

**Board of Commissioners Regular Meeting**

**July 27, 2023**

**CALL TO ORDER:** The meeting was called to order by Commissioner McHale at 9:38 A.M.

- 1. ROLL CALL:** Commissioners Present:
- Nicole McHale, Chair
  - Linda Uhler, Vice Chair
  - Sandy Zahorchak, Treasurer
  - Susan Holly, Secretary
  - Melanie Congress
  - Roy Gibson
  - Sarah Spector, Counsel for District

A physical quorum is confirmed.

Staff Present: Duane Shaffer, Assistant Director

Cathy Cameron, Clerk

Staff Absent: Margaret Mohundro, Executive Director

- 2. SETTING OF AGENDA:** The Agenda was set as presented.
- 3. PUBLIC COMMENT:** Public were introduced: Matthew Gaudreau, Linda Hines, Tiffany Repecki, Elaine Shaffer, Jude Sincoskie. No comments were heard.
- 4. CHAIR REMARKS** – Chair McHale read Executive Director Margaret Mohundro’s letter of resignation to the Board. Discussion was heard on Ms. Mohundro’s accomplishments which include recognition of her 16 years of hiring and holding expert staff; Your Library Reimagined project success; Creation of Author Series; recognized as a 5 Star Library multiple times, etc. the Board is saddened by the news and credit Ms. Mohundro with the many successes of the Sanibel Public Library District during her service. Discussion was heard on doing something for Margaret, but all agreed that this may not be the time, maybe later, when she is better able
- 5. LIBRARY ATTORNEY – SARAH SPECTOR:** Attorney Spector will formalize a Separation Agreement between Ms. Mohundro and the Sanibel Public Library District. Attorney Spector advised that it is not mandatory, but good to document any monetary severance the Board wishes to share with Ms. Mohundro. Discussion was heard on the possibility of an agreement or contract with Ms. Mohundro should the Board need assistance with consulting services paid at an hourly rate. Attorney Spector will include this in the separation agreement. Discussion was heard on payout of Sick Leave, Float and Vacation; the Board will pay out the Float, 40 hours, and Vacation 166 hours, separate from payroll. Ms. Mohundro will be asked to return all items belonging to the District. Ms. Mohundro will be using her remaining Sick leave. This will be included in the separation agreement.

*A motion was made by Commissioner Gibson, seconded by Commissioner Congress approving the Separation Agreement subject to the additions and changes at the discretion of the Board, further the Chair has been authorized to sign the agreement. The motion passed unanimously by voice vote.*

Discussion was heard in support of keeping Staff Duane Shaffer as Acting/Interim Director. The Board thanked Duane for his support and services in maintaining smooth operations of the Library. Staff also has spoken highly of Duane and has submitted in writing support of Duane as Director. Duane was asked to work on a Staff Chart. IT Manager Danney Hussey discussed his Hurricane Plan. He also advised that he has received a quote for the custom storm panels in the amount of \$10,165 with installation at \$2,000. Danny will confirm the order.

- 6. BOARD APPOINTMENTS:** Ballots were distributed to the Board by Clerk Cameron, votes were cast, Clerk Cameron collected the ballots. Results were as follows: Ballot Results – Shelley Greggs with 3 votes Linda Hines with 2 votes, Matthew Gaudreau with 1 vote, Leslie Cimino 0 votes, Patricia Norton 0 votes. Shelley Greggs has been appointed by ballot vote. Oath will be read at the next meeting.

*A motion was made by Commissioner Uhler, seconded by Commissioner Gibson to elect to Shelly Greggs to the Sanibel Public Library District Board of Commissioners by vote. The motion was passed unanimously by voice vote.*

- 7. SECRETARY'S REPORT:** Commissioner Holly presented the Minutes from May 25, 2023 meeting, which were accepted as presented.
- 8. TREASURER'S REPORT:** Commissioner Zahorchak reviewed the June financial statements for the Board reporting that the District is financially in good shape with CDs holding, and a balance of approximately \$1.19 mil in the bank.
- 9. SET PRELIMINARY MILLAGE RATE:** The District is working on the upcoming budget year. Discussion was heard: revenues are down, expenses have increased. Current fiscal year millage rate is .4150; The Foundation can help support some Library programs; a rate of .6260 was proposed, which is a 34% increase over last year.

*A motion was made by Commissioner Zahorchak, seconded by Commissioner Holly adopting a preliminary millage rate of .6260. the motion was approved by voice vote.*

*Yes, Commissioner Uhler, Commissioner Gibson, Commissioner McHale, Commissioner Zahorchak, Commissioner Holly.*

*No, there were none.*

- 10. INTERIM DIRECTOR'S REPORT: (attached)** Acting Director Duane Shaffer updated that Board on Library happenings: new chairs and racks have been purchased for use during programs; Adult Summer School is in session with 5 programs presented by Library Staff; Hurricane Display is on loan from the Shell Museum; 3 authors are confirmed for the Author Series; weeding the collection is going on along with inventory, books no longer in use will be sent to Better World Books to be recycled or repurposed and the Library will receive a small payment for them; Duane will check with the Fort Myers Beach Library to see if they are in need of any books; Duane advised the Board that there are three New Hires being on-boarded.

**11. BOARD COMMENTS:** Discussion was heard on vacation hours that carried to the current fiscal year; many staff did not have the opportunity to use vacation last year; Staff who retired were paid their unused vacation hours; the use of vacation hours during the Library closure was not encouraged.

*A motion was made by Commissioner Uhler, seconded by Commissioner Congress to allow Staff a one-time exception to roll unused vacation hours from last year to this year. The motion passed unanimously by voice vote.*

Commissioner Zahorchak advised that there are 26 hotel rooms on Fort Myers Beach and Sanibel is at 3%.

Staff Duane Shaffer has been appointed the role of Interim Director. He and Staff Cameron will work on updating a Staff Chart along with contact information and salary ranges for Staff and former Director Mohundro.

Commissioner McHale will check with the Attorney regarding a contract for Interim Director Shaffer and guidance on salary.

**12. FOUNDATION UPDATE:** Commissioner Uhler updated that the current directors have discussed providing additional funds to supplement the District budget for enhancements in the upcoming fiscal year.

**13.ADJOURNMENT:** Commissioner McHale adjourned the meeting at 1:11 P.M.

**Upcoming Meeting Dates:**

**Thursday, August 24, 2023 @ 9:30 A.M.**

**Tentative Budget Hearing, Tuesday, September 12, 2023 @ 5:01 P.M.**

**Final Budget Hearing - September 18, 2023 @ 5:01 P.M.**

**Regular September Meeting - TBD**

  
\_\_\_\_\_  
Susan Holly, Secretary  
/cac