FLAGLER COUNTY PUBLIC LIBRARY, BOARD OF TRUSTEES

MINUTES OF FEBRUARY 12, 2018 MEETING

Call to Order: The meeting was called to order at 4:32 p.m.

Attendees: Trustees Jim Ulsamer (Chairman), Frank Benham, Armando Mustiga, Jan Cullinane, Alan Peterson, George Hanns, Sharon Atack; Library Director Holly Albanese; Flagler County Deputy Administrator Sally Sherman, County Commissioner David Sullivan, and Ron Pokigo, Friends of the Library.

Approval of Minutes: The minutes of the January 8, 2018 Board meeting were approved.

Friends of the Library: The Friends updated the Trustees on upcoming programs. Ron Pokigo provided the current FOLFC investment report.

Director’s Report:

1. Website: The Director reported that she met with the subcommittee tasked with the job of suggesting possible design changes to the county website. A presentation of those changes was made by the Director. Alan Peterson moved to approve the recommendations, motion seconded by Jan Cullinane. The motion was passed unanimously. Sally Sherman said that she would let the Trustees know at their next meeting what to expect in terms of the time it will take to review the proposal and determine what can be accomplished.

2. Statistics: The Director provided the library statistics for the month of December 2017. Trustees discussed several of the numbers being lower than the same time last year. The lower numbers for the web page and database usage is believed to be attributed to the new website.

3. Budget: The Director provided a line item budget for review. Since the County budget kick-off hasn’t occurred, there are no guidelines from the County as of yet. However, it was the general consensus of the Board that the budget request be at least as much as last year’s.

4. 3M/Biblioteca update: The new equipment has been installed and is up and running. The staff is pleased with the operation of the new gate and self-check systems.

5. Innovation Project Application: A grant in the amount of $8,000.00 was approved by NEFLIN for a two year service and license of the meeScan app and equipment. Out of 21 grant applications, only five were funded.
Action Items:

1. The Code of Conduct Policy: Action on this item was tabled until the policy is reviewed by the County Attorney.

2. Customer Service and Equal Access Policies: After much discussion, the Board asked the Director to review the two separate policies and determine if they can be simplified and combined as one.

Annual Report: Chair Jim Ulsamer provided a draft of the Library Board of Trustees Annual Report for 2017. The Director asked that any suggestions or corrections be sent to her. The two priorities for 2018 are the development of the architectural design for the new facility in Bunnell and the renovation of the bathrooms at the Palm Coast facility.

Meeting adjourned at 6:03 pm.

Next Meeting: March 12, 2018 at 4:30 pm.

Submitted by Sharon Atack, Trustee