



The Lake Park
Public Library

529 Park Avenue
Lake Park, FL 33403
Phone: (561) 881-3330
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www.lakepark-fl.gov

Library Board Agenda

Monday, November 9, 2015
7:00 p.m.
Commission Chamber, Town Hall
535 Park Avenue

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 (F.S. 286.0105). *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. **Introduction of Town Manager:**
 - 1. Town Manager John O. D'Agostino Tab 1

- B. **Appointment of a Chair and Vice-Chair:**
 - 2. Copy of Town of Lake Park Library Board Ordinance Tab 2
 - a) Appoint a Chair
 - b) Appoint a Vice-Chair

- C. **Minutes:**
 - 3. Approval of the September 4, 2014 Library Board Meeting Minutes. Tab 3

- D. **Library Director Report:**
 - 4. Discuss the Library Director's Report Tab 4

- E. **Events:**
 - 5. Copy of the November and December Library Calendar of Events. Tab 5

- F. **Board Member Comments:**

- G. **Schedule next Library Board meeting:**

- H. **Adjournment:**

TAB 1

The Town of Lake Park has a Commission/Manager form of government, and the Commission appoints the Town Manager. The Town Manager serves as the Chief Administrative Officer for the Town. The Manager's chief obligation is to provide quality of life services to the Town's 9,000 residents in an effective, efficient and transparent manner. According to the Town Charter, the Manager also implements policy decisions at the direction of the Commission, directs the Town's daily activities, prepares and oversees the Town's annual budget, and supervises the Town's employees and departments.

The Town Manager also serves as the Executive Director of the Town's Community Redevelopment Agency (CRA), and fosters an environment that encourages economic growth and development throughout the Town.

The Manager keeps residents and local businesses apprised of Town activities through the Town's newsletters, website and e-blasts. The Manager also notifies residents about local referenda issues related to the Town.

BIOGRAPHY

John D'Agostino was appointed by the commission as Town Manager of Lake Park on May 1, 2015.

Mr. D'Agostino has thirty-two years of public service experience. He began his career at the State House in Boston, Massachusetts in 1981 and then worked for the City of Springfield for more than thirteen years. During his service with the City of Springfield, Mayor Robert T. Markel appointed him to the Springfield Police Commission. He has managed the towns of Blackstone, Mansfield and Abington in the state of Massachusetts. He served as City Manager for the City of Monroe in the state of North Carolina.

Mr. D'Agostino holds a BA degree in Liberal Arts with a concentration in Political Science from Syracuse University as well as a Master's Degree in Human Resource Development from American International College and a Master's Degree in Public Administration from the University of Hartford, Barney School of Business.

Mr. D'Agostino and his wife Catherine reside in the Town of Lake Park.

TAB 2

- **DIVISION 2. - LIBRARY BOARD⁽⁶⁾ Modified**

- **Sec. 2-151. - Established.**

There is hereby established a library board for the town.

(Ord. No. 5-1968, § I, 4-15-1968; Code 1978, § 12-16)

- **Sec. 2-152. - Composition.**

The library board shall consist of five members who shall be appointed by the town commission.

(Ord. No. 5-1968, § I, 4-15-1968; Code 1978, § 12-17)

- **Sec. 2-153. - Qualifications.**

Members of the library board shall be residents of the town; however, neither the mayor nor any member of the town commission shall be eligible to be a member of the library board.

(Ord. No. 5-1968, § II, 4-15-1968; Code 1978, § 12-18)

- **Sec. 2-154. - Term of members.**

Members of the library board shall be appointed for a term of three years or until their successors have been appointed and qualified.

(Ord. No. 5-1968, § I, 4-15-1968; Code 1978, § 12-19; Ord. No. 05-2010, § 2, 6-2-2010)

- **Sec. 2-155. - Removal of members.**

Members of the library board may be removed by an affirmative vote of a majority of the total members of the town commission.

(Ord. No. 5-1968, § VI, 4-15-1968; Code 1978, § 12-20)

- **Sec. 2-156. - Vacancies.**

In the case of vacancy on the library board by resignation, removal or otherwise, the town commission shall fill such vacancy for the unexpired term.

(Ord. No. 5-1968, § I, 4-15-1968; Code 1978, § 12-21)

Cross reference— Vacancies on certain boards, § 2-112.

- **Sec. 2-157. - Compensation.**

No member of the library board shall receive any pay or compensation for any services rendered as a member of the library board.

(Ord. No. 5-1968, § II, 4-15-1968; Code 1978, § 12-22)

- **Sec. 2-158. - Meetings.**

In the performance of its duties set forth in this article, the library board shall hold at least at least two meetings per calendar year. The board may also hold meetings on an as-needed basis.

(Ord. No. 5-1968, § V, 4-15-1968; Code 1978, § 12-24; Ord. No. 05-2010, § 3, 6-2-2010; Ord. No. 15-2014, § 2, 12-3-2014)

- **Sec. 2-159. - Quorum.**

Three members of the library board shall constitute a quorum.

(Ord. No. 5-1968, § III, 4-15-1968; Code 1978, § 12-25)

- **Sec. 2-160. - Rules and regulations.**

The library board may make and adopt such bylaws, rules and regulations for its own guidance and as the library board may deem expedient, subject to the approval, supervision and control of the town commission and not inconsistent with law.

(Ord. No. 5-1968, § III, 4-15-1968; Code 1978, § 12-26; Ord. No. 05-2010, § 4, 6-2-2010)

- **Sec. 2-161. - Powers and duties.**

Subject to the control and direction of the town commission, the library board shall:

- (1) Act in an advisory capacity (non-administrative) to the town commission, to ensure representation of the ideas of citizens and taxpayers of the town relative to the function and operation of a municipal library;
- (2) Make recommendations concerning all matters involving the library as it sees fit to the commission concerning the management and operation of the municipal library. Any action, decision or recommendation of the library board shall not be final or binding upon the commission but shall be advisory only.

(3) [Reserved.]

(4) Keep records of all of the activities of the library board and make annual reports to the town manager and the town commission relative thereto or whenever requested to do so by the town commission.

(Ord. No. 5-1968, § IV, 4-15-1968; Code 1978, § 12-27; Ord. No. 05-2010, § 5, 6-2-2010)

• **ARTICLE IV. - BOARDS AND COMMITTEES**^{§5} **Modified**

• **DIVISION 1. - GENERALLY**

• **Sec. 2-111. - Election of board and committee officers.** **Modified**

(a) *Chair.* Each board and committee of the town shall annually elect from its membership a chair, who shall preside at all meetings of such board or committee, and a vice-chair, who shall preside at all meetings of such board or committee in the absence or disability of the chair, at a regular meeting to be conducted in January, or if there is no meeting in January then at the first meeting of the board or committee in the new year.

(b) *Administrative support.* The town manager shall assign town employees to each board or committee, including a recording secretary who shall be responsible for recording the meetings and producing minutes of the board or committee meetings.

(Code 1978, § 2-56; Ord. No. 17-1991, § 1, 11-6-1991; Ord. No. 05-2015, § 2, 5-6-2015)

• **Sec. 2-112. - Membership on boards and committees terminated for missing meetings; filling of vacancies.**

(a) *Definitions.* For the purposes of this section, the following words, terms and phrases shall have the meanings herein ascribed to them:

Board means board or committee, as appropriate.

Valid excuse means one of the following:

(1)

Illness of a member or other person for whom the member is a caregiver;

(2)

Death of a member's relative; or

(3)

Scheduled absence approved in advance by the town clerk.

(b) *Recording of attendance.* The secretary of each board shall record the names of the board members who are present and absent at each board meeting, and shall include in the minutes of the meeting, the name of any member who has missed a meeting without a valid excuse, including regular and special meetings of said board.

(c) *Termination of membership.* Membership on a town board shall be automatically terminated for any member who, without valid excuse, misses three board meetings both regular and special in any consecutive 365-day period (any one-year term of the member).

(d) *Review of minutes.* The town clerk shall be responsible for reviewing the minutes of each board to determine when a vacancy has occurred, the town clerk shall confirm the unexcused absences of the member with the board secretary and once confirmed shall subsequently publish notice of the vacancy in a newspaper of general circulation of the town. The town commission shall fill the vacancy no sooner than two weeks after the publication of such notice. The term of a board member who is removed from office for lack of attendance shall end at the close of the third meeting in which the member failed to attend and which absence was not excused.

(e) *Notice of vacancies.* The town clerk shall monitor the terms of office for board members. Not less than 60 days prior to the end of a board member's term, the clerk shall publish a notice of the impending vacancy.

(f) *Publication of notice.* When publication of notice is required pursuant to this section, such publication shall be in the town newsletter and/or by other reasonable means of posting and publication. Copies of such notices shall be provided to the town commission at the next regular meeting following publication.

(g) *Profile sheet.* Each person seeking an initial appointment to a board shall be required to complete a profile sheet. The form for such profile sheet shall be approved by the commission. Any current regular member or alternate member seeking appointment or reappointment shall also be required to complete a profile sheet if one has not been completed within the previous three years. A profile sheet shall be due no later than 48 hours prior to the regular town commission meeting at which the appointment is scheduled to occur.

(h) *Appointment of alternate members.* The town commission shall appoint two alternates for each board. Alternate members of a board shall be appointed as first alternate and second alternate and shall serve in that order when necessary. Alternate members shall be permitted to participate in all board discussions. When an alternate member serves, the alternate member shall have all the powers and duties of a regular member including the right to vote on any matter before the board.

(i) *Nomination for action on vacancies.* The clerk shall prepare a list of volunteers, including members who seek reappointment, along with the profile sheet for commission action on a vacancy. The list of volunteers shall include the name of each person seeking the appointment for which a profile sheet has been timely received. The commission may interview board and committee members appearing on the clerk's list who volunteer for reappointment or appointment. A nomination to fill a vacancy may be made by any member of the commission. For a nominee to be appointed there must be a second and majority vote of the commission. Thereafter, the clerk shall notify each volunteer applicant in writing of the commission's action.

(j) Vacancies on a board or committee shall be automatically filled by an alternate member of that board or committee for the unexpired term. If two vacancies occur at the same time, the second vacancy shall be filled by the second alternate for the unexpired term. If a board or committee has more than two vacancies, the town commission may appoint temporary members, as necessary, who shall serve until the commission makes a regular appointment. The town clerk shall notify an alternate upon a change in status.

(k) *Residency requirement.* All members of town boards shall be residents of the town. However, unless otherwise prohibited by law, the town commission may appoint no more than two (including alternate members) town business owners to the boards of the town, excepting the planning and zoning board, and all appointments to said boards shall be made by the town commission.

(Ord. No. 33-1974, §§ I—III, 11-20-1974; Ord. No. 10-1979, § 1, 8-1-1979; Ord. No. 8-1982, § 1, 3-3-1982; Ord. No. 16-1990, § 1, 9-5-1990; Ord. No. 4-1991, § 1, 2-6-1991; Ord. No. 11-1994, § 1, 5-18-1994; Ord. No. 6-1995, § 1, 3-1-1995; Ord. No. 12-2001, § 1, 8-15-2001; Code 1978, § 2-57; Ord. No. 22-2004, § 2, 11-17-2004; Ord. No. 31-2004, § 2, 1-19-2005; Ord. No. 12-2006, § 2, 11-1-2006; Ord. No. 10-2013, § 2, 8-21-2013)

- **Sec. 2-113. - Scheduled board meetings; hours.**

All meetings of the various town boards shall be conducted after 5:00 p.m.

(Ord. No. 8-1985, § 1, 5-1-1985; Code 1978, § 2-58)

- **Secs. 2-114—2-150. - Reserved.**

TAB 3

LAKE PARK LIBRARY BOARD MINUTES

September 4, 2014

Time Called to Order: 6:21pm Place: LP Public Library

Present:

Karen Mahnk, Library Director
Diane Bernhard, Secretary, Chair
Ludie Francois
Candace Moss

Absent:

Lupe Lawrence
Robert Sheldon

Guest:

Minutes of the March 6, April 3 and May 1, 2014 were approved by Ludie Francoise, 2nd by Candace Moss.

NEW BUSINESS:

- Discussion about revising the Lake Park, Florida Code of Ordinances concerning the Library Board.
The Members agreed that the ordinance should remain unchanged except for Section 2-158 which concerns the number of meetings to be held. The suggestion was made to hold regular meetings quarterly rather than every month.

LIBRARY DIRECTOR'S REPORT:

- Karen announced that the Grass Roots Program is going well, but needs 4 more Math and 2 more Reading Tutors.
- The summer reading program was a big success with around 400 kids attending.
- Kiwanis has donated about 200 books.
- The Writer's Group will continue to meet at the Library and at the BrewGallery.

DISCUSSIONS:

- The possibility of using the Pelican Café as the venue for holding a Friends of the Library end-of-year or January event or maybe a Mystery night.
- The possibility of "re-branding" the Library's Logo using the Town's Logo with books replacing the tower.
- The possibility of replacing Library Cards with BioMetric's finger print identification has been tabled because of the non-responsiveness of Sirsi Dynix representatives.

Time Adjourned: 6:55pm. Next meeting will be: Oct. 2, 2014 unless otherwise decided.

TAB 4



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LIBRARY

Preliminary MONTHLY REPORT

for

October 2015

The following activities or items of significance occurred during October, 2015

- The Affordable Health Care Coverage Workshop in Creole & English which was attended by over 40 adults and families.
- The Purple Sage Book Discussion Club continues to meet monthly at the library.
- The Library continues Outreach to Bridges and offering *Twilight Tales* at the Library.
- Nearly 70 children attended *Read for the Record* national literacy event in which Commissioners, Mayor and citizens volunteered to read the story, *Not Norman* by Kelly Bennett.

During the next month, library staff will be working on the following:

- Continue upgrading the main areas of the library interior and patio.
- Proposing a contractual computer instructor for weekly and monthly computer instruction for the public to supplement reduced staff.
- Halloween library activity based on the book by JM Barrie, *Peter Pan*.
- Begin application process for State of Florida Library Technology Grant to fund adding RFID tagging technology to the library's collection and an enhanced self-checkout terminal.
- Adding the new tablet kiosk to the children's room.
- Activity at Town Tree lighting event.
- Finalizing the Library's program calendar for the upcoming year to include:
 - Christmas Tree decorations activity
 - February Murder Mystery activity
 - March Author event

TAB 5

MONDAY
9 am - 5 pm

TUESDAY
9 am - 8 pm

WEDNESDAY
9 am - 6 pm

THURSDAY
9 am - 5 pm

FRIDAY
9 am - 5 pm

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LAKE PARK PUBLIC LIBRARY



*No Children Permitted under the age of 10 without Parent. Thanks

2		3	Friends of the Library Mtg. 6:30	4	Bridges Twilight Tales 5:30	5		6		7	Adult Writers Group 10:00 Decorate for Thanksgiving @ 1:30
9	Library Board Mtg. Town Hall Commission Chamber @ 7:00	10	Lake Harbor Towers North Condo MTG @ 4:00 Community Garden Meeting @ 6:00	11	CLOSED for Veterans Day	12		13		14	Adult Writers Group 10:00 Holiday Craft for Kids @ 1:30
16		17	Outreach @ Bridges 5-6	18	Monthly Mid-Week Movie Night Featuring <i>Flawless</i> at 5:30 Rated: R	19	Kid's Monthly Movie Madness Featuring <i>Winnie the Pooh</i> @ 5:00 Rated: PG	20		21	Adult Writers Group 10:00 Story Time w/ Muriel @ 11:00 Holiday Craft for Kids @ 1:30
23		24	Community Garden Meeting 6:00	25	Library CLOSING @ 4:00	26	Thanksgiving CLOSED	27	CLOSED	28	CLOSED

30

Monday
9:00 am - 5:00 pm

Friday
9:00 am - 5:00 pm

Saturday
10 am - 4 pm

DECEMBER

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	1 Friends of the Library Mtg. @ 6:30	2 Bridges Twilight Tales @ 5:30	3 Town Tree Lighting @ 6:00	4	5 Adult Writers Group 10:00 Holiday decorating & Craft @ 1:30
7	8 Community Garden Meeting @ 6:00	9 Community Watch MTG @ 6:30 Lake Harbor Towers North Condo MTG @ 4:00	10	11	12 Adult Writers Group 10:00 Letters to Santa and Craft @ 1:30
14	15	16 Monthly Mid-Week Movie Night Featuring <i>It's a Wonderful Life</i> @ 5:30 Rated: R	17 Kid's Monthly Movie Madness Featuring <i>Princess and the Frog</i> @ 5:00 Rated: PG	18	19 Polar Express P J Party @ 12:00
21	22 Outreach @ Bridges 5-6 Community Garden Meeting @ 6:00	23 Purple Sage Book Group @ 6:00	24 Library CLOSING @ 4:00	25 Christmas CLOSED	26 CLOSED
28	29	30	31 Library CLOSING @ 4:00		