SANIBEL PUBLIC LIBRARY DISTRICT

770 Dunlop Road Sanibel, Florida 33957 sanlib.org 239-472-2483

Board of Commissioners Regular Meeting
Thursday, Aug. 27, 2026

1. **CALL TO ORDER:** 9:02 a.m. by Commissioner Uhler

2. **ROLL CALL:** Commissioners Present: Commissioner Greggs (remotely), Commissioner Shepard, Commissioner Uhler, Commissioner Vinciguerra, Commissioner Walker, Commissioner Walton, Commissioner Zahorchak (arrived 9:07).

   Commissioner Excused: None. Full quorum confirmed
   Staff Present: Amber Cox, Executive Director
   Danny Hussey, Assistant Director

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

4. **PUBLIC COMMENT:** None

5. **SECRETARY'S REPORT:** Minutes from July 23, 2026, approved as typed.

6. **TREASURER'S REPORT:** Commissioner Zahorchak presented the Financial Report for the Board as provided by Accountant Holly Simone. The report will be held for audit. There were no questions or call-outs for the report. Commissioner Zahorchak pointed out revenue was low for July because there is no tax revenue this time of year. Executive Director Cox reported she has been in contact with Bank of the Islands to establish floor and ceiling balances and transfer procedures for checking account and that there are no amendments needed for the 25-26 budget, which was previously reviewed by the Board in May.

7. **PENSION/RETIREMENT PLAN HANDBOOK POLICY REVIEW:** Executive Director Cox presented revisions, including change of name from "Pension Plan" to "Retirement Plan." The revisions further stipulate that the Board will decide the amount of the annual contribution as part of budget planning, and contributions will not be made to non-IRA bank accounts.

   Commissioner Vinciguerra moved to approve the revisions; Commissioner Walker seconded the motion. The motion passed unanimously by voice vote: Yes: Commissioner Shepard, Commissioner Uhler, Commissioner Vinciguerra, Commissioner Walker, Commissioner Walton, Commissioner Zahorchak; No: there were none.

8. **2026-2027 SEP CONTRIBUTION RATE:** Board Commissioners reviewed a history of employee Simplified Employee Pension (SEP) contribution percentages from 1993 through 2025, noting that the contributions were capped at 15-16% and $125,000 in September 2022.

   Commissioner Walton moved to keep contributions the same 15% as 2025 for 2026; Commissioner Zahorchak seconded the motion. The motion passed unanimously by voice vote: Yes: Commissioner Shepard, Commissioner Uhler, Commissioner Vinciguerra, Commissioner Walker, Commissioner Walton, Commissioner Zahorchak; No: there were none.

9. **SALARIES HANDBOOK POLICY REVIEW**: Executive Director Cox presented revisions clarifying biweekly paycheck payments, an annual review schedule as part of budget planning, and eligibility timing for salary increases for new employees.

   Commissioner Walton moved to approve the revisions as amended; Commissioner Shepard seconded the motion. The motion passed unanimously by voice vote: Yes: Commissioner Shepard, Commissioner Uhler, Commissioner Vinciguerra, Commissioner Walker, Commissioner Walton, Commissioner Zahorchak; No: there were none.

10. **2026-2027 SALARY SCHEDULE:** The Board reviewed the schedule of starting, midpoint, and maximum salaries for all levels of employees based on responsibilities and education levels. The schedule has not changed from the previous year.

    Commissioner Vinciguerra moved to approve the schedule; Commissioner Shepard seconded the motion. The motion passed unanimously by voice vote: Yes: Commissioner Shepard, Commissioner Uhler, Commissioner Vinciguerra, Commissioner Walker, Commissioner Walton, Commissioner Zahorchak; No: there were none.

11. **PUBLIC RECORD FEE POLICY**: The Board reviewed a draft of the policy currently under evaluation by the library's attorney. The Board will revisit the policy, which sets costs the library will charge for extensive requests for public records information, once the attorney has made legal revisions.

12. **2026-2031 STRATEGIC PLAN DRAFT 1**: Executive Director Cox presented documentation for 1999 library mission and goals and the 2021-2026 Strategic Plan as background for the library's latest Strategic Plan, scheduled for adoption at the September meeting. The 26-31 Strategic Plan spells out the updated library mission, vision, and six focus areas: Collections, Resources, Staff, Community, Spaces, and Support. Once adopted, this plan will serve as a frame for the annual Action Plans for 2026-2031. The Board will review the first draft of the 26-27 Action Plan at its October meeting and vote to approve in November.

13. **DIRECTOR EVALUATION RUBRIC**: Executive Director Cox shared the 2024 library director position description and rubric the Board will use at the next meeting to evaluate collectively her performance.

14. **DIRECTOR'S REPORT:** Executive Director Cox highlighted the hard work of library staff as evidenced by the report. Board members gave shouts-out to Kristen and Duane for their work on social media videos and the excellence of the summer reading program.

15. **FOUNDATION UPDATE**: The Library Foundation has approved the library's funding request for $270,000 for FY 2026-2027.

16. **BOARD COMMENTS**: Noted under DIRECTOR'S REPORT.

17. **NEXT MEETING DATES**: The next regular board meeting is 2:30 p.m. Sept. 24. The Tentative Budget Hearing is set for Sept. 10 at 5:15 p.m.; the Final Budget Hearing for Sept. 24 at 5:01 p.m.

18. **ADJOURNMENT:** 11:47 a.m.

Beth Walker