

**LAKE WALES LIBRARY BOARD  
MINUTES FROM MEETING HELD ON  
WEDNESDAY, JUNE 5, 2019**

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

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

Members of the Public in attendance: Glenda Morgan  
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The meeting was opened by Chairman Paula Alford.

**Review of the May Meeting Minutes**

The minutes of the meeting of the Lake Wales Library Board held on May 1, 2019 were reviewed. Deborah Solow moved and Allison Kapphan seconded the motion to approve the minutes as printed. The motion passed.

**Review of April Statistics**

The April statistics for the library, bookmobile and B-Mail were distributed and reviewed. Tina reported that we are halfway through the fiscal year and we are meeting our expectations. A slight slowdown in activity was felt in May; however, the summer numbers are already reflecting an upturn in activity. Deborah Solow asked if fines were part of the monthly statistics. Tina Peak reported no the fines were not on monthly statistics reports but they were turned into the city regularly.

**Overview of Library's Summer Programs for Youth**

Kara Wiseman and Amanda McCallister reported out on the summer program offerings, family fun nights, and reading incentives for children and teens at the library. Kara Wiseman reported sponsorships from the Friends of the Library, Beef 'O' Brady's, Dunkin' Donuts, Baskin Robbins, Dairy Queen, Taco Bell, Topper's, Chili's, Modern Woodmen, Lake Wales Medical Center, Wawa, Kiwanis Club, and the Mountain Lake Society. Deborah Solow asked if Wal-mart or Regal Cinema had been approached for sponsorships. Tina Peak reported that Wal-mart was not because they were typically unresponsive in the past. Kara Wiseman reported that Regal Cinema was not approached because they already have an active \$1 movie summer program.

**Update on Status of Polk County Schools and Polk County Library Cooperative Student Library Cards**

Tina reported that this project is on track to happen by the start of the school year. The policy is being presented for a vote at the July meeting of the Polk County School Board. Paula Alford reported that she feels the Lake Wales Charter Board will follow with the actions of the Polk County School Board; however, the Lake Wales Charter Board does not meet in July. Therefore, the Lake Wales Charter Board may not approve the action until their August meeting. A special meeting for the Polk County Library Cooperative's board will be held in June to move the policy forward after the PCSB meeting. Paula Alford reported that she emailed the Superintendent and the Lake Wales Charter Principals to keep them in the loop with the information she had about the project. Tina Peak reported that she expects a final decision within the next six weeks. Tina also stated that she raised the issue with Lake Wales Public Library about informing new library patrons of the upcoming student card; however, the consensus from the staff was that they did not want to confuse new patrons.

### **Discussion of Changing to a Fine-free Model for the Lake Wales Public Library**

Tina Peak requested that the Library Board begin discussions and considerations for moving the Lake Wales Public Library to a Fine-free Model for overdue fines. She provided information to the board from other libraries who have moved to a variety of fine free/amnesty models. She reported speaking with libraries in the Tampa/Hillsborough system who said it was one of the best moves they have ever made. Tina cited that she did not expect this move to have a large impact on the revenue of the library since there are many weeks with less than \$100 collected in fines. She estimated the library collected around \$3,600 in yearly overdue fine. She reported, however, that she feels this would have a huge impact on bringing patrons back into the library from a customer service perspective. Glenda Morgan and Deborah Solow spoke on having concerns about patrons, particularly children, having accountability in the process. Tina did say that patrons would still be held accountable for lost items. A question was raised about doing Food for Fines all the time; however, the concern was brought forward that this would create staff issues. Ideas were discussed about an amnesty period or program. Tina asked that the Library Board continue to consider this issue and offered to bring the issue to the library staff for consideration and ideas. Glenda Morgan asked if someone from the Hillsborough library group could come discuss the issue with the board. The discussion was tabled with no vote taken on the issue.

### **Distribution of the First Draft of Library and Museum's Budget**

Tina distributed copies of the draft budgets for the library, Bookmobile, Books By Mail, and Museum, as well as, copies of the Capital Improvement Projects request for the next five years. Tina advised that Mr. Fields prefers Commission Budget Workshops focus on the overall needs and major projects. No actions were required from the Library Board at this time on these draft budgets. No questions or comments were raised concerning the drafts.

### **Lake Wales History Museum Report**

Jennifer D'hollander, Museum Director, reported that the museum has officially been named the Lake Wales History Museum.

Jennifer reported that the next big step for the museum will be creating a new collection center for the museum. A plan was circulated for the "Mimi Hardman Collections & Research Center" to be developed at the 1916 Seaboard Airline Freight Depot building adjacent to the museum property. She stated the need for this move being that the museum has run out of space for collections storage which is now being housed in the museum office and in the warehouse behind City Hall with between 7,000 and 8,000 items still needing to be cataloged and many other items still waiting to be salvaged from other off-site locations. She is estimating \$75,000 will be needed to renovate the building with updated power, water, and HVAC as well as renovations to the exterior of the building. Jennifer is asking for half of the project cost to come from the city and is working to source the rest of the revenue. Deborah Solow asked if she had considered matching grants from foundations, private sources, state special project sources, or federal sources. Jennifer reported these were all grant avenues she was exploring for match funding.

Jennifer also reported that the museum has now formed a "Friends of the Museum" to provide fundraising, and to create a membership for the museum. Deborah Solow asked who the board members were for the friends group. Jennifer reported the board included John Turley, Carley Turley, Chip Thullbery, Brandon Alvarado, and Jennifer D'hollander (ex officio). Deborah asked if any had strategic fundraising experience. Tina Peak reported that Chip Thullbery had worked on a number of fundraising projects.

Jennifer reported that she added the cost to have a lift installed in the museum for ADA compliance in her CIP request. The lift is needed to get people into the freight room. The cost to make it ADA accessible is approximately \$5-\$10,000.

Two variations for the new museum logos were distributed.

Jennifer reported out on the museum's summer fun days sponsored by Florida's Natural Growers Foundation, the City of Lake Wales, and Visit Central Florida.

The next meeting is scheduled for Wednesday August 7, 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 moved for adjournment by Deborah Solow and seconded by Allison Kapphan. The meeting was closed by Paula Alford.

Submitted by

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Amanda McCallister, Teen Specialist

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Paula Alford, Chairman