

**Minutes of the Volusia County Library Advisory Board Meeting**

November 11, 2005

Ormond Beach Regional Library  
30 S. Beach Street, Ormond Beach, FL

**Members:**

Eva Williams, Chair, At-Large  
Claudia Hutchins, At-Large  
Dr. Henry Martin, Dist. I  
Neil Harrington, Dist. II  
Dr. Adrienne Baytop, Dist. III  
Chris Hartley, Dist IV  
Sue Lombardi, Dist V

**Staff:**

Mike Knievel, Library Services Director

\*\*\*\*\*

Chair, Eva Williams called the meeting to order at 2:00pm.

Eva Williams, Neil Harrington, Sue Lombardi, and Christopher Hartley were present.  
Dr. Henry Martin, Claudia Hutchins, and Dr. Adrienne Baytop were absent.

**Minutes of the Previous Meeting:**

There was a motion to accept the minutes of the previous meeting by Neil Harrington. The motion was seconded by Christopher Hartley and carried unanimously.

Eva Williams had a few questions regarding the minutes:

-Under Reports/Council Actions: Will the application for the State Funding get in before the Dec. 26<sup>th</sup> deadline?

Mike reported that he is being told that everything is still on schedule.

-The lease agreement with Lake Helen;

Mike reported that the lease agreement was approved by County Council on October 20, 2005. As was the architect task assignment to the end of the Deltona project.

-The FEMA Grant Application;

Mike reported that the FEMA Grant Application that was sent in was withdrawn. The application was rejected for the generators.

- Holly Hill update;

Mike reported that the project is moving ahead in terms of review. No agreement yet but there is negotiating going on. Big John is encouraged with the library portion of the project and is giving his support.

There is a similar negotiation going on with a developer in South Daytona Beach.

- Will the time clocks be for all staff?

Mike reported that it would be used for all non-professional and professional staff.

- Will the public receive any notification about the new computer sign in before it takes effect?

Mike reported that they would receive notification before.

### **Budget & Financial Report:**

Mike Knievel, Library Director, distributed the Financial Report to all Library Advisory Board Members. Page 282 had three changes:

Computer Software - \$32,000 revised to \$116,600

Other Equipment - \$390,010 revised to \$474,410

Reserve for Prior Year Obligation - \$370,603 revised to \$0

The budget over all is still \$23,876,712 and expenditures to date \$240,619.

### **Election Of Officers:**

Eva Williams, asked Mike Knievel, Library Director, to conduct the elections. Neil Harrington asked if the board was legally required to conduct the elections at this meeting since three board members were missing. The board decided to continue with elections.

Neil Harrington nominated Eva Williams for Chair – unanimous.

Sue Lombardi nominated Claudia Hutchins for Vice Chair – unanimous.

Christopher Hartley nominated Sue Lombardi for Secretary – unanimous.

### **Setting 2006 Goals:**

Eva Williams, chair, asked when “Present recommendations to appropriate authorities” should be done. Mike reported it could be done any time during the current fiscal year.

Mike Knievel would let the Library Advisory Board know of any changes with the Library Standards.

Eva Williams asked about “Participating in the task force charged with developing programs and modifications that would improve customer service.” When will it be meeting and what is known about it?

Mike Knievel reported that he offered to initiate that with Reggie Williams and Reggie was agreeable. As soon as the task force was formed Reggie would determine a suitable role.

Mike and Reggie will be meeting at the end of the month and this is on the agenda.

Eva Williams asked what is the library system now doing that is going to be improved to help the public? Signing in by machine?

Mike Knievel reported that the new computer sign-in, looking at the cost per transaction, the credit card limit, are all examples.

There was a motion to accept the 2006 goals by Christopher Hartley. The motion was seconded by Neil Harrington and carried unanimously.

### **Meetings 2006:**

The Board looked over the upcoming meeting dates for 2006 and everything looked fine.

The Library Days are being held on Monday, March 27<sup>th</sup> & Tuesday, March 28<sup>th</sup> in Tallahassee.

Neil Harrington asked about the possibility of bringing in the new county manager, when hired, at a future meeting so they could be introduced.

### **Reports:**

#### **Council Action:**

Mike Knievel, Library Director, reported earlier that the County Council approved the lease agreement for Lake Helen and the task assignment for the architect for the expansion of Deltona Regional Library Environmental Learning Center. Nothing is pending at this time.

**Florida Library Directors Meeting:**

Mike Knievel, Library Director, reported on the tour of the second branch on the second day, North Sarasota Branch Library. It included discussion by the architect and the facilities manager engineer. The building is of “green design”. It is environmentally designed to conserve water, to take care of utilities in a conservative way. Mike reported that it was impressive. The research indicates that the cost gap between the green and conventional design has closed to single digits.

**Ormond Beach Region:**

Walter Jubinsky, Regional Librarian, reported on the upcoming programs and status of the Ormond Beach Region. He welcomed the Board to the Ormond Beach Regional Library.

**Public Participation:**

The Council of Friends will be meeting December 9, 2005 in DeLand.

**Board Discussion:**

Sue Lombardi reported that in DeBary Library, they had a donation jar for years but now it is gone because of the cash registers. With the donation jar gone Sue is concerned that the donation level will drop. Mike explained that the auditor wants all money to go through the cash register. There is a key for the Friends of the Library donations, which will show how much is being donated. Mike Knievel will check on the situation and get an answer. Sue also asked about the 5-year plan and the improvement of DeBary Public Library. Mike reported that the 2010 schedule capital improvement program includes the DeBary Public Library space needs.

**Next Meeting/Future Agenda Items:**

Next County Library Advisory Board meeting will be Friday, January 6, 2006 at the Port Orange Regional Library.

**Adjournment**

With no further business, the meeting was adjourned at 4:00pm.

Respectfully submitted,

*Mary E. Coppen*