

APALACHICOLA MUNICIPAL LIBRARY
BOARD MEETING MINUTES

Submittal Date 5/2/17

MEMBERS PRESENT: Carrie Kienzle, Debbi Beard, Bob Lindsley, Lynn Wilson Spohrer, Jody Rosenbaum

OTHER REPRESENTATIVES: Shirley Taylor (Philaco), Brenda Ash (City Commission), Lee Mathes (City)

STAFF PRESENT: Caty Greene, Audie Pieper, Karen Kessel

CALLED TO ORDER AT: 2:07

GUESTS: _____

Minutes read and approved: YES NO
(List modifications here, if any)

Financial Report read and approved: YES NO

OLD/BUSINESS: Treasurer Report

checking: 8211.71 } same as last month
MKF 9169.67 }

Minutes from Apr 10 read + approved. No corrections/additions
Philaco: presenting Valentina Webb + Alma Pugh for appointment to AmKL Board.

• Discussion of Board expansion issued, Sequence add to Board to get to 5 then ask ^{commission} to increase Board to 7.

• Bob would like only one candidate to be brought forward at a time.

• Philaco approved increasing the Board to 7 + drawing from Greater Apalachicola (over)

NEW/BUSINESS:

• City Budget spending thru 2-27-17

• Bob: 1. Need a job description

* 2. CK moved to adopt "Position Description Library- Library Director" seconded by Debi Beard. - approved.

3. FLA Conf. in Orlando, Someone could go \$225⁰⁰ registration

4. Uplighting for new library outside.

5. Move in May 30. re: Warren Emo

6. Landscaping June 1.

Adjourned @ 3:38 PM

Submitted by C. Kienzle

Philaco cont.:

- Bd discussed asking for a new resolution under which to operate.
- Plaques for new library Philaco needs to be acknowledged. Bonnie will check on this. Caty will send Bonnie a picture of the existing.

Easter Egg Hunt. great success

BK Sale on Sat. May 6 10-5/6

will sell hotdogs too. Can she sell better bks too?

- May 20 - BK signing of vol II of Apalachicola Diary Jimmy Nichols

- Organize AAHS Rm in library - Carré volunteered to St Lib. Archivist

Jane Richardson is inventoring the ~~the~~ items at Raney C. H. 10-12

Tu + Fr.

CL2

Library Board Meeting May 2, 2017

AGENDA

Financials approximately the same as last Meeting on April 10 (city has not yet processed statements beyond March) Only significant financial matter: Authors invoices need to be paid and reimbursed (approx. \$950)

Vote on New Chairperson

Nominee: Robert Lindsley

Review and approve minutes from April 10, 2017

Discussion from Minutes for ongoing items

Philaco/Board

AAHS funds for Sue Cronkite

Report on Easter Egg Hunt

Book Sale Saturday – put on by library for PALS

Librarian's Questions

Sale of books

Organizing for History/Genealogy Room (Jane Begos Richardson)

HANDOUTS:

Minutes 4/10 with "Agenda" prepared by librarian

Year to Date City Budget spending through 2/27/17 (only received when specifically requested)

Florida Library Jobs spreadsheet (for informational purposes only)

Samples of Library Budgets 1964/1983/1989 (one copy)

CK

CITY OF APALACHICOLA BUDGET EXPENSE REPORT FY 16/17

	2016/2017 ADOPTED BUDGET	2016/2017 YEAR TO DATE 2/28/2017	2016/2017 BUDGET BAL 2/28/2017
LIBRARY			
Salary	-25,102.00	10,007.98	15,094.02
Social Security	1,921.00	717.68	1,203.32
Library Clerks	-16,703.00	6,809.20	9,893.80
Retirement	1,888.00	790.41	1,097.59
Group Insurance	11,450.00 5,361.00	7,000. 3,048.29	2,312.71
Communications	3,000.00	1,048.53	1,951.47
Utilities	3,500.00	145.91	3,354.09
Repairs & Maintenance	1,000.00	913.16	86.84
Supplies	1,000.00	188.95	811.05
Automation	1,000.00		1,000.00
Books	3,000.00	160.47	2,839.53
Liability/Property/WC Insurance	3,000.00	3,000.00	-
IT Services	600.00		600.00
TOTAL	67,075.00	26,830.58	40,244.42
PARKS & RECREATION			
Recreational Program	20,000.00	20,000.01	(0.01)
Utilities	9,000.00	1,426.28	7,573.72
Liability/Property/WC Insurance	10,000.00	10,000.00	-
Communications	1,500.00	531.53	968.47
Park Maintenance	10,000.00	4,384.81	5,615.19
Dixie Youth Donation	5,000.00		5,000.00
TOTAL	55,500.00	36,342.63	19,157.37

add travel + continuing
prof. dev. line to budget



POSITION DESCRIPTION
LIBRARY- LIBRARY DIRECTOR

Full Time Position

FLSA Exempt Position

Reports to Library Board

Directly Supervises Library Staff

JOB SUMMARY

This is a professional and administrative position under the administrative direction of the Library Board. This position is responsible for the professional and innovative development of a comprehensive program of library service including developing, planning, and directing all activities of the Margaret Key Apalachicola Library.

ESSENTIAL DUTIES

Note: These examples are intended only as illustrations of the various types of work performed in this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment for this position.

- Plans, supervises and directs the activities of the Department.
- Prepares and administers the Department's operating budget.
- Develops and directs all programs and activities of the library.
- Supervises the ordering, receiving, classifying, cataloging, listing, processing, and withdrawing of books, periodicals, serials and related materials.
- Schedules, directs, and solicits volunteer staffing.
- Makes recommendations regarding library policies and procedures to the Library Board.
- Researches alternate funding sources and applies for applicable grant funding.
- Meets with civic, community, and other interested groups to explain and promote library objectives throughout the community.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of professional library principles, methods and materials, reader interests, books and authors, library ordering, and cataloging.
- Knowledge of budget preparation and administration.
- Ability to plan, organize, and direct the work of volunteer staff.
- Ability to express ideas clearly and effectively, orally and in writing.

MINIMUM REQUIREMENTS

Candidate must hold a Master's of Library Science Degree from an American Library Association accredited university.

Candidate must have ²3 years' library management experience including budget preparation and management.

Experience in fundraising, volunteer coordination, and grant acquisition preferred.

ADA COMPLIANCE

Physical Requirements	Working Conditions
<ul style="list-style-type: none">• Light lifting, under 15 pounds• Light carrying, under 15 pounds• Vision (correction permitted)• Hearing (aid permitted)	<ul style="list-style-type: none">• Inside

Approved By: _____ Date: _____