

**LAKE WALES LIBRARY BOARD
MINUTES FROM MEETING HELD ON
WEDNESDAY, FEBRUARY 6, 2019**

Members in attendance: Brystal Michalkiewicz, Deborah Solow, Allison Kapphan and Jolene Birchfield

Staff in attendance: Tina Peak, Jennifer D'hollander and Carolyn Perry
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In the absence of the Chairman, the meeting was opened by Brystal Michalkiewicz.

**Review of the November Meeting Minutes**

The minutes of the meeting of the Lake Wales Library Board held on November 7, 2018 were reviewed. One item was noted for correction. Deborah Solow moved and Allison Kapphan seconded the motion to approve the minutes as printed, with the necessary correction. The motion passed. There was no meeting in December or January.

**Review of Statistical Reports**

The statistical reports for January for the library, bookmobile and BMail were distributed and reviewed. It was noted that the library and the bookmobile had a sizeable increase in circulation from December to January. Tina related that December is typically a slower month.

**Library Material Challenge Policy Update**

An updated copy of the Request for Reconsideration of Library Materials Policy was distributed and reviewed by the Board members for approval. Library materials are challenged by patrons for various reasons and the policy sets forth the proper procedure for handling such challenges. The verbiage in the original policy was updated and the complainant form was reformatted. After discussion of the policy and noting a few changes, Jolene Birchfield moved, and Allison Kapphan seconded the motion to approve the updated Request for Reconsideration of Library Materials Policy, with the noted changes. The motion passed.

**Polk County Library Cooperative Revenues for FY 18-19**

A spreadsheet showing the PCLC Funding Distribution Formula for 2018-2019 was distributed to each board member for review. Tina explained how the funding formula works to determine the distribution of funds to the Polk County libraries. Tina reported that in the City library budget for 2018-2019 she budgeted \$245,000 in revenues from the County, but actually received \$287,676. Tina will now submit an amendment to the library budget and add more funds to the line item for books.

**Lake Wales Museum Report**

Jennifer D'hollander, Museum Director, reported on the various activities at the museum. She related that the museum is very busy. For the month of January, the attendance was almost 1,000 – up by 50% over last year. Jennifer reported that the annual report for the museum was completed. She distributed material for the various upcoming events.

## **Lake Wales Library Association Event**

The Annual Love Your Library Week will take place Monday, February 11 through Friday, February 15. All memberships, new or renewals, received by 3 p.m. Friday, February 15 will be placed in a drawing for one of the gifts.

Gift baskets are donated by Norby's Steaks & Seafood Restaurant, L'Incantro Italian Restaurant and Crazy Fish Seafood Restaurant. In addition to some pretty cool swag, the gift baskets include gift certificates for these restaurants. Two afghans were also donated for the drawing. The Lake Wales Fire Department donated a special prize for the Children's Library and families – dinner at the Fire Department, including a tour.

## **Events for Library and Museum**

### **Library**

- ~ For February the Lake Wales Public Library is hosting The Lake Wales Student Art Show for the 3rd year. This exhibit features works created by kindergartners through 12th graders from Lake Wales' public and private schools, Haines City High School, Frostproof Middle & Senior High School, as well as homeschool students.
- ~ Thursday, February 7 – 6 pm – Presentation by Author, Dr. Michael Butler – Beyond Integration: The Black Freedom Struggle in Escambia County, Florida
- ~ Saturday, February 9 – 2 pm – Finding Your Lettering Style (\$5 supply fee)
- ~ Saturday, February 16 – 3 pm Cooking with Wine, with Chef Warren Caterson
- ~ Monday, February 18 – Staff Training Day – Library will be closed
- ~ Saturday, March 2 – Mardi Gras – Library will close at 12 noon

### **Museum**

- ~ Thursday, February 21 at 6 pm – Black History Presentation  
Dr. Tameka Hobbs examines the history of lynching and racial violence in Florida.
- ~ Featured Exhibit – Freedom Riders – February 29 through March 20

## **Other Business**

### **Recent Break-in**

Tina reported the recent break-in at the main entrance to the library. The glass to the front sliding door was broken, and has now been repaired. The alarm was not triggered because the intruder did not disturb the lock on that door. Motion sensors are now being installed at each entrance to the library and will trigger the alarm in the event of another such incident.

The part-time employee in BMail tendered her resignation. Her last day of employment is February 28. A part-time employee is still needed in the Reference Department.

The next meeting is scheduled for Wednesday, March 6, 2019 at 4 pm. If you are unable to attend this meeting, please email [cperry@lakewalesfl.gov](mailto:cperry@lakewalesfl.gov).

There was no further business and the meeting was adjourned.

Submitted by

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Carolyn D. Perry, Library Clerk

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Paula Alford, Chairman