**EAST LAKE COMMUNITY LIBRARY**

**ADVISORY BOARD MINUTES**

**JULY 10, 2018 @ 6:00 PM**

* **Call to Order 6:00 pm Members Present:** Barbara Cole, Carole Cosenza, Andrea Panarelli, Roger Johnson, Dan Wendol, Jackie Waldfogel, Lois Eannel, Lisa M McCarthy
* **Visitor:** Phil Wagner
* **Approval of June minutes -** Approved: Motion Roger; Second Andrea
* **Introduction of Guests; Public Comments none**
* **PHCSA Report - Barbara Cole -**
* Prioritize Penny 2020 Projects - Barbara Cole's process was accepted to determine the scores for the four entities.
* **Friends’ Report - Barbara Cole -**
* How do we generate more involvement in particular projects? The Friends have generated more than $7K so far this year. Planning concerts in the spring.
* **Foundation Report - Roger Johnson**

1. Bowling Event in Maple Lanes on Sunday 9/23/2018

2. Memorials instead of Flowers – creating a library legacy

3. Dan's Grant for enclosed materials retrieval locker

* **Director’s Report - Lois Eannel -**

1. New hires are all in place. Start dates are spread throughout the summer

2, Need IT help with expertise in the ILS System

3. New 96 port Ethernet Switch will be installed Jul 12&13.

Mobile Hot spots will be used during install since internet will be unavailable

4. Auto flush valves installed on toilets to save water.

5. New signage has been selected for several areas.

6. Four Easy Chairs have been reupholstered for main library

7. Mobil hot spots are very popular

8. Public letter on library construction delays are available and posted.

9. Summer reading programs are going well.

10. Patriotic Picnic went well

11. Trying to continue use at Brooker Creek and schools

for pre-school programs.

12. Special Day Celebrations: 7/20- National Lollipop Day

7/30-National Cheesecake Day; 8/3- National Watermelon Day;

8/30- National S'Mores Day

13. Fundraising- Dan submitted a tech grant from the Lowe's Foundation

for after hours lockers. Threshers tickets for 8/11 aren't selling well.

Applying for a $2000 Home Depot Grant for Landscaping.

Shelf for Myself campaign on hold until closer to expansion completion.

* **Old Business**
* **Construction updates and parking lot review**

**1**. New HVAC should be completed by 10/23

2. Rest of system will be installed in 2-4 weeks

3. Portable unit will be hooked up to new system

so we can install carpet, ceiling tiles, & furniture

in offices & community room

**Worst Case Scenario:**

1. 8/15- all work done except for Children's Area and Teen Room

2. 10/1- stocking permit granted and all furniture set up

3. 11/15- New HVAC is installed

4. 12/1- Staff moves into offices

5. December- Children's Area and Teen Room finally completed.

**Parking Lot:**

1. Beta Testing Site for new storm water regulations

2. Environmental Management didn't like the new survey

so used and old one - result we need more trees!

3. Should be able to go to bid soon and select a contractor

by the end of August

4. Issues with unnecessary site changes resolved

**New Business**

* Preliminary FY19 Budget presentation
* Approved -Motion- Andrea Second-Roger
* Stocking Permit Allowances
* Monthly Statistics/Traffic Count

D. Financials - June 2018 - Approved Motion Roger Second Carole

* Warrants Report
* Budget vs. Actual
* Balance Sheet

* Other issues - none

**Adjournment -** Next meeting scheduled for Tuesday, August 14, at 6:00 PM.