

**LAKE WALES LIBRARY BOARD
MINUTES FROM MEETING HELD ON
WEDNESDAY, SEPTEMBER 25, 2019**

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

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

Members of the Public in attendance: none

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The meeting was opened by Chairman Paula Alford.

**Review of the August Meeting Minutes**

The minutes of the meeting of the Lake Wales Library Board held on August 7, 2019 were reviewed. Allison Kapphan moved and Deborah Solow seconded the motion to approve the minutes as printed. The motion passed.

**Review of Monthly Statistics**

The monthly statistics for the library, bookmobile, and B-Mail were distributed and reviewed. Tina Peak, Library Director, reported that Bookmobile statistics were down this year due in part to staff member illness and absence; however, procedures for allowing holds on Bookmobile items are being reviewed to increase circulation for the coming year. Additionally, a staff member is currently working through licensing requirements to be a backup driver for the Bookmobile to alleviate down time for the vehicle due to staff illnesses. PCLC is also allocating more money to each of its divisions in the coming year so we do not expect significant financial impact despite the lower circulation.

Jennifer D'hollander, Museum Director, reported that museum attendance was up by 15% from last year with approximately 15,000 people attending this year. Deborah Solow suggested doing a press release to area media regarding Bart Delcamp's recent 2019 Outstanding New Professional award from the Florida Association of Museums and having the Mayor recognize Bart at a City Commission meeting.

**PLUS Library Membership Update—Lake Wales Charter Schools and Polk County School Board**

Lake Wales Charter Schools have signed the memorandum of understanding allowing them to participate in the PLUS membership. Gladys Roberts, PCLC Coordinator, is waiting on a 1,000 student data transfer to test the data upload. Once that upload is successful, the full data transfer will follow. Following the full data transfer, opt-out paperwork will be sent home with students. If a parent wants to opt their student out of the PLUS Library Card, the opt-out paperwork will be turned in at the student's local public library.

**Library FY'19'20 Budget (Action Item)**

Jolene Birchfield motioned to authorize the City of Lake Wales to manage the Lake Wales Public Library's budget for the 2019-2020 fiscal year. Allison Kapphan seconded the motion. The motion passed unanimously.

**Fine-Free Library Plan—Information (Action Item)**

Tina Peak reported that if the Library Board passed a plan to go "fine free," the City Commission would then review the plan and accept or reject the plan in order for the Library to implement the plan. Deborah Solow moved to adopt the proposed fine free model as presented in the amended circulation policies for a trial of one year to be re-evaluated at the end of that year.

Allison Kapphan seconded the motion. Paula Alford added she expected the implementation to have no negative impact on staff workload. The motion passed by unanimous vote.

### **Museum Report**

Jennifer D'hollander distributed flyers advertising the 2019 Pioneer Days. This is the museum's signature heritage and education event. Milford Myhre will be the Pioneer of the Year. The event has expanded in terms of vendors and demonstrations. Deborah suggested the historical tours during the event pass by the museum. Deborah and Jolene suggested signage be obtained for the fire truck on display at the museum. Jennifer indicated museum staff was working on Fire Engine signage.

The museum is installing new display cases which were gifted to them from Bok Tower Gardens. They are receiving many new memberships and collecting donations.

### **Museum Model Railroad Donation (Action Item)**

Jennifer D'hollander proposed gifting the model railroad exhibit currently housed in the Yellow Depot building to the Plant City Railroad Museum. The Plant City Railroad Museum has offered to remove everything related to the model railroad exhibit and plans to display the exhibit in a similar fashion to its original display. Deborah Solow asked if the museum knew the value of the exhibit. Jennifer reported that the exact value was undetermined because the exhibit has been built little by little over the years and has had to undergo a variety of repairs over the years. Deborah suggested doing a press release concerning the gifted exhibit. Jennifer told the Library Board that the portion of the model railroad exhibit that featured Lake Wales buildings and landscapes would be retained by the Lake Wales History Museum.

Jolene Birchfield moved to accept the proposed gifting of the model railroad exhibit currently housed in the Yellow Depot building to the Plant City Railroad Museum. Deborah Solow seconded the motion. The motion passed by unanimous vote.

### **Lake Wales Library Association Annual Membership Meeting—October 24, 2019 at 4 pm**

Tina Peak extended an invitation for the Library Board to attend the annual membership meeting.

Tina reported that Glenda Morgan, President of the Lake Wales Library Association, would be stepping down as President.

### **Other Business**

Tina Peak reported that the Lake Wales Public Library has been approved to be a Foundation Network Center site. Five staff members are currently undergoing training.

The next meeting is scheduled for Wednesday November 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 by Paula Alford.

Submitted by

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Amanda McCallister, Teen Specialist

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Paula Alford, Chairman