



**Minutes**  
**Town of Lake Park, Florida**  
**Joint Workshop between the**  
**Library Board and the Town Commission**  
**Wednesday, February 3, 2016, 6:30 PM**  
**Town Commission Chamber, 535 Park Avenue**

The Town Commission met for the purpose of a joint workshop with the Library Board on Wednesday, February 3, 2016 at 6:30 p.m. Present were Library Board Chair Diane Bernhard (arrived at 7:00 p.m.), Vice-Chair Robert Shelton, Board members Guadalupe Lawrence, Mayor James DuBois, Vice-Mayor Kimberly Glas-Castro, Commissioners Erin Flaherty, Michael O'Rourke and Kathleen Rapoza, Town Manager John O. D'Agostino, Attorney Thomas Baird, and Town Clerk Vivian Mendez. Board Member Ruth Rodney was absent.

Mayor DuBois performed the roll and led the pledge of allegiance.

**SPECIAL PRESENTATIONS/REPORTS**

**1. Joint workshop between the Town Commission and the Library Board to discuss the future needs of the Library.**

Town Manager D'Agostino explained the purpose of the meeting. Library Director Karen Mahnk played a video depicting the past, present, and future of the Library. Mayor DuBois invited the Library Board members to share their ideas for the Library. Board Member Robert Shelton expressed concern about the low dollar amount grants received by the Library. He stated that the Town received a large grant to purchase a piece of property near the Marina and the Library has not received large grants. Mayor DuBois explained that the Town did not receive a large grant to purchase the property near the Marina. He explained that Palm Beach County purchased the property and the Town purchased shrubs used as a barrier for the property.

Mayor DuBois asked if one of the slides played during the video could be placed on the screen for discussion. Library Director Mahnk explained that it was a video and not a Power Point presentation. Mayor DuBois asked if the "Five Year Capital Improvement Schedule" found in the agenda packet (see Exhibit "A") included the possibility of building a loft as the second story onto the Library. Library Director Mahnk stated that the "Five Year Capital Improvement Schedule" included unfunded initiatives.

Board Member Guadalupe Lawrence had no comments at the moment.

Commission Rapoza stated that the Town has a quality Library.

Commissioner Flaherty asked if staff writes grants for their own departments. Town Manager D'Agostino stated that for the most part that statement was true. He explained that unless the Town has the ability to fund the match for a grant there would be no way to be awarded the large dollar amount grant. Library Director Mahnk explained that other

issues with applying for grants was being able to sustain the program the grant funds. The Library does not have the staff required to sustain many of the programs that are grants eligible for the Library to apply and receive. Town Manager D'Agostino explained the importance of the mixed-use project on US Highway 1 to sustain the services needed in the Town.

Commissioner O'Rourke thanked the Library staff, the Library Board, and the Friends of the Library. Library Director Mahnk explained that for the past two (2) years they have been the only Library in the State of Florida to receive the "Star Library" Award. Commissioner O'Rourke stated that the Library has done a lot on a low budget and would increase the budget if it were possible. Library Director Mahnk expressed her appreciation for the Friends of the Library and all the services and shortfalls they fill for the Library. She stated that the Kiwanis of Lake Park and Bridges at Lake Park are also great partners. Commissioner O'Rourke stated that a grant-writing consultant could be hired to write grants for the Library. Town Manager D'Agostino agreed that it would be a great idea. He explained some budget ideas for receiving additional funding. The members of the Friends of the Library were asked to stand and be recognized. Commissioner Rapoza suggested that staff reach out to the Northern Palm Beach Chamber of Commerce and find out if a program like "Score" would provide services to the Library. Town Manager D'Agostino explained that the Library has a volunteer that works on Saturday and assist patrons with any computer technical issues. Commissioner O'Rourke thanked staff, Board members, and Friends of the Library.

Vice-Mayor Glas-Castro asked the Board members what they felt were the most important needs of the Library. Board Member Shelton expressed the need to offer youth programs. He stated that books, kindles, and the ability to get on the internet were important. Board Chair Bernhard expressed how proud she was of the Library. She stated that expanding computer time and other programs besides art exhibits and authors were important. Board Member Lawrence expressed that advisory board program for teens were important. She suggested activities, career development, and getting teens involved in arts. She suggested a "Black-Tie" event and other avenues to be held to raise funds for the Library. She stated that grants would be great, but other "outside the box" ideas would generate buzz.

Commissioner Rapoza suggested having business card size advertisements in the Library's monthly newsletter would allow business owners to advertise their business for a small fee. Mayor DuBois suggested working with other businesses in the Town to generate buzz and funds for the Library. He suggested working with the Brew House Gallery, who has a great proceeds program that might also work for the Library. He stated that Club 100 Charities has also held receptions at Brew House Gallery. Mayor DuBois asked if the Board would volunteer to work with the Brew House Gallery. Library Director Mahnk stated that the Friends of the Library have worked with the Brew House Gallery. Board Member Lawrence stated that other organizations in neighboring municipalities could be pursued for the "Black-Tie" event. She suggested charging a fee for the dinner, and possibly hosting a fashion show. She stated that she would be willing to volunteer to help with the event.

Vice-Mayor Glas-Castro asked what was the Library's greatest need right now. Board Member Shelton stated that bookshelves. Library Director Mahnk stated that bookshelves could cost approximately \$1,000 per stack. She stated that to place all the stacks could run approximately \$20,000. Commissioner Rapoza stated that Staples might have bookshelves that they could donate to the Library.

Vice-Mayor Glas-Castro asked if more volunteers were needed. Library Director Mahnk stated "yes" and she would also like to expand the number of staff members at the Library. Commissioner Rapoza asked for a priorities list of the most important needs. Mayor DuBois suggested a list of volunteer duties so volunteers know what they would be doing. Library Director Mahnk stated that math tutors are in high demand. Vice-Mayor Glas-Castro thanked staff and stated that she wants to give the Library the support they need.

Mayor DuBois recapped the list of needs for the Library. He stated that grants, fund raising, volunteers, budget for additional staff, and outreach with other organizations. Library Director Mahnk explained that there was a lack of outreach to the seniors. Mayor DuBois suggested having a book delivery program twice a week where books could be delivered to seniors. Board member Bernhard volunteered to deliver books to seniors. She suggested that volunteers could take grant-writing courses.

Vice-Mayor Glas-Castro asked if there was anything else the Commission should be made aware of. There were no additional items discussed.

**PUBLIC COMMENT:**

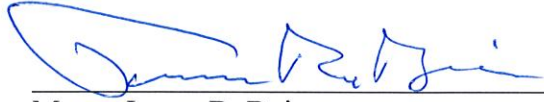
**Anne Lynch**, Vice-President of the Friends of the Library explained the programs they are currently working on and that they look forward to partnering with Brew House Gallery. She explained that fundraising and more participation from the community were needed. Mayor DuBois suggested obtaining the contact information of all the groups that use the Library and use those contacts to invite those to the Black Tie event. Commissioner O'Rourke made a reference to the insurance needs by the Town for fundraising events.

**LIBRARY BOARD MEMBER COMMENT, COMMISSIONER COMMENTS:**

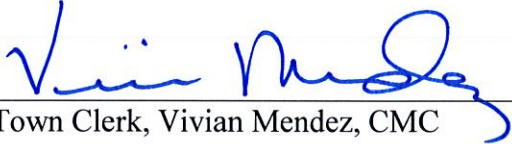
**Chair Bernhard** suggested that a coffee corner at the Library be established. Town Manager D'Agostino explained the insurance needs for such a coffee bar would be necessary. He has spoken with the Library Director about a coffee corner.

**ADJOURNMENT**

There being no further business to come before the Library Board and Town Commission and after a motion to adjourn by Commissioner Rapoza and seconded by Commissioner O'Rourke, and by unanimous vote, the meeting adjourned at 7:45 p.m.



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Mayor James DuBois



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Town Clerk, Vivian Mendez, CMC



FLORIDA

Approved on this 17 of February, 2016

**Library Addendum  
to Five Year Capital Improvement Schedule  
FY 2015/16 - 2019/20**

*Exhibit "A"*

Project Category	Project Name	14/15	15/16	16/17	17/18	18/19	19/20	Funding Source
1,2,4	Upgrade of Public Access Computers	\$15,000	\$5000	\$0	\$0	\$0	\$0	General Fund, Donations
1,2,4	Upgrade of staff computers; addition of tablets & laptops	\$0	\$8200	\$5000	\$0	\$0	\$0	General Fund, Donations
1,2,4	RFID Security system	\$0	\$0	\$40,000	\$0	\$0	\$0	State Technical Grant/LSTA General Fund(matching)
1,2,4	Addition of two Enhanced Self-checkout units	\$0	\$0	\$20,000	\$0	\$0	\$0	State Technical Grant/LSTA General Fund(matching)
1,2,4	Replacement of shelving	\$0	\$0	\$0	\$25,000	\$0	\$0	General Fund
1,2,4	Interior renovation; Carpet replacement, lighting and other.	\$0	\$0	\$20,000	\$20,000	\$20,000	\$520,000	General Fund, Grant, donations
2,3,4	Addition of ADA compliant second level/loft above east wing	\$0	\$0	\$0	\$0	\$0	\$520,000	General Fund, State Construction Grant
1,2,4	Exterior renovation; North entrance, patio access and south entrance marquee	\$0	\$0	\$0	\$0	\$10,000	\$70,000	Grant, General Fund



# AGENDA

Lake Park Town Commission  
 Town of Lake Park, Florida  
 Joint Workshop  
 between the Library Board  
 and Town Commission

Wednesday, February 3, 2016, 6:30 p.m.,  
 Lake Park Town Hall  
 535 Park Avenue

<b>James DuBois</b>	—	<b>Mayor</b>
<b>Kimberly Glas-Castro</b>	—	<b>Vice-Mayor</b>
<b>Erin T. Flaherty</b>	—	<b>Commissioner</b>
<b>Michael O'Rourke</b>	—	<b>Commissioner</b>
<b>Kathleen Rapoza</b>	—	<b>Commissioner</b>
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<b>Diane Bernhard</b>	—	<b>Library Board Chair</b>
<b>Robert Shelton</b>	—	<b>Library Board Vice-Chair</b>
<b>Guadalupe Lawrence</b>	—	<b>Library Board Member</b>
<b>Ruth Rodney</b>	—	<b>Library Board Member</b>
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<b>John O. D'Agostino</b>	—	<b>Town Manager</b>
<b>Thomas J. Baird, Esq.</b>	—	<b>Town Attorney</b>
<b>Vivian Mendez, CMC</b>	—	<b>Town Clerk</b>

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

A. CALL TO ORDER/ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. SPECIAL PRESENTATIONS/REPORTS

1. Joint Workshop between the Town Commission and the Library Board to discuss the Future needs of the Library.

**D. PUBLIC COMMENT:**

**This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.**

**E. LIBRARY BOARD MEMBER COMMENTS, COMMISSIONER COMMENTS:**

**F. ADJOURNMENT:**