PUBLIC COMMENT:** None.

5. **2020-2021 AUDIT REPORT:** Mr. Chris Kessler of CliftonLarsonAllen shared the final audit report for fiscal year 2020-2021 with the Board. There were no material misstatements. The District received an unmodified, clean opinion. There is a new reporting requirement from the Auditor General showing Special District specific information for added transparency including millage rate, expenditures, compensation, etc., which Mr. Kessler explained was included in the audit report, page 25.

Mr. Kessler advised the Board of GASB accounting standard effective this year, mandating the reporting of all leases and contracts, where the District will need to create an inventory of contracts/leases showing terms, vendor, monthly payment, interest rate, cancellable or non-cancellable. This information will also be reported on the balance statement reflecting the long term entire liability up front, plus showing the corresponding asset. Forthcoming in the next year, software licenses and subscriptions will be looked at for terms and ownership.

6. **SECRETARY'S REPORT:** Commissioner Congress presented the Minutes from January 27, 2022 Regular Board Meeting, which were approved as presented.

7. **TREASURER'S REPORT:** January financial reports were provided to the Board by Commissioner Zahorchak. Overall, the District's finances are in good shape. The electric bill is running high and Executive Director Mohundro and Staff Cameron are working with other Island entities to obtain a comparison of energy costs and are working with United Mechanical to lessen usage of electricity related to the chiller. Bank fees were noted to be \$260 and Staff Cameron will work with the accountant to confirm the amounts and check with the banks to determine if the fees can be minimized or waived. Comments were heard on the vacation accruals which were reported as \$28k in December 2021 and \$17k in January, 2022. The difference is resultant from

staff taking vacation hours in December to avoid losing them, and purging hours that remained unused and not carried into the new year per Library policy. Purged hours totaled 289.93 hours. January financial statements will be held for audit.

8. **DIRECTOR'S REPORT:** Executive Director Mohundro reported on Library Highlights to the Board: Sanibel Public Library increased the amount of holds a patron can request from ten (10) to twenty (20); Birder kits are a hot item for patrons, adults and children, with 57 checkouts; Hot Buttered Nuggets musical program was a hit; working with United Mechanical to streamline chiller usage in an effort to decrease electrical bill and have already see a difference; New Teen Instagram and Tik Tok videos are coming out thanks to Vivi Whalen; Technology Reclamation Project is under way; job performance reviews are being done; Author Series An Evening with Scott Turow is in place for March 9, 2022 and tickets are ready; Summer Reading Program theme is Oceans Alive; Art League display Brush with History will remain in the Library through March 1, 2022.
9. **GOAL SETTING:** No report.
10. **FOUNDATION UPDATE:** Executive Director Mohundro reported that the Foundation has assets upwards of \$3mil. The recommendation for maintaining 501(c)3 status in general, is to spend 5% of assets. The Foundation would like to increase this amount to 10% this year in light of the Foundation's current assets. They are looking at staff suggestions for pilot projects and other wants and needs. Executive Director Mohundro advised that the Lunch with the Author will be held on April 6, 2022 at the Community House with author Martha Hall Kelly, proceeds will benefit the Sanibel Public Library Foundation, Inc.

Commissioner Congress and Commissioner Zahorchak exited the meeting at 10:55 A.M. Commissioner McHale assumed duties as Acting Chair to continue the meeting.

11. **BOARD COMMENTS:** Commissioner Ruben would like to see the meeting packets printed on both sides of the paper.

Discussion was heard on the possibility of streaming Author Series, which would have many issues from taking away from the Library to cost and permissions/copyright issues.

Commissioner McHale voiced concern on the Farmers' Market parking behind the building – cars are parking in no-parking areas sometimes 3 cars deep. Ideas were heard to assist with preventing this parking as getting extra cones; marking it for emergency vehicles only.

Commissioner Gibson brought up the Library's liability. Has a liability assessment been performed? Executive Director Mohundro reported that the Library is covered for liability, including Directors and Officers insurance. All policies are vetted by legal counsel. Executive Director Mohundro will check with the insurance carrier on the need for a liability assessment.


12. ADJOURNMENT: Commissioner McHale adjourned the meeting at 11:03A.M.

Upcoming Meeting Dates:

Thursday, March 24, 2022 @ 9:00 A.M.

Thursday, April 28, 2022 @ 9:00 A.M.

Thursday, May 26, 2022 @ 9:00 A.M.

A handwritten signature in cursive script, appearing to read "Barbara Ruben", written over a horizontal line.

Barbara Ruben, Acting Secretary
/cac