

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

Board of Commissioners Regular Meeting
March 26, 2026 9:00 A.M.

1. **ROLL CALL:** The meeting was called to order by Commissioner Uhler at 9:07 A.M.
Commissioners Present: Commissioner Greggs, Commissioner Vinciguerra,
Commissioner Walton, Commissioner Zahorchak, Commissioner Uhler

Staff Present: Amber Cox, Executive Director
Cathy Cameron, Office Manager

A full quorum was confirmed.

2. **Setting of Agenda:** The Agenda was set as presented.
3. **Public Comment:** None.
4. **Secretary's Report:** Minutes from the February 26, 2026 Regular Meeting were approved as presented.
5. **Treasurer's Report:** Commissioner Zahorchak reviewed the Financial Statements through February, 2026 and reported that the District is in a good financial position. Financials will be held for audit. Executive Director Cox will contact the audit firm, CliftonLarsonAllen, to request that they submit the Annual Report on behalf of the District.
6. **Board Officer Elections:** Discussion was heard on Board Officer selection, with the slate being confirmed as Chair - Commissioner Linda Uhler; Vice Chair - Commissioner Shelley Greggs; Treasurer - Commissioner Sandra Zahorchak; Secretary - Commissioner Chelle Walton.

A motion was made by Commissioner Greggs, seconded by Commissioner Vinciguerra approving the slate as presented. The motion passed unanimously by voice vote.

7. **Board Vacancies Discussion – Seats 3 & 6:** Applicants Michelle Walker and Sandon Shephard were appointed by the Board for the two open Board Seats.

A motion was made by Commissioner Vinciguerra, seconded by Commissioner Greggs to appoint Michelle Walker to Seat 3 of the Sanibel Public Library District Board of Commissioners. The motion passed unanimously by voice vote: Yes – Commissioner Greggs, Commissioner Vinciguerra, Commissioner Walton, Commissioner Zahorchak, Commissioner Uhler. No – there were none.

A motion was made by Commissioner Greggs, seconded by Commissioner Vinciguerra appointing Sandon Shepard to Seat 6 of the Sanibel Public Library District Board of Commissioners. The motion passed unanimously by voice vote: Yes - Commissioner Greggs, Commissioner Vinciguerra, Commissioner Walton, Commissioner Zahorchak, Commissioner Uhler. No – there were none.

- 8. Qualified Public Depositories Discussion:** Commissioner Zahorchak led discussion on Qualified Public Depositories and Special District in Florida. Commissioner Zahorchak shared rates from various QPD banks with the Board. All public funds must be backed by securities. Discussion was heard on consolidating funds to Bank of the Islands; they are a local bank; they are a Qualified Public Depository; their current rate for a CD is 2.95%.

A motion to close the account with Synovus and consolidate funds with Bank of the Islands was made by Commissioner Zahorchak, seconded by Commissioner Vinciguerra. The motion passed unanimously by voice vote.

- 9. Mission & Goals Handbook Policy:** Executive Director Cox reviewed the policy with the Board. The decision was made to move this foundational document from the Employee Handbook Policies but to retain it as a preface to the handbook. It will also be added to the Board Handbook.
- 10. Code of Conduct Policy:** The Code of Conduct policy was reviewed by Executive Director Cox. The final draft will be brought to vote at the April meeting.
- 11. Filming & Photography Policy:** Executive Director Cox reviewed the policy with the Board. The final draft will be brought to vote at the April meeting.
- 12. Director’s Report: (attached)** Executive Director Cox provided a Library update for the Board: Statistics are showing a steady increase in use; The laptop kiosk near the circulation area has been converted to an “outlets Anywhere” portable charge kiosk; Staffers Shelby, Oliver, and Matt are working to reorganize the Interlibrary Loan

workflow process; Archives Staff are in the process of migrating the existing Library oral history interviews from YouTube to TheirStory; Youth and Family Services Staff are seeing new families from Fort Myers and other off-island locations because they have hear wonderful things about the youth section and programming; Summer Reading planning is in full swing; Author Series boasts another successful season; Community Outreach – the Library continues to support community partners with Eden visiting CECL weekly, Derek supporting SanCap Art League and Garden Club with Art in Bloom preparations, Betty providing talks at Ding Darling and Shell Point for Women’s History Month, Shelby supporting the Library’s partnership with the Recreation Center and MacIntosh Books for One Community One Book, Amber delivering an hour long presentation for the Leadership San-Cap Art & Culture Day speaking about the Library’s role in support the creative spirit of Sanibel and Captiva through literature.

Administrative Updates: Library Staff are reading *The 5 Languages of Appreciation in the Workplace: Empower Organizations by Encouraging People*; Danny attended Understanding the State Budget Process; Amber and John attended the Sanibel Plan Update Community Workshop #1; Danny, Amber, and Kristin, along with attorney Jim Fox, met with Tamara Perry to discuss OCR’s Accessibility Review of Sanibel Public Library’s website and also discussed corrective actions; Amber and Duane worked with Hachette Book Group on key aspects of Abby Jimenez’s March 24th Author Series visit.

13. **Foundation Update:** Commissioner Uhler reported that the Foundation has two (2) new members. Bill Fellows will provide orientation for them on April 8th. The Foundation will hold their next meeting on April 29, 2026.

14. **Board Comments:** Commissioner Uhler spoke on the need for the Board to learn about the election process individually outside of a public meeting. Executive Director Cox will coordinate individual meetings with a local consultant for any interested Board Members.

15. **Next Meeting Date:** April 23, 2026 @ 9:00 AM

16. **Adjourn:** The meeting was adjourned at 10:44 A.M.

A handwritten signature in black ink, appearing to read "Amber", is written over a faint circular stamp or watermark.