

**TAMPA-HILLSBOROUGH COUNTY LIBRARY BOARD**  
**JOHN F. GERMANY PUBLIC LIBRARY**  
**DECEMBER 17, 2009**

**Board Members Present:** Jim Johnson (Vice-Chair), Bob Argus, James Martin, Cori Toler, Catherine Cottle, Jim Harkins, Laura Vickers, Patricia McClure, and Alma Hires. William Scheuerle (Chair), and Kay O'Rourke were excused.

**Staff Present:** Joe Stines, Director; Jacquelyn Zebos, Manager, Administrative & Reference Services; Linda Gillon, Manager, Programming & User Services; Marcee Challener, Manager, Materials & Circulation Services; Andrew Breidenbaugh, Chief Librarian; Lisa Wagner, Coordinator, Administrative Services & Grants; Aracelis Putnam, Administrative Specialist.

**Guest:** Ricardo Cox, Assistant County Attorney; Bill Iverson and Bill Hand of Real Estate Department/Architectural Services.

The meeting was called to order at 4:15 p.m. A quorum was present.

Minutes from the October 22, 2009 Library Board meeting were approved.

There were no presentations from the public.

No volunteers were present to receive recognition.

Bill Iverson and Bill Hand of Real Estate Department/Architectural Services presented the drawing plans for the Harkins Plaza at SouthShore Regional Library and discussed the public art program. Mr. Iverson invited Library Board members to attend the next Public Art Board meetings to express their views concerning the County Public Art Program. **The Library Board unanimously approved the plans for the Harkins Plaza as presented.**

Mr. Hand provided an update on the expansion of Seminole Library. His office is currently working with the City of Tampa to convey the land lease and will get input from the surrounding community as they enter the design phase.

## **Committee Reports**

### **Budget Committee**

The Library Board reviewed changes to the budget reports along with a final FY09 R3M Report.

An update was provided on preparations for the FY11 budget. Staff continue to look for efficiencies and are looking into indirect costs charged by the County. The Library is currently in command of the Citizens Action Center which is funded in FY11 from general revenue funds. Management & Budget Department have begun work on budget projections. Kevin Brickey, Economist, will be scheduled to attend the Library Board meeting in January or February to discuss the library pro forma.

The next meeting of the Budget Committee is scheduled for Tuesday, January 19, 2010, 3:00 p.m. at New Tampa Regional Library.

### **Planning Committee**

The Sulphur Springs Partnership Library is on track for a soft opening in February 2010.

Library administration continues to work with the Friends of the Library to finalize the vending contract. Vending machines are already in place at all large libraries and the Friends are considering a phased approach for placing them at small branches.

Staff continues to work on the inventory of art by branch in collaboration with the Friends Council.

The CIP unfunded projects list is due to be updated in January 2010. The Library Board discussed maintaining the current ranking list. The Planning Committee will bring a recommendation to the next Library Board meeting.

The next meeting of the Planning Committee is scheduled for Tuesday, January 19, 2010, 2:00 p.m. at New Tampa Regional Library.

### **Policy & Bylaws Committee**

**The Library Board reviewed and following discussion voted unanimously to approve the following revised library policies:**

- **LS102, *Customer Records Privacy***
- **LS545, *Vending Machines***
- **LS2003, *Ranking Library Services CIP Unfunded Capital Project Request List***

Review of Library policy LS901, *Materials Selection*, was deferred to the January Library Board meeting agenda.

**Changes to the Library Fine/Fee Schedule were reviewed and received Library Board approval to go forward to the Board of County Commissioners for final approval at their January 20, 2010 meeting.**

The next meeting of the Policy & Bylaws Committee is scheduled for Thursday, January 28, 2010, 3:00 p.m. at Riverview Library.

Ms. Catherine Cottle apprised the Library Board of a policy that is being developed related to e-Government services.

The Library Board reviewed the library circulation statistics reports for October and November 2009.

Mr. Breidenbaugh provided a on-line demonstration of the library's internal information network, MERLIN, and how to access library policies and statistical information. A staff committee is in the process of determining which library policies will be made available to the public on the library Website, HCPLC.org. Staff will bring back a recommendation early next year.

Mr. Stines briefed the Library Board and sought input concerning the staff schedule change to 8-hour Sundays to be implemented in January 2010. Public service hours remain the same. Staff will complete tasks for the branch which have fallen behind during the previous week.

The Board of County Commissioners have appointed a new Library Board member, Mary Lou Tuttle, from district one at their December 16<sup>th</sup> meeting. Ms. Tuttle will be up for reappointment in June 2010.

The Early Voting campaign is coming up in January 2010. A special election will be held that will require West Tampa Library involvement.

The meeting was adjourned at 6:05 p.m.