

**MINUTES OF THE
TOWN OF LADY LAKE
REGULAR MEETING OF THE LADY LAKE LIBRARY BOARD
LADY LAKE, FLORIDA**

**November 14, 2013
4:00 p.m.**

The Lady Lake Library Board Meeting was held in the Town Hall Commission Chambers at 409 Fennell Blvd., Lady Lake, Florida. The meeting convened at 4:00 p.m.

MEMBERS PRESENT: Chairperson/Member Dr. Paul Harsh, Member Dorothy Grubb, Member Linda Underhill, Member Dr. Lily Kliot, Member Jean Ganske, and Member Kimberly Strickland

ABSENT: Vice Chairperson/Member James Page and William (Bill) Stokes, Representative to the County Library Advisory Board

TOWN STAFF PRESENT: Beth Maciejewski, Library Director; Ruth Kussard, Town Commissioner; and Julia Wolfe, Staff Assistant to Town Clerk

CALL TO ORDER: Chairperson Dr. Paul Harsh called the meeting to order at 4:00 p.m.

APPROVAL OF MINUTES: October 10, 2013

Upon a motion by Dorothy Grubb, with a second by Lily Kliot, the Lady Lake Library Board approved the minutes of the October 10, 2013 meeting by a vote of 6 to 0.

Member Kliot stated it was mentioned in the minutes that the Board had a conversation about activities for children. She stated a lot of good ideas were mentioned and she thinks it would be nice to recapture those for prosperity.

Chairperson Harsh replied any discussion the Board had was recorded and a record of the meeting could be obtained from the Clerk's office.

OPEN FORUM: There were no comments from the audience.

REPORT BY CHAIR: No report.

REPORT BY TOWN COMMISSION LIAISON:

Commissioner Kussard stated the Christmas Parade will be held December 7, 2013 at 10:00 a.m. on Old Dixie Highway, and Light up Lady Lake will be held on December 13, 2013 at 6:15 p.m. She also reported Mayor Richards won the election with 234 votes to 76, with a turnout of only 310 registered voters.

REPORT BY LAKE COUNTY LIBRARY ADVISORY BOARD REPRESENTATIVE:

William Stokes was not present at the meeting.

REPORT BY LIBRARY DIRECTOR:

Beth Maciejewski provided a copy of the Library's budget for FY 2013/14. She discussed the upcoming Library Event Schedule (attached) and stated more events are being planned.

Member Kliot asked if there was an advertising or marketing plan for the projects.

Ms. Maciejewski replied they do not have a marketing budget and the library mostly sends out press releases as they do not cost.

OLD BUSINESS: No old business.

NEW BUSINESS:

Member Strickland stated she had clipped articles from the newspaper about various library events and she reviewed them. She asked how often the book drops are cleaned out.

Ms. Maciejewski replied the book drops are cleaned out by staff every morning, even on weekends.

Member Ganske asked how many people visit the library per day.

Ms. Maciejewski replied it varies from 600 to 700 on average for most days, but during the season, there are over a thousand.

Ms. Ganske noted there was a newspaper article regarding extended Saturday hours for the Sumter County Library, and also that they have started the homebound program in the Sumter County Library System. She stated she has been a participant of the disability service for the homebound program for many years.

Chairperson Harsh stated it is up to the Board to come up with ideas and ways to get them done within the budget. He asked what disability program Ms. Ganske was talking about.

Ms. Ganske explained the homebound program for disabled persons; stating that library books are delivered to her mailbox and she delivers them back to the post office mailbox. She suggested that an article be written about the program.

There was further discussion about the homebound program, and Ms. Maciejewski stated that funding for the homebound program is intact. It was agreed that Ms. Ganske should try to get the word out by writing an article on the program.

Member Underhill suggested visiting the schools, work with the school librarian on reading programs, then take volunteers to the schools and announce the programs on the school's morning news program. She also suggested printing 20 programs to be distributed to every classroom teacher.

Chairperson Harsh suggested finding a volunteer to be exclusively for advertising outreach. He asked if the Friends of the Library's main function is fundraising.

Ms. Maciejewski replied the Friends of the Library put most of their money toward programming, help subsidize the summer reading program and pick up any fee-based program

because they are not in the budget. They also purchase some books. She stated the Kiwanis gives the library a large amount of money to help with the summer reading program.

Chairperson Harsh suggested finding a volunteer to specifically help carry out ideas and events.

Member Strickland suggested children be allowed to job shadow at the library to get them excited about the library. She also stated that volunteers may be put to better use in the library, which may free up a staff member to go out to do public speaking.

Member Kliot stated she has been discouraged in the past regarding volunteering, assisting with fund raising or communicating with the Friends of the Library. She stated she did not know about the recent book sale going on at the library. She stated she spoke with Ms. Strack of the Friends of the Library, and it was suggested that the Friends of the Library send a representative to the Library Board meeting, or the Board send a member to the Friends so everyone will know what is going on.

Ms. Maciejewski stated they could not run the library without volunteers and already utilize them to the maximum extent, because there is not enough staff to do all the things that needs to be done in the library. She stated volunteers are infinitely important and she has always valued them.

Chairperson Harsh suggested maximizing what the Board is there for and that means to communicate and be innovative, and not be afraid to put something on the floor. He stated the Board should talk to others like the librarian and the Friends of the Library to discover new needs and ideas, and look for ways the Board could be better. He reminded the Board members not to talk to each other outside of the meetings because it is a violation of the Sunshine Law.

Member Kliot asked if the Board could have ad hoc group to talk about children and reading.

Chairperson Harsh replied no, but they could have a special workshop meeting if it is publicly noticed.

Member Strickland asked who she would contact if she wanted to add something on the agenda under new business.

Chairperson Harsh replied members should contact the Clerk's office if they have something to put on the agenda. He asked the members to get out there, get ideas and be a proactive advisory board. He also stated if the Board does not have something of value to discuss, they should not hold the meeting. He stated if there is nothing of importance on the agenda a week before the meeting, a cancellation notice should be sent out; although he stated he would like to further discuss the ideas brought up at this meeting at the December meeting; especially regarding volunteers.

Commissioner Kussard stated Thursday is locked in for the Library Board meeting. She stated if the Board decides to have a workshop, it has to be a public meeting scheduled through the Clerk's office. She also stated the workshop has to be in the Chambers, and advertised to the public, and minutes are taken. Commissioner Kussard stated she is not able to talk to the other Commissioners because of the Sunshine Law, but she can talk to the Town Manager or Town staff.

Library Board Meeting
November 14, 2013

Member Underhill suggested the library director go talk with the principal, teachers and librarian on a Wednesday as it is early release day, to get suggestions for ideas for children's reading programs, etc.

ADJOURN: The meeting was adjourned at 5:08 p.m.

Julia Wolfe
Staff Assistant to Town Clerk

Dr. Paul Harsh, Chairperson

Minutes transcribed by Julia Wolfe, Staff Assistant to the Town Clerk