

INDIAN SHORES

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19305 Gulf Boulevard, Indian Shores, FL 33785
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**TOWN LIBRARY BOARD MEETING AGENDA
TUESDAY, APRIL 13, 2021, BEGINS IMMEDIATELY AFTER THE
10:30 A.M. LIBRARY BOARD WORKSHOP
INDIAN SHORES MUNICIPAL CENTER 4th FLOOR
(Council Chamber socially distanced maximum capacity is 25.)**

ITEM # AGENDA ITEM

- 1.0 Consideration of approving the Town Library Board meeting agenda for April 13, 2021.
- 2.0 Comments from the public on any agenda item.
- 3.0 Consideration of approving the meeting minutes of March 23, 2021. (Ref: pgs. 1-3)
- 4.0 Request of Council consideration to resume Curbside Service. (Ref: pg. 4)
- 5.0 Request of Council consideration to designate the Library Board Members as Essential Personnel. (Ref: pg. 5)
- 6.0 Citizens' comments on any subject.
- 7.0 Board members' comments on any subject.
- 8.0 Meeting adjournment.

PLEASE SILENCE ALL CELL PHONES
PLEASE LIMIT PUBLIC COMMENTS TO 4 MINUTES

Patrick C. Soranno
Mayor

Diantha Schear
Vice Mayor

Mike Hackerson
Councilor

Michael (Mike) Petruccelli
Councilor

William F. (Bill) Smith
Councilor

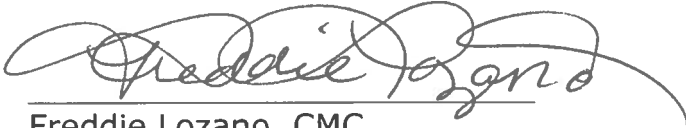
Bonnie Dhonau
Town Administrator

Richard (Rick) Swann
Chief of Police

Susan L. Scrogam
Director of Finance
and Personnel

Freddie G. Lozano
Town Clerk

Regina Kardash, Esq.
Town Attorney

A handwritten signature in cursive script that reads "Freddie Lozano". The signature is written in black ink and is positioned above a horizontal line.

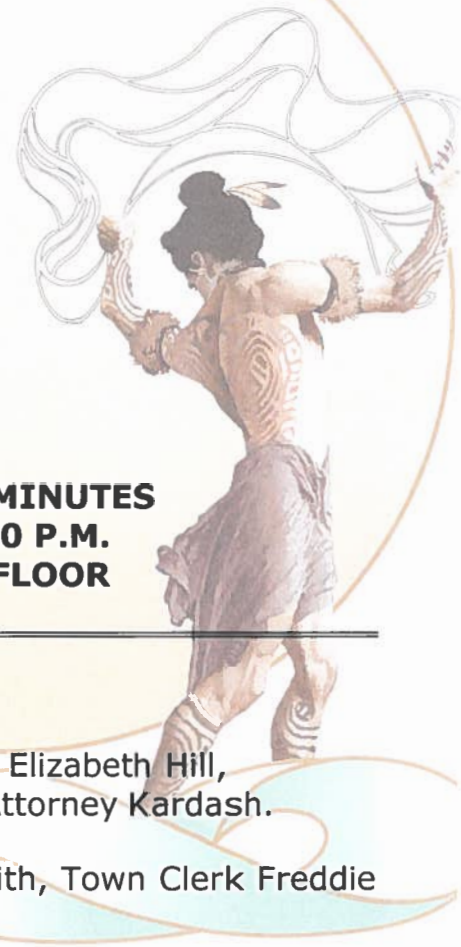
Freddie Lozano, CMC
Town Clerk

Any person who decides to appeal any decision of the Town Library Board with respect to any matter considered at any such meeting will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes that testimony and evidence upon which the appeal is to be based.

Any person with a disability requiring reasonable accommodation in order to participate in this meeting should contact the Town Clerk's office with your request within 24 hours prior to the start of the meeting. Phone 727.595.4020, Fax 727.596.0050.

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INDIAN SHORES LIBRARY BOARD MEETING MINUTES TUESDAY, MARCH 23, 2021, BEGAN AT 1:00 P.M. INDIAN SHORES MUNICIPAL CENTER 4th FLOOR

The meeting convened at 1:00 p.m.

Those present: Madam Chair Alice Lawrence, Laura Friedrich, Elizabeth Hill, Peg McDermott, Zulema Olander, and Town Attorney Kardash.

Also present: Vice Mayor Diantha Schear, Captain Glen Smith, Town Clerk Freddie Lozano, and Fire Commissioner Larry Schear.

Those absent: None

ITEM # AGENDA ITEM

1.0 Consideration of approving the Town Library Board meeting agenda for March 23, 2021.

Motion by Ms. McDermott – seconded by **Ms. Friedrich** to approve the agenda. **Motion carried 5-0.**

2.0 Comments from the public on any agenda item. None

3.0 Consideration of approving the meeting minutes of February 12, 2021.

Motion by Ms. McDermott – seconded by **Ms. Friedrich** to approve the meeting minutes. **Motion carried 5-0.**

Patrick C. Soranno
Mayor

Diantha Schear
Vice Mayor

Mike Hackerson
Councilor

Michael (Mike) Petruccelli
Councilor

William F. (Bill) Smith
Councilor

Bonnie Dhonau
Town Administrator

Richard (Rick) Swann
Chief of Police

Susan L. Scroggum
Director of Finance
and Personnel

Freddie G. Lozano
Town Clerk

Regina Kardash, Esq.
Town Attorney

4.0 Review of current library budget: expenditures and revenues.

\$2,500 was budgeted for library book purchases. A total of six books were purchased on October 18, 2020, totaling \$78.54.

Attorney Kardash advised that book purchases must be considered for review and approval by the Board to ensure they are valid expenditures and added that purchases can be approved before or after the purchase is made.

Motion by Ms. McDermott – seconded by **Ms. Hill** to approve the October 18, 2020 book purchase in the amount of \$78.54. **Motion carried 5-0.**

5.0 Update on library construction.

Madam Chair Lawrence has not received an update on the Library's construction. After the meeting, the Board will be visiting the Library to see its progress.

6.0 Proposal to designate members of the Library Board of Directors as essential personnel.

Madam Chair Lawrence read the proposed request for consideration to name the Board as essential personnel with badges to allow only Board members access to the 3rd Floor. She outlined the need and timeline of the Library construction and mentioned its current state as a result of the remodeling.

Attorney Kardash advised that Homeland Security designates who is considered essential and that the request may not be under the Town Council's purview to decide. She confirmed that the request for badge access can be made to the Council.

7.0 Proposal to restart curbside service.

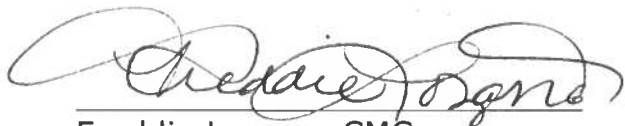
Madam Chair Lawrence is recommending a request for consideration to restart curbside service and discussed ways to possibly provide the service outside of the building on Saturdays. She mentioned receiving many inquiries on when Town Hall and the Library will reopen.

8.0 Citizen's comments on any subject. None.

Ms. McDermott was advised to meet with Finance Director Susan Scrogam for any questions regarding the budget.

As the Book Selection Manager, Ms. Hill was advised to begin working on a list for a book purchase to be approved by the Board and to be provide the list to Public Information Officer Darlyn Stockfisch who will place the order.

9.0 Meeting adjournment. 1:31 p.m.

A handwritten signature in cursive script, appearing to read "Freddie Lozano".

Freddie Lozano, CMC
Town Clerk

Request for Resumption of Curbside Service

Library curbside serve was terminated in October because a volunteer test positive for Covid 19. With the procedures the library was operating under there was no interaction with the public and only a temperature check with the staff.

Request that curbside service be restarted. Library members would request books via email or telephone message. So as not to interfere with staff and construction, the library staff will process the requests during non-duty hours and place the book cart in the lobby. Book cart would be placed outside for pick up for a 30-minute period on two days.

Previous procedures:

Indians Shores Library Curbside Service

Indian Shores Library volunteers are offering curbside service. The library inventory can be found on the library's web page. Members can reserve books by email (library@myindianshores.com) or voice mail (727.474.7767), stating member's name and title and author of books desired. Members will be notified if books are available. Books will be bagged, labeled, and placed on a table outside the municipal center. Curbside service is Mon (2-3 p.m.) and Thu (10-11 a.m.), except for holidays. If needed, membership forms will be at the pickup table. Membership is \$5 a year. There will be books set out for sale with a donation jar. Patrons are to return books in municipal center drop box only for quarantining. For more information, email Alice Lawrence at pipers@tampabay.rr.com.

From: Alice Lawrence

To: Council, Chief of Police, Town Administrator

Subject: Designation of Library Board Members as Essential Personnel

The Library Board requests the board members be issued entry badges that allow them access to the third floor and the library.

The appointment of members to the Library Board has been approved by the council. All members of the Library Board have been sworn in and added to the Commission of Ethics list and have been directed to submit a Form 1, A Statement of Financial Disclosure. When questioned on the need for the Form 1, the town attorney advised us that we are responsible for the valuable assets in the library and there should be no conflict of interest in this responsibility.

The board cannot fulfill this responsibility without access to these assets. The library has not been in a static condition. During painting of the building, I received an email that library was being used for storage and may look like it was in disorder. Construction on the library began without action to secure library purchases and donations. As far as we knew, the library was still under quarantine.

I did receive authority from Bonnie to enter the building (with temperature check) to enter the library. Last week when we went into the library to prepare for a book sale, we found boxes and bags of donated books alongside disassembled desks. We prepared the donations for the sale. Unfortunately, we found at the book sale that new books were mixed with these donations and some may have been inadvertently sold. This probably happened when both books coming back from curbside service and books being donated were placed in the book drop and taken upstairs together by public service personnel. They subsequently were moved from one stack to another during construction.

In addition, the library staff has not been able to perform the ongoing operations needed to keep the library in manageable order. We were in the process of removing outdated materials when the library was shut down, so now we have books not in shelves but stacked on tables. We are hopeful that, once construction is complete, we will be able to obtain bookshelves which may alleviate the need for constant withdrawals. In the meantime, we can withdrawal, box and store no longer active books and free bookshelves.

To perform the duties of maintaining and securing these assets, request the members of the Library Board be issued entry badges that allow them access to the third floor. They will not be allowed access to any of the offices. They will not enter the library if construction is underway.

While we cannot open library doors at this time, we can still offer popular book sales (to date we raised almost \$850 at the Sunday Morning Market with the expressed gratitude of many buyers); we can take action to remove books from overcrowded shelves and prepare them for sales, to process new books (manually for now; via computer when it's back in business); to identify resources to keep the Little Free Libraries going; and to plan what to do to enhance the facility when construction is complete. Library work is never done.