

TAMPA-HILLSBOROUGH COUNTY LIBRARY BOARD
CHARLES J. FENDIG PUBLIC LIBRARY
JANUARY 25, 2007

Board Members Present: Chair, Jim Johnson, Sandra Cameron, Alma Hires, Bob Argus, Kay O'Rourke, Laura Vickers, William Scheuerle, and James Harkins.

Excused: Dora Reeder, James Martin and Margaret Fisher. Absent: Michelle Schofner

Staff Present: Joe Stines, Director of Library Services; Linda Gillon, Manager, Programming; David Wullschleger, Manager, Operations; Suzy George, Chief Librarian; Barbara Marquette, Administrative Specialist; and Assistant County Attorney Alicia Gonzalez.

Mr. Johnson called the meeting to order at 4:00 p.m. A quorum was present.

Approval of the Library Board Minutes of December 7, 2006. Mr. Argus moved that the minutes be approved as amended. Ms. Cameron seconded. The motion passed unanimously.

Comments from the Public: None

Committee Reports

Budget Committee: Dr. Scheuerle stated that the Committee questioned about line items 044, 048, and 054 on the December 31, 2006 budget. The Committee is concerned whether there will be sufficient funds in each of those line items to meet upcoming obligations. A report will be made at the February meeting. A draft R3M budget was received further discussion will take place at the February meeting. The majority of the meeting was spent reviewing the proposed Decision Units for the FY08-09 Budget. These Decision Units will be ranked at the February meeting and are due to the Management and Budget Department on March 2nd.

Dr. Scheuerle suggested that Board members attend the February 13 budget meeting. Mr. Stines stated that the County Administrator held the first budget meeting earlier today. Some key dates:

June 21, 2007, 6:00 p.m. Public Meeting (Capital Improvement Program and Budget) at County Center 2nd floor

July 26, 2007, 6:00 p.m. Public Meeting at County Center 2nd floor

Planning Committee: Mr. Stines reported for Mr. Martin. The Unfunded Capital Projects list must be re-ranked and brought to the Library Board for approval in February. Mr. Wullschleger gave the Committee an overview of the unfunded projects from last year. There was also an update on current projects. WestGate – groundbreaking is scheduled for March/April and are staff is working on securing a temporary location for the library during construction. They hope to have a lease for approval by the BOCC at the end of February or in early March. Mr. Stines stated that the site is at the Tomlinson Center at the corner of Waters and Anderson.

The Bloomingdale Friends have requested a fifteen thousand square foot expansion and New Tampa is requesting a twenty-five thousand square foot expansion.

Seminole Heights will have a new emergency door installed which will increase the maximum capacity from forty nine to eighty three. The Committee will explore an alternate site for the Seminole Height library while looking for land to build a new building.

The interlocal with Sulphur Springs is being modified and Architectural Services is designing the building so that the public may have access during school hours.

Seffner Mango is on target and is scheduled to be completed by December 2008.

North Tampa's initial drawings are being finalized and community meetings are being scheduled.

Mr. Harkins stated that the Committee also requested a report on the use of electronic media so that the Board could make suggestions as to upgrades (No Child Left Behind program).

Policy and Bylaws Committee: Ms. Vickers stated that the Committee discussed the renaming of the Port Tampa City Library and reviewed the information they had received. The Committee determined that it does not meet the Library Boards criteria for renaming of the library.

It is the Committee's recommendation to the Library Board that the name of the library not be changed. Mr. Argus seconded. The motion passed unanimously. In lieu of that the Committee recommends naming the Reading Room in honor of Mrs. Ellen H. Green. Mr. Argus seconded. Mr. Stines stated that the Reading Room at West Tampa is named for Mrs. Reeder and that Lutz Reading Room is named for Mrs. Swisshelm. The Library Board has made this type of decision in the past in addition to naming various meeting room within library buildings. Ms. Vickers stated the Committee felt Mrs. Green was deserving of the honor having received several recommendations from many groups over time and had made a significant impact on the area. **Mr. Johnson called for the vote. The motion passed unanimously.**

The Chairman will prepare a letter to County Administrator, Pat Bean advising her of the motions passed along with a copy of the approved minutes.

Mr. Argus made the recommendation that letters be sent to all the citizens who provided information and wrote letters in support of Ms. Green.

Changes to the Bylaws were discussed and will be reviewed at the February meeting.

Questions regarding the new policies that were distributed in the Library Board package were discussed. It was determined that staff had sent out an earlier version and correct copies will be included in the February mailing.

Ms. Vickers stated that Ms. Gonzalez, Assistant County Attorney, had clarified that non committee members may participate but may not make motions or vote on issues during committee meetings.

Mr. Johnson called for a motion on the recommendation for letter. **Ms. Vickers made the motion to issue letters to all who sent letters to the Library Board and to Pat Bean. Mr. Johnson also noted for the minutes that the Committee thanked all those in the audience**

who came today for their efforts. Mr. Harkins seconded. The motion carried unanimously.

Ad Hoc Committee: Director of Procurement Services, Dr. Lu Banks and Procurement Services staff addressed the committee. Copies of the County Auditors report and recommendations as well as the Library and Procurement's response were distributed to the committee. The purpose of the meeting was to bring an understanding to the Committee members of the ordering of library materials (print and non print). Mr. Wullschleger and staff members gave an overview of how books are purchased and the different kinds of materials that the Library purchases. Dr. Banks discussed the exemption and made it clear that she is in favor of keeping the 1984 exemption. She asked her staff to explain the Pcard process and the accountability it provides as well as rebates and discounts.

Lynn Filmon discussed the County's electronic accounting system (FAMIS and ADPICS) she made it clear that this system has no relation to the Horizon/Dynix acquisitions module that is being used in our computer system. She made the point that we could use both but it would increase the workload on Procurement and Library staff.

Jan Jardieu discussed the difference between a Request for Purchase (RFP) and a Request for Quote (RFQ) and explored the possibility of a formal RFP being used when there is an opening day collection that would have to go before the BOCC. Policies would have to be developed to include oversight by Procurement Services. These options will be discussed at the next committee meeting.

The Committee reached consensus on two items. 1) The Pcard is valuable and does provide an enhanced level of accountability as well as providing rebates and should be used as much and as often as provided by the Pcard policy of Hillsborough County. 2) The adoption of the Guiding Principles.

- To provide greater accountability
- To maintain customer service focus
- To maximize cost savings
- To maximize the outsourcing of quality processing and cataloging
- To maximize Pcard payment for efficiency, accountability, and cost savings

Mr. Stines stated that Mr. Wullschleger had stressed during his presentation that the Library does not buy books it buys services! Books are purchased already cataloged, labeled, and RFID tagged, etc.

Dr. Scheuerle stated that since this issue was brought about through an anonymous email, "Is there any type of County policy/procedure that speaks to anonymous complaints?" Ms. Gonzalez stated that she would research the question.

Unfinished Business

Ms. Vickers asked that a letter be sent to the staff at the Fendig Library expressing the Library Board's appreciation of the refreshments.

Mr. Johnson stated that the Burgert Brothers Committee is celebrating their 10th anniversary and asked that a letter be sent thanking them for their efforts.

Mr. Johnson also recommended sending a letter to Claudia Yake, Executive Director, Center Place congratulating her for her years of service. **Ms. Cameron made the motion to send the letter and also to have a plaque made that would be mounted at Center Place. Mr. Harkins seconded. Mr. Johnson amended the motion to include a letter to the Burgert Brothers Committee and also a letter to the staff at Fendig. Mr. Harkins seconded the amendment.** Mr. Stines stated that the Jan Platt Development Committee that has worked on the Burgert Calendar, note cards and several events currently has \$30 thousand and asked staff to bring a list of needs for the Burgert Brothers collection. A report will be given to the overall Friends. **The motion passed unanimously.**

New Business

Dr. Scheuerle stated that the Policy Committee discussed the issue of absences at Committee and Board meetings and asked whether there was to be further discussion. Ms. Vickers stated that she would like to wait for additional changes to the Bylaws before discussing.

Dr. Scheuerle suggested that *unexcused* absences be defined or would the Board consider eliminating that (unexcused) word. Ms. Vickers recommended that this discussion be continued at the next Policy & Bylaws meeting.

Dr. Scheuerle announced two guests of the Humanities Institute of the University of South Florida Mark Dination, Special Librarian Rare Books and Special Collections, Library of Congress on February 22 at 7:00 p.m. and Peter Straub, a modern horror novelist on February 15 at 7:00 p.m.

Ms. Cameron announced that a traveling exhibit from the Miniature Art Society of Florida would be at the SouthShore Library from January 28 throughout February.

Director's Report

Mr. Stines stated that after the October meeting regarding Port Tampa an Administrative Referral was sent by the BOCC stating that someone had understood that one of the Library Board members had made a racial comment. A response stating that this was a misunderstanding was sent to the Commissioners and the citizen responded that she was misinformed. Copies of the Administrative Referral and back up information were distributed to the Library Board.

Mr. Stines reported that the Imagination Library Committee has applied for a Comcast grant and that Pat Boody, Bloomingdale Friends President is arranging a meeting with a private organization. A marketing and development plan is being developed with funds from a grant from the Children's Board as well as a marketing approach to grants and corporate sponsorships. The Early Learning Coalition of Hillsborough County is now a part of the group, their strength is in measurement and evaluation.

Pinellas County is using our program as a model for their proposed Imagination Library program.

Mr. Stines announced that February 9 is Library Staff Day and we will be at Middleton High School from 8:30 to 4:00 and encouraged the Library Board to visit.

Mr. Johnson stated that if at any time (in reference to the last package the Library Board received) a member hears any inappropriate language to please make him aware.

The meeting was adjourned at 5:30 p.m.

Meeting Dates:

Book Purchasing Ad Hoc Committee – Thursday, February 8, 2007, 9:30 a.m. at the John F. Germany Public Library

Budget - Tuesday, February 13, 2007 - 2:00 p.m. at the John F. Germany Public Library

Planning –Tuesday, February 13, 2007 – 3:00 p.m. at the John F. Germany Public Library

Policy & Bylaws - Thursday, February 22, 2007 – 3:00 p.m. at the John F. Germany Public Library

Library Board – Thursday, February 22, 2007 - 4:00 p.m. at the John F. Germany Public Library