

Sanibel Public Library District

770 Dunlop Road

Sanibel, FL 33957

239.472.2483

www.sanlib.org

Agenda

Board of Commissioners

Regular Meeting

Thursday, January 26, 2023 10:00 A.M.

- | | |
|---|-----------|
| 1. Call to Order | Congress |
| 2. Roll Call | |
| 3. Set Agenda | |
| 4. Secretary's Report
Minutes from December 15, 2022 | Uhler |
| 5. Public Comment | |
| 6. Treasurer's Report | Zahorchak |
| 7. Director's Report | Mohundro |
| 8. Board Comments | |
| 9. Foundation Update | Uhler |
| 10. Adjourn | Congress |

Upcoming Meeting Dates:

Thursday, February 23, 2023 @ 10:00 A.M.

Thursday, March 23, 2023 @ 10:00 A.M.



Sanibel PUBLIC LIBRARY

Board of Commissioners Director's Report – 1/26/2023

Customer Service

- Tool Shed – Please note the terrific new service and display near the West Service Desk. Staff noted that there are many on the Island who need to borrow general tools – wrenches, hammers, screwdrivers, clamps, etc., particularly now, when so many of these items they once owned are lost. Staff Maureen



Tesoro, Margie Klein, and Murry Lewis developed the tool library. Library users can borrow tools and return them when they can. All tools are basic – no batteries, moving parts, electrical needs; extra tools are held behind desks so staff can quickly replenish. Complementary book and magazine materials may be borrowed with an SPL card (e.g., books *DIY Home Repair*, *Essential Home Repairs Handbook*, magazines *Popular Mechanics*, *Family Handyman*). **The project is a very small dollar**

investment with very big value added. A woman stopped and took pictures with her phone and said "...brilliant, excellently done..."

- Books are returning; public access to more **NEW** in print and audiobooks and movies! SPL has contacted its major vendors Ingram (print books), Cengage (large type), and Midwest Tape (audiobooks, movies, music) about returning to regular shipping. Most orders of physical items had been in holding status until we were ready to begin tech services cataloging and final processing and circulation on them. So far about 40 boxes have come with about 500 items.
- Note the nice Reply from Barbara Kingsolver and many others on the reopening.
- The Virtual Author Talk series has been a real lifesaver for our programming. Library



Speakers Consortium is adding additional authors due to popularity and demand. We have requested that they add art and graphics at the single-page format. SPL is considered a "founding member" because we jumped on board this so quickly when it became available. SPL has highlighted the series on its home page. Thank you to SPL Foundation for supporting this initiative.

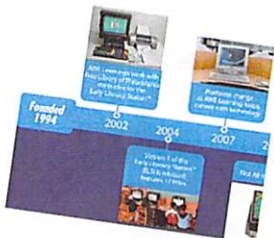


- Curbside pickup is "by demand" as users are encouraged to drive in parking garage to curbside area (follow signs) and call Library service desk, and will be kept in place until elevators are working.
- Fort Myers Beach Public Library reported recently:

"We are doing ok. I think the person in charge of the reconstruction is nearing the end of receiving quotes for all of the various jobs that need to be done. He hasn't given us a timeline for completion, but it will probably be months before we can open to the public again. SWFLN is providing the best help in allowing our web server to be housed at its location. We still do not have internet access at the library-phone service was just restored on Monday."

SPL has local agreements so residents of Fort Myers Beach (which has an independent special district library like Sanibel) and Lee County can access collections and get library cards.

- Preschool and early learners youth are using two new early literacy stations (AWEs) in place in Youth, thanks to grants from Kiwanis, Asplundh Foundation, and Leslie Fleischner. These computers are self-contained, without internet connection, and provide access to a wide variety of award winning learning software in English and Spanish to help children develop early literacy skills in the areas of English, math, science, and the arts.



- City announced USPS is being brought closer to Sanibel and expected within a week or two. This could help with SPL's mail; now it is being forwarded from the Jet Loop site to SPL accounting firm MyersBrettholtz near Summerlin and College and pickup is from their offices by Duane Shaffer. We will see notices, contacts, renewals billing/invoices, print magazines access and other materials return to a more regular pattern.



- Author Series for Jan, Feb, and March 2023 has been postponed; we still hope to book these authors for the following year. Meantime, author appearance fees (usually 50% deposit) are in prepaid expense as showing in financials, which is advantageous for supporting the rebooking of the guest authors as well as keeping the funding grants clear.

Library Environment

- SPL is always open with its 24/7/365 service.
- Elevator service remains as is until we can get vendor Otis here to drain hydraulic fuel caused by leaks, then do some repairs, then inspections again.
- Drive-through book drop available in parking garage; walk-up book drop blocked by cracked sidewalk (unsafe, liability).
- New book drops for each of the 2 front entrances received, with one in place (West) and one holding until entrance open (East).
- The Phase 1 work is done regarding Hurricane Irma damage; invoice \$135,000. We have Phase 2 cost estimates which include drywall, paint, etc. The holdup is cabinetry. Cabinetry and many other vendors are very busy, as you can imagine, with all the rebuilding and repair work going on. I am suggesting we do the drywall, flooring storage shelving and

other and then add cabinetry when we can. We would like to get Meeting Room and Gallery open on lower level and both stairwells.

- HVAC United Mechanical vendor (UMI) addressed a heating issue in the building: contactors and ceiling wiring were frozen due to high humidity during the major power outages caused by Hurricane Ian; updated the air control schedule through the Variable Air Volume (VAV) – 36 VAVs throughout building; new set points established (temp and humidity ranges).



- UMI is aware of Chiller Plant #1 down still since Hurricane Ian. Significant plumbing repairs will need to be made to fix the damaged coolant system plumbing to Plant 1 (there are 2 "plants" – 2 chiller units is standard with this size building). This damaged occurred when a tree limb pushed against the water piping support beam and broke it free from the plant housing. SPL is working with United Mechanical to coordinate that repair.

- The Air Conditioning Mini Split A/C in the dataroom (upper level in IT area) was damaged during Hurricane Ian. The coil fan as well as a coolant leak in the coil is occurring. The outdoor system went underwater during the storm and

many of the parts are significantly corroded and failing. Sanibel Air provided Estimate \$7,560 for dataroom minsplit replacement. Timing is critical; working with Sanibel Air & Electric, which SPL has used for many years and continues to provide excellent service.

- SPL is working to get the SPL "back yard" cleaned up of a lot of the fallen debris and some stump grinding. Vendor Wilson has provided a reasonable estimate; hauling to Dunlop Road "curb" for FEMA pickup. Holding on "front yard" Library Plaza until most work on interior is completed.
- Please be aware of any safety-related issues in the building -- carpeting, stairs, wet restroom floors, etc. and report them to me.
- Lighting estimate Library Plaza coming soon for halfway down tower light that is safe but unsightly. Outside Plaza – some lighting not working due to Hurricane Ian damage; garage lighting working and set on timers. These are safety concerns.
- SPL continues with covid protocols for exposure, with sanitizers and wipes, ultraviolet wands on hard surfaces (keyboards, printers, some print materials), 5-day isolation.
- Elevator service remains as is until we can get vendor Otis here to drain hydraulic fuel caused by leaks, then do some repairs, then inspections again.
- Focus is on opening lower level meeting room, restrooms, and gallery and then maybe include a "pop up coffee bar" which we know is on everyone's list!

Convenience Through Technology

- For added backup info and transparency, IT is keeping a list of damaged Technology items from Level 1 including some computer workstations, monitors, printers. Many of these items on Inventory List and noted as removed by both First OnSite and SPL staff Duane Shaffer's internal inventory list.

Organizational Management

- We are in discussions regarding hiring staff and reorganizing various departments to ensure public service area coverage. News of 2 additional retirements. Several interviews pending. Good interest in positions with candidates with a variety of talents!!
- SPL is providing weekly space in its study rooms for FISH to host VITA (Volunteer Income Tax Assistance) for free tax help (income, language, disabilities are some of the things taken into consideration that may be assisted by VITA help) through April 2023.
- Staffing Update: SPL has hired IT Computer Coach and part-time lab assistant Andrew Dyen-Shapiro. He is currently working on his Master's degree in library/information via distance learning at Syracuse University; expected graduation Spring or Summer 2023.
- MMohundro and Duane Shaffer are scheduling and interviewing potential hiring of staff and reorganizing various departments to ensure public service area coverage and all coverage. Several interviews set. Word of 1.5 FTE additional retirements.
- Staff job descriptions, organizational charts, other related materials being updated to reflect updates in staffing/coverage/fulltime and part time, and more.
- Staff Safety Committees – investigating to update and consolidate weather and crisis communications procedures, as well as social media procedures; following that, move forward to policy update drafts and Board of Commissioner review.

Outreach

- SPL is providing weekly space in its study rooms for FISH to host VITA (Volunteer Income Tax Assistance) for free tax help (income, language, disabilities are some of the things taken into consideration that may be assisted by VITA help) through April 2023.

Financial Management

- Holding on payments for physical items (books, movies music CDs and Blu-Rays) until received. Now coming in so we will see change in financials.
- Florida Department of Economic Opportunity fees paid. The DEO serves as the Governor's work in advancing Florida's economy by championing the state's economic development vision and by administering state and federal programs and initiatives.
- SPL filed paperwork that the District follows guidelines for using Qualified Public Depositories for banking. A QPW is a bank or savings association that has branch office(s) authorized to receive deposits in Florida, FDIC deposit insurance, and meets requires of Florida statutes. Both Bank of the Islands/Edison National Bank and Synovus are QPWs; serves as good reminder of transparency and assurance Library is using approved banks for public tax dollars correctly.
- SPL Foundation is the recipient of a recent grant for \$9,500 with requested use in youth collection.
- Records Management Compliance Statement to Florida Department of State signed and returned. The Department has requirements and duration regarding what documents must be kept in paper or digital formats. Other documents *not requiring storage* are disposed of in yearly shredding. Compliance Statement requests if SPLD is up to date, amount of cubic feet disposed of yearly, and more.



First Onsite

3401 Quorum Drive
Suite 300
Fort Worth, TX 76137
Toll Free: 800.622.6433
firstonsite.com

Recap by Category

O&P Items	Total	%
ACOUSTICAL TREATMENTS	356.54	0.07%
CABINETS	154,684.00	30.38%
CLEANING	6,128.62	1.20%
CONCRETE & ASPHALT	1,591.74	0.31%
GENERAL DEMOLITION	2,044.22	0.40%
DOORS	14,660.80	2.88%
DRYWALL	45,008.12	8.84%
ELECTRICAL	69,630.00	13.68%
HEAVY EQUIPMENT	1,643.20	0.32%
FLOOR COVERING - CARPET	27,353.50	5.37%
FLOOR COVERING - RESILIENT	794.08	0.16%
FLOOR COVERING - CERAMIC TILE	4,247.72	0.83%
FLOOR COVERING - VINYL	438.30	0.09%
PERMITS AND FEES	16,319.72	3.21%
FINISH CARPENTRY / TRIMWORK	7,816.30	1.54%
FINISH HARDWARE	1,140.66	0.22%
GLASS, GLAZING, & STOREFRONTS	492.13	0.10%
INSULATION	2,359.83	0.46%
LABOR ONLY	31,120.00	6.11%
PLUMBING	526.54	0.10%
PAINTING	23,175.25	4.55%
ROOFING	5,500.00	1.08%
SCAFFOLDING	6,261.38	1.23%
TILE	1,020.24	0.20%
O&P Items Subtotal	424,312.89	83.33%
Overhead	42,431.49	8.33%
Profit	42,431.49	8.33%
Total	509,175.87	100.00%

COPY



5565 Glenridge Connector
Suite 900
Atlanta, GA 30342
800.818.5619

January 9, 2023

Sanibel Public Library District
770 Dunlop Rd
Sanibel, FL 33957

Attention: Margaret Mohundro, Executive Director

Sent Via UPS Mailing

RE: Member: Preferred Municipality – Sanibel Public Library District
Location of Loss: 770 Dunlop Road, Sanibel, FL 33957
Nature of Loss: CAT 61 – Hurricane Ian
Date of Loss: September 28, 2022
Policy Number: PK FL1 0364047 21-08
Our File Number: 1000379723
Claim Number: 398558

Dear Ms. Mohundro:

As you are aware, Engle Martin is the designated adjusting firm assisting Preferred Governmental Insurance Trust (Preferred) with respect to this matter. We write on behalf of Preferred, subscribing to Policy Number PK FL1 0364047 21-08 issued to the Named Member, Sanibel Public Library District.

It is reported that on Wednesday, September 28, 2022, high winds and rains from the passing of Hurricane Ian, damaged the exterior and first-floor interior building components, located at 770 Dunlop Road, Sanibel, FL 33957. We have estimated the repairs and emergency services, provided by First Onsite, total a replacement cost amount of \$542,781.87. This amount includes all scope items associated with this occurrence.

Preferred writes to confirm their agreement in the undisputed loss measure of the above referenced claim. After application of your Named Storm deductible of \$355,527.00 00.00, and withheld recoverable depreciation in the amount of \$15,960.03, **the net undisputed ACV claim equals \$171,294.84. We will continue to work with you in reaching an agreed final settlement.** Please review the attached and contact us immediately with any questions.

We appreciate your patience and cooperation throughout this matter.

COPY

MM 1-17-23

Sincerely,

ENGLE MARTIN



Gregory Moon
National General Adjuster
Ft. Lauderdale, Florida Office
gmoon@englemartin.com
Florida License #W047719
Expiration: 02/28/2024
M: 954.817.9434

ENGLE MARTIN



Mike Fink
Sr. Executive General Adjuster
Atlanta, Georgia Office
mfink@englemartin.com
Florida License #P048069
Expiration: 04/30/2023
M: 404.808.6226

Enclosure:

1. Check
2. Damage and Deductible Schedule

cc: Lianna Crosby, Claims Specialist II
PGCS Claim Services on behalf of Preferred

Fred C. Tucker, Vice President
PGCS Claim Services on behalf of Preferred

Foundation Risk Partners of Florida LLC,
DBA Acentria Insurance (Orlando)
919 Lake Baldwin Lane, Suite A
Orlando, FL 32714

COPIES



Insured: Preferred Municipality - Sanibel Public Library District
 Location of Loss: 770 Dunlop Road, Sanibel, FL 33957
Nature of Loss: Hurricane IAN - CAT 61
 Date of Loss: September 28, 2022
 Policy Number: PK-FL 0864047 21-08
 PGCS Claim Number: 398538
 EM File Number: 11000379723

DEDUCTIBLE AND DAMAGES SCHEDULE

Reference No.	Policy Schedule No.	Location	TW Bldg and Contents Combined	3% Deductible	Calculated Deductible	Estimate of Damages (BCF)	Depreciation	Calculated Loss- Less Deductible and Depreciation	Comments
1	001	Public Library	\$ 11,850,900.00	3% \$	355,527.00	\$	537,590.67	(15,960.03)	166,103.64
2		Fungal Cleanup Expense	\$ 50,000.00			\$	5,191.20		5,191.20
TOTALS			\$ 11,900,900.00	\$	355,527.00	\$	542,781.87	(15,960.03)	171,294.81

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PGIT COMBINED CLAIMS ACCOUNT

Regions Bank

63-466
631

ADMINISTERED BY PREFERRED GOVERNMENTAL CLAIM SOLUTIONS

PO BOX 614004

ORLANDO FL 32861-40042

Claim Number: 398558

VOID AFTER 120 DAYS

DATE	CHECK NO.
1/10/2023	440685
AMOUNT	
\$171,294.84	

PAY One Hundred Seventy-One Thousand Two Hundred Ninety-Four and 84/100 Dollars***

TO THE ORDER OF
Sanibel Public Library District
770 Dunlop Rd
Sanibel, FL 33957

Amber Wilson
AM

⑈0000440685⑈ ⑆0631046681⑆ 0039462714⑈

Please cash or deposit the above check as soon as possible and retain this portion for your records

Description	From Date	To Date	Invoice #	Invoice Amt	Amount
Catastrophic Property Loss				\$0.00	\$166,103.64
Claim Number: 398558 Claimant: Sanibel Public Library District Payee: Sanibel Public Library District					
Check Number: 440685 Total Check Amt: \$171,294.84 Event Date: 9/28/2022 Department: Sanibel Public Library Di Sanibel Public					
Adjuster Name: Lianna Crosby Adjuster Phone #: (321) 832-1445 Event Number: EV2022383283 Control Number: 7930270					
Memo: Unit 001					
Catastrophic Property Loss				\$0.00	\$5,191.20
Claim Number: 410592 Claimant: Sanibel Public Library District Payee: Sanibel Public Library District					
Check Number: 440685 Total Check Amt: \$171,294.84 Event Date: 9/28/2022 Department: Sanibel Public Library Di Sanibel Public					
Adjuster Name: Lianna Crosby Adjuster Phone #: (321) 832-1445 Event Number: EV2022383283 Control Number: 7930272					
Memo: Fungal Cleanup Expense					

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First Onsite

3401 Quorum Drive
Suite 300
Fort Worth, TX 76137
Toll Free: 800.622.6433
firstonsite.com

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Sunshine Law-Public Meetings- Alert regarding "auditors". From Preferred Panel Counsel Roper P.A.

A gentle reminder to our public entity membership, especially special districts (including Community Development Districts (CDD)), that board meetings and other official meetings of the public entity are subject to Florida's Sunshine Law (Section 286.011 F.S.). See e.g., Section 109.006(9) F.S., governing CDDs - "All meetings of the board shall be open to the public and governed by the provisions of chapter 286." All governmental entities in Florida are subject to the requirements of the Sunshine Law unless specifically exempted. *Sarasota Citizens for Responsible Government v. City of Sarasota*, 48 So. 3d 755, 762 (Fla. 2010). *Accord Florida Citizens Alliance, Inc. v. School Board of Collier County*, 328 So. 3d 22 (Fla. 2d DCA 2021).

Said meetings are therefore open to the general public, regardless of whether the attendee is a resident/member of the entity/district/community. That statute requires that all meetings of any board or commission of any or political subdivision of the state, at which official acts are to be taken, are declared to be public meetings open to the public, at all times. The law further provides that no resolution, rule, or formal action shall be considered binding except as taken or made at such meeting and that the board or commission must provide reasonable notice of all such meetings. The location of such meetings must be open to and accessible by the general public. Public boards or commissions, therefore, are advised to avoid holding meetings at places where the public and the press are effectively excluded. AGO 71-295. Facilities which are owned or operated by the public entity are not considered to be "private property". Further, members of the public are permitted to videotape or otherwise record the proceedings. *Pinellas County School Board v. Suncam, Inc.*, 829 So. 2d 989 (Fla. 2d DCA 2002) (school board's ban on unobtrusive videotaping invalid). Accord AGO 91-28. However, attendees at such public meetings are not allowed to disrupt the proceedings and must comply with all of the entity's procedural rules related to maintaining order and decorum.

We have become aware of certain so-called "government auditors" who have recently been making the rounds of various special district meetings, with video cameras, demanding that they be allowed to attend the scheduled board meeting. They are hoping to provoke a negative reaction, including the refusal to allow their entry to the meeting or having staff contact law enforcement to have them removed from the premises. Depending upon the nature of the response which they elicit, they could then proceed to post the encounter on the internet, file a civil suit alleging either a violation of the Sunshine law, or even assert a claim for false arrest, battery, etc. A party successfully bringing suit for a violation of the Sunshine Law is entitled to recover its attorney's fees and costs incurred in prosecuting that claim, from the public entity. Further, any public officer who violates any provision of the statute may be found to be guilty of a noncriminal infraction, punishable by fine not exceeding \$500. Tort claims for false arrest, battery, etc., would obviously implicate the entity's potential exposure for damages. An example of this auditing activity described above can be found at the following link: <https://www.youtube.com/watch?v=1uBxDBLjdWI>.

Understanding that your entity may have to address this issue in the future, we recommend that you insure that the location of your official board meetings is accessible to the general public and grant access to any member of the public seeking to attend the meeting, regardless of whether they are a resident of the community. We further recommend that you allow attendees to record the proceedings, provide that they are not disruptive or threatening. In our experience, once these individuals realize that they will not provoke the desired reaction, they will quickly move on to the next target. We would also recommend that you consult with your agency's legal counsel to address any specific concerns or issues which you may encounter.

PUBLIC MEETING NOTICE

The Sanibel Public Library District Board of Commissioners

Will convene a Regularly Scheduled Meeting

on the following dates:

Thursday – February 23, 2023 – 9:30 A.M.

Thursday – March 23, 2023 – 9:30 A.M.

All meetings are held at the Sanibel Public Library

770 Dunlop Road

Sanibel FL

Public is welcome.

Any person requiring special accommodations at any meeting because of a disability or physical impairment should contact Margaret Mohundro, Library Director at 239-472-2483 at least 48 hours prior to the meeting.

IF A PERSON DECIDES TO APPEAL ANY DECISION OF THE BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSE HE OR SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDING IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.