

SANIBEL PUBLIC LIBRARY DISTRICT
770 Dunlop Road Sanibel, Florida 33957 www.sanlib.org 239-472-2483

Board of Commissioners
Regular Meeting
October 24, 2024

1. **CALL TO ORDER:** 9:06 A.M.

2. **ROLL CALL:** Commissioners Present - Commissioner Congress, Commissioner Greggs, Commissioner McHale, Commissioner Uhler

Virtual - Commissioner Gibson, Commissioner Holly, Commissioner Zahorchak

Staff - Cox, Hussey, Shaffer, Cameron Public Present - Linda Hines, Holly Simone

3. **SETTING OF AGENDA:** The Agenda was set as presented with the addition of Final Budget Hearing and Set Meeting Dates.

4. **PUBLIC COMMENT:** None.

5. **WELCOME NEW DIRECTOR:** The Board welcomed Amber Cox, the new Director of the Sanibel Public Library.

6. **SEAT 7 VACANCY:** Seat 7 will be vacant because no one filed to run for that seat for the November 5, 2024 election. The Board will make an appointment to fill this vacancy. This appointment will be for a four (4) year term.

Four (4) applications for consideration for this appointment were received.

Commissioner Greggs made a motion to select one of these four (4) applicants to fill the vacancy, seconded by Commissioner McHale. Votes were recorded as follows: Lyman Welch - Commissioner McHale, Commissioner Greggs, Commissioner Congress; Linda Hines - Commissioner Uhler

Lyman Welch was elected to the Board to serve in Seat 7.

7. **APPROVAL FOR SIGNING AND BANK AUTHORITY:** Discussion was heard on transferring the banking authority from Duane Shaffer, Interim Director to Amber Cox, Director.

Bank Signatures and Positive Pay:

A motion was made by Commissioner McHale, seconded by Commissioner Greggs to accept Commissioner Congress, McHale, Uhler, Zahorchak, and Director Cox as Signers for Bank of the Islands and Positive Pay. The Motion passed unanimously by voice vote.

8. **SECRETARY'S REPORT:** The minutes from September 12th and September 24th were approved.

9. TREASURER'S REPORT: Commissioner Zahorchak reported that Holly Simone will meet with Director Amber Cox to discuss accounting. Commissioner Zahorchak is waiting a call back from Lori Sampson of Myers Brettholtz for additional information. Lori did advise that they would complete financials for the end of the year.

Commissioner Zahorchak reported that the District will need to transfer funds from Synovus to the Bank of the Islands operating account to carry the District for a couple of months.

10. DIRECTOR'S REPORT: Director Cox highlighted a few items from the monthly report (attached).

Building and Grounds Update: State Roofing will replace 1 - 8ft section that was lost in Hurricane Milton; storm panels did a good job; Director Cox and Staff Baker are looking into storm panels, possibly rail mounted onto the walls to avoid damage to the building from installing and taking down; repeated electrical surges damaged \$2,400 in technology equipment also the chiller and outdoor lights were impacted for which the Library is currently gathering estimates; final installation of the generator was here before Hurricane Helene, but the walkthrough is still needed; Gregory Moon, our insurance adjuster, will come out to evaluate the outdoor lights, and moisture in the West area. A structural engineer will be needed to evaluate the cracks in the ceiling.

The Library recently had a visit from a First Amendment auditor.

Director Cox is looking at budget trackers, vendors, documentation, and outdated policies.

Staff Shaffer announced the Author Series names: David Grann, Sarah Penner, Kate Quinn, and Kristy Woodson Harvey.

11. FINAL BUDGET HEARING: The District will need to hold a Special Meeting to reconvene the Final Budget Hearing after notice is received from Florida DOR TRIM. This is due to the final budget hearing not being advertised in the paper, but only online. Both Staff and Board had heard that we did not need to advertise as The District was not increasing the millage rate. The hearing must be held after 5:01 P.M. within 2-5 days of advertisement.

12. BOARD COMMENTS: Discussion was heard on conducting a Staff Salary and Benefits Survey. Commissioner Zahorchak received a proposal from the accounting firm, CliftonLarsonAllen, in the amount of \$9,000. Commissioner Zahorchak will bring CLA a future board meeting.

Director Cox reported that she will be looking at current job descriptions and provide an update on recommended timeline for the salary and benefits survey.

Commissioner Gibson provided some suggestions: placing a bulletin board at the entrance which would be visible through the window, with Director and Commissioners names, special events, etc.; the Board Notebook with policies, etc. would be very helpful to the new Commissioner. Commissioner Gibson thanked the Board for the opportunity to serve and commented that "the best thing we have at the Sanibel Library is our Staff". Commissioner

Zahorchak thanked Commissioner Gibson for his service to the Board and said that his comments and insight were always useful.

Recess: 10:33 A.M.
Reconvene: 10:41 A.M.

11. ADJOURNMENT: 10:41 A.M.

NEXT MEETING DATES: Thursday, November 21, 2024 @ 3:00 P.M.
Thursday, December 19, 2024 @ 3:00 P.M.

APPROVED:

