

**LAKE WALES LIBRARY BOARD
MINUTES FROM MEETING HELD ON
WEDNESDAY, MAY 6, 2020 AT 3:00 PM
GoToWebinar Virtual Meeting**

Members in attendance: Paula Alford, Allison Kapphan, Deborah Solow

Staff in attendance: Tina Peak, Jennifer D'hollander, and Amanda McCallister

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The meeting was opened by the Chairman, Paula Alford.

Virtual meeting statement read by Paula Alford.

Virtual meeting statement read by Tina Peak.

**Review of the March Meeting Minutes**

Allison Kapphan moved to accept the March 2020 meeting minutes. Deborah Solow seconded the motion. Deborah Solow raised questions about Bok Tower recognizing and acknowledging the library's support of the Garden Lane passes. Minutes were approved.

**Library Board Member – Brystal Rodriguez resignation**

Brystal Rodriguez is selling her property within the Lake Wales City limits, this makes her ineligible to serve on the board. She will resign her seat, but has not officially submitted that resignation yet. The open seat will be advertised when City Hall opens to the public.

**Library & Museum FY'20'21 Budgets**

Tina Peak, Director of Library and Historical Resources, reported that the City Manager advised Directors to keep their proposed budgets flat. She is hoping to expand the part-time position in Books-By-Mail to a full-time position which will not affect the library's city budget as those funds come from the Polk County Library Cooperative. Tina is removing the proposed North Library site from the five-year plan and proposing current impact fees be used for outdoor lockers (twelve lockers costing approximately \$21,000 for setup, delivery, and staff training). She is also investigating the installation of a self-checkout station. Jennifer D'hollander, Museum Director, is working on her budget as well. Tina and Jennifer will provide copies of their budget plans before the next library board meeting. Budget plans are due May 20<sup>th</sup>. Deborah asked about pandemic related supplies, the city is purchasing them with a specific sub code so that reimbursement can be applied for from the federal government. Supplies are available at City Hall for departments as well.

**Library Report on operation and gradual reopening plan**

Tina Peak sent library board members a draft of the reopening plans for both the library and museum. The library and museum will not open any sooner than June 1<sup>st</sup>. If the numbers of positive cases do not decline for fourteen consecutive days, the date will be pushed back. Fire Marshal Brittany Simpson came in to survey the library regarding capacity. Ms. Simpson included staff in the capacity counts. Tina reviewed the plan with the board. She reported the BMail's \$300 average per day postage is up to \$1200 to \$1500 a day. Door side service is going well and that service will continue.

**Museum Report on operations and gradual reopening plan**

Jennifer D'hollander reported that she had capacity numbers previously supplied by Fire Marshall Brittany Simpson. Jennifer's opening time line is guided by Chief Jenkins and opening in conjunction with the library. Jennifer is working with Tina to outline her plan.

Jennifer reviewed her plan with the library board. The museum is hoping to add a second day of cleaning and Tina agrees.

**Other Business**

The next meeting of the library board is scheduled for Wednesday, June 3rd at 4 pm. If you are unable to attend this meeting, please email [library@lakewalesfl.gov](mailto:library@lakewalesfl.gov).

There was no further business. The meeting was adjourned by Paula Alford.

Submitted by

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Amanda McCallister, Teen Specialist

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Paula Alford, Chairman