

**Board of Commissioners Regular Meeting**

**September 22, 2022**

1. **CALL TO ORDER:** The meeting was called to order by Commissioner Congress at 3:07 P.M.
2. **ROLL CALL:** Commissioners Present:
  - Melanie Congress, Chair
  - Nicole McHale, Vice Chair
  - Sandy Zahorchak, Treasurer
  - Barbara Ruben, Acting Secretary
  - Roy GibsonCommissioners Excused:
  - Susan Holly, virtual attendance
  - Linda UhlerA physical quorum is confirmed.  
  
Staff Present: Margaret Mohundro, Executive Director  
Cathy Cameron, Clerk
3. **SETTING OF AGENDA:** The Agenda was set as presented.
4. **PUBLIC COMMENT:** Chair Melanie Congress invited public comment. There was none.
5. **SECRETARY'S REPORT:** Commissioner Ruben presented the Minutes from August 25, 2022, which were approved as presented.
6. **TREASURER'S REPORT:** August financial reports were recapped by Commissioner Zahorchak. The checking account balance is approximately \$450,000 and will be watched closely to see if there is a need to possibly transfer money into the account. The District will not have a need to make a budget adjust for this fiscal year. Financial reports will be held for audit.  
  
**BUDGET DISCUSSION:** 2022-23 DRAFT Budget was presented by Commissioner Zahorchak. There were no changes and the Budget was accepted as presented.  
  
**EMPLOYEE SEP DISTRIBUTION:** Discussion was heard on the employee SEP distribution: cap is set presently at \$125,000; there are three new employees eligible to receive SEP distributions, which would put the payout over the cap at 15%; effects of inflation impacts everyone, cost of food, cost of gas to travel to and from work, etc. Commissioner Gibson suggested that the Board consider an exemption this year only to go over the cap of \$125,000. Commissioners were all in agreement.  
  
*A motion was made by Commissioner Gibson, seconded by Commissioner Zahorchak, approving a rate of 16% for SEP allocation and exempting the cap for this year only. The motion carried unanimously by voice vote.*
7. **DIRECTOR'S REPORT:** Executive Director Margaret Mohundro recapped Library happenings: Author Series will be announced in the next week or so; WorldShare with Google (implemented within the last 6 months) ensures Sanibel Public Library materials can be discovered via Google; new iPads are going to be located at the circulation desks fully loaded with Sanibel Public Library apps; Virtual Author Talks (Speakers Consortium) books by all

authors are available; roofing repairs were completed; fire extinguisher and alarm pull stations inspections were completed; sewer line cleanout was performed; painting touchups were completed; new security lighting was installed in the staff break room; estimate was received for new/replacement roof \$700,800 for 35,000 square feet of roof – current roof should last for 4-7 years; TLC will be undergoing an extensive upgrade; companion books have been ordered for youth books; have been in touch with Roetzel Andress for a new attorney as Ms. Grady has retired.

8. **BOARD COMMENTS:** Commissioner Gibson commented on the 60<sup>th</sup> Anniversary logo and Executive Director confirmed that there will be a 60<sup>th</sup> Anniversary Open House. Commissioner Gibson complimented Executive Director Mohundro on her Director's reports finding them very well done and informative. Executive Director Mohundro advised that volunteers should return soon and that the Library has had as many as fifty volunteers. Commissioner Ruben inquired as to name tags and Executive Director Mohundro advised that volunteers have name tags and that staff has name tags that say "Staff" for privacy. Commissioner Holly asked if Staff Danny Hussey would be able to give the report he gave at Kiwanis to the Board and Executive Director Mohundro agreed.
9. **EXECUTIVE DIRECTOR REVIEW:** Executive Director Mohundro and Staff Cameron were excused for Board Discussion at 4:36 P.M.
10. **FOUNDATION UPDATE:** Executive Director Mohundro reported that Staff submitted eGrants that the Foundation Board reviewed and some of these will be put into action soon; others while not being scheduled at this time, are not off the board for the future. The District will be invoicing the Foundation for grant support prior to fiscal year end.
11. **ADJOURNMENT:** Commissioner Congress adjourned the meeting at 5:05 P.M.

**Upcoming Meeting Dates:**

**Thursday, October 27, 2022 @ 9:00 A.M.**

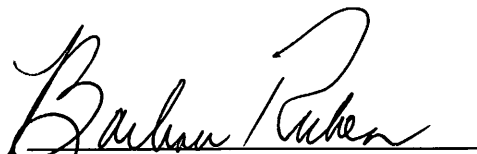
**Thursday, November 17, 2022 @ 9:00 A.M.**

**Thursday, December 22, 2022 @ 9:00 A.M.**

**Thursday, January 26, 2023 @ 9:00 A.M.**

**Thursday, February 23, 2023 @ 9:00 A.M.**

**Thursday, March 23, 2023 @ 9:00 A.M.**

  
Barbara Ruben, Acting Secretary  
/cac