

MINUTES

EUSTIS MEMORIAL LIBRARY

January 24, 2006

BOARD MEMBERS PRESENT: Alta Trask, President
Rena Poole, Vice-President
Clayton Bishop

BOARD MEMBERS ABSENT: Glenda Pippin, Secretary
Carla Mitchell

OTHERS PRESENT: Steve Benetz, Leisure Services/Library Sr. Director
Marlene Blye, Deputy Director, Library
Kathryn Pringle, L.S./Library Staff Assistant

President Alta Trask called the meeting to order at 4:00 p.m. Since the December meeting was cancelled, minutes for the November 22, 2005 meeting were presented. Minutes were approved as read.

Election of Officers for the Eustis Memorial Library Board was held. Officers for year 2006 are:

Rena Poole	President
Clayton Bishop	Vice-President
Glenda Pippin	Secretary

Mr. Benetz introduced Marlene Blye and announced her promotion to Deputy Director of the Library, effective December 5, 2005. Board members congratulated Ms. Blye on her well-earned and highly deserved promotion. All stated their confidence in her and their appreciation for her contributions to the Library.

President Alta Trask then turned the meeting over to the incoming President, Rena Poole. President Poole called for the Librarian's Report.

LIBRARIAN'S REPORT

STATISTICAL REPORT: Mr. Benetz presented the November Statistical and Financial Report. For the month, 839 items were added to the collection and 195 deleted; circulation totaled 7,328 items; staff answered 726 reference questions and 36 items were borrowed on interlibrary loan. Forty children's programs were held with 621 in attendance and four adult programs were held with 39 in attendance. Fifty-seven new cards were issued and 7,273 users visited the Library. Nine volunteers worked a total of 133 hours. Library revenues were \$1,705.31 for the month of November. Non-resident card fees totaled \$574. Library impact fees collected totaled \$5,284.

Mr. Benetz also presented the December Statistical and Financial Report. For the month, 701 items were added to the collection and 139 deleted; circulation totaled 7,221 items; staff answered 581 reference questions and 29 items were borrowed on interlibrary loan. Four children's programs were held with 78 in attendance and five

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adult programs were held with 54 in attendance. Fifty-one new cards were issued and 7,141 users visited the Library. Nine volunteers worked a total of 136.50 hours. Library revenues were \$2,95.65 for the month of December. Non-resident card fees totaled \$522. Library impact fees collected totaled \$5,611.

First Quarter Statistics showed 1,740 items were added to the collection, a 1% increase; 22,502 items were loaned, about the same as the First Quarter last year; 2,095 reference questions were answered, a 2% increase; 119 items were borrowed on interlibrary loan, a 29% increase; 100 programs were offered, a 47% increase and program attendance was 1,491, a 31% increase. One hundred seventy-eight new cards were issued, an 11% decrease and 22,168 users visited the Library, a 3% increase. Volunteers worked a total of 368 hours, a 5% decrease. Library revenues through the First Quarter totaled \$5,752.58; non-resident card fees totaled \$2,037 and Library impact fees collected by the City totaled \$16,843. Library generated revenues for the fiscal year showed an 8% increase over last fiscal year.

President Rena Poole asked if there were any comments or questions. There being none, Clayton Bishop moved to accept the Librarian's Report. President Rena Poole, seconded. Motion carried.

OLD BUSINESS

Mr. Benetz reported that the project to microfilm the back issues of the Eustis News and Mount Dora Topic is still ongoing. The University of Florida staff will notify us when it is completed.

He also reported that on December 15, 2005, in regular session, the City Commission had approved Alta Trask's reappointment to the Library Board for another five-year term. Members congratulated Ms. Trask on her reappointment and stated how pleased they were that she wanted to continue to serve on the Board.

NEW BUSINESS

Mr. Benetz distributed the new City of Eustis Equal Employment Opportunity Plan (EEO) packets to the Board. He noted this was an effort on the part of the City to keep all City-appointed Boards and Committees better informed and more up-to-date regarding the City's EEO Policies.

Mr. Benetz reported that he had submitted the Library's Five Year Budget to the City Manger last week. He explained the process to the Board.

OTHER CONCERNS

Mr. Benetz reported that with the reinstatement of the assistant in Children's Services, children's programming had been increased and attendance was way up. He shared an article and photograph from the Daily Commercial which covered one of the programs.

Mr. Benetz, who serves on the Florida State Historical Record Advisory Board (SHRAB), reported that he was elected Chairman of that Board at the last meeting. President Poole offered congratulations.

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Mr. Benetz informed the Board that he had attended the funeral service for Recreation Department employee, Cheryl Wimberly, December 2, 2005. He also reported on the recent death of Emily Gerry's (Youth Services Librarian) youngest son. President Poole requested a sympathy card be sent on behalf of the Board. Mr. Benetz will see to the details.

President Poole thanked Ms. Trask and Mr. Benetz for attending the special program at her church where her son was the guest speaker.

Mr. Benetz reported that, this February, the Library is planning something special to celebrate Black History Month. This year we will recognize President Poole's husband, T.H. Poole, for his important role in the Civil Rights Movement by presenting a month-long exhibition entitled, "**T.H. Poole, Sr.: A Voice For Change** a 50-year retrospective of his Civil Rights activism". Marlene Blye has been working with Mr. Poole to put this project together.

NEXT BOARD MEETING

Mr. Benetz noted that he will be out of town for the March 28th meeting and suggested the Board might want to move the meeting up a week. President Poole and Ms. Trask suggested leaving the meeting date as is and having Ms. Blye fill in for Mr. Benetz. No decision was made at this time.

The next scheduled Board meeting will be February 28, 2006 at 4:00 p.m. in the Library Conference Room.

There being no further business, the meeting was adjourned at 4:53 p.m.

Respectfully submitted,

Kathryn Pringle
Leisure Services/Library Staff Assistant