



The Lake Park
Public Library

LAKE PARK PUBLIC LIBRARY
TOWN OF LAKE PARK
Lake Park, FL 33403
561-881-3330

AGENDA

LIBRARY BOARD

June 6, 2013
6:00 p.m.

- 1) Nomination for Chair and Vice-Chair of the Board **Tab 1**
- 2) Nomination of a Secretary **Tab 2**
- 3) Approval of Minutes from previous meeting; May 2nd **Tab 3**
- 4) Director's report of library status, recent and upcoming events:
 - ❖ Summer Reading Program 2013 coordinating with Recreation Department's Summer camp **Tab 4**
- 5) Review of Library Meeting Room Policies **Tab 5**
- 6) Discuss scheduling Workshop to update Library Strategic Plan **Tab 6**
- 7) Rescheduling the next meeting; **Tab 7**
- 8) Open discussion
- 9) Adjourn

529 Park Avenue
Lake Park, FL 33403
Phone: (561) 881-3330
Fax: (561) 881-3336

www.lakepark-fl.gov

TAB 1

DIVISION 1. - GENERALLY

Sec. 2-111. - Election of board and committee officers.

- (a) *Chair.* Each board and committee of the town shall elect from its membership a chair, who shall preside at all meetings of such board or committee, and a chair pro tem, 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 of each year.
- (b) *Secretary.* Each board and committee of the town shall elect from its membership a secretary, who shall record the proceedings of each meeting of such board or committee, at a regular meeting to be conducted in January of each year, except that the town clerk shall serve as the recording secretary for the planning and zoning board and code enforcement board.

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

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) *Ballot for action on vacancies.* The clerk shall prepare the ballot for commission action on a vacancy. The ballot shall include the name of each person seeking the appointment for which a profile sheet has been timely received. Each person seeking appointment shall be identified as a current member, current first alternate member, current second alternate member or new applicant, as appropriate. The clerk shall receive, tally and announce the results at the town commission meeting at which the balloting occurs. Thereafter, the clerk shall notify each applicant in writing of the town commission's action upon the applicant's request for appointment.
- (j) *Election of chairperson and vice-chairperson.* Each board shall elect a new chairperson and vice-chairperson on an annual basis.
- (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)

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.

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TAB 3

Lake park Library Board Minutes

May 2, 2013

The Library board meeting was called to order at 6:10 pm in the Library meeting room

Present:

Karen Mahnk Library Director
Lisa Colgan secretary
Beth Auld
Candace Moss

Absent:

Barbara Bursey

Guest:

Diane Bernhard

Minutes of the February 7, 2013 meeting were approved by Candice, 2nd by Beth

NEW BUSINESS:

- ▶ Roger Michaud and Peter Braun have resigned from the Library Board.
- ▶ There is a new genre section in the main library for African American fiction. The Friends will have a sign made
- ▶ Summer reading program will be coordinated with the Recreation Departments summer camp. Eboni will coordinate activities so the summer camp can participate in the reading program. Posters and stickers have been received by the State to promote the program. The Friends will cover some events and trips.

OLD BUSINESS:

- ▶ Karen set up a table at the Elementary school open house in March. Free books were given out and students made book marks. Applications were given out to apply for library cards
- ▶ A table was also set up at the Bridges Resource fair on March 9th for local businesses.
- ▶ A reception for artist Roxanne Lewis was held on April 4th. With a good turnout. A donation was made to The Friends and to the Library.
- ▶ April 29th was Library Volunteer appreciation evening with about 25 volunteers in attendance. The theme was an Ice Cream Fiesta with a “create your own” ice cream bar.

DIRECTORS REPORT:

- ▶ No word yet on the Dollar General Summer program grant renewal. If funds are received it would go towards the reading program.
- ▶ Karen is looking into charging a fee to rent the meeting room for organizations that want to use the room. Looking to see if there can be a separate policy for profit vs. nonprofit groups.

Meeting was adjourned at 7:00 pm.

Next meeting will be Thursday June 6th at 6:00 pm

Secretary: Lisa Colgan signed electronically
Lisa Colgan

Approved by: The Library Board

Date: 6-6-13

TAB 4



THE LAKE PARK PUBLIC LIBRARY
Summer Reading Program for 2013
June 12 - August 16

Summer Reading 2013

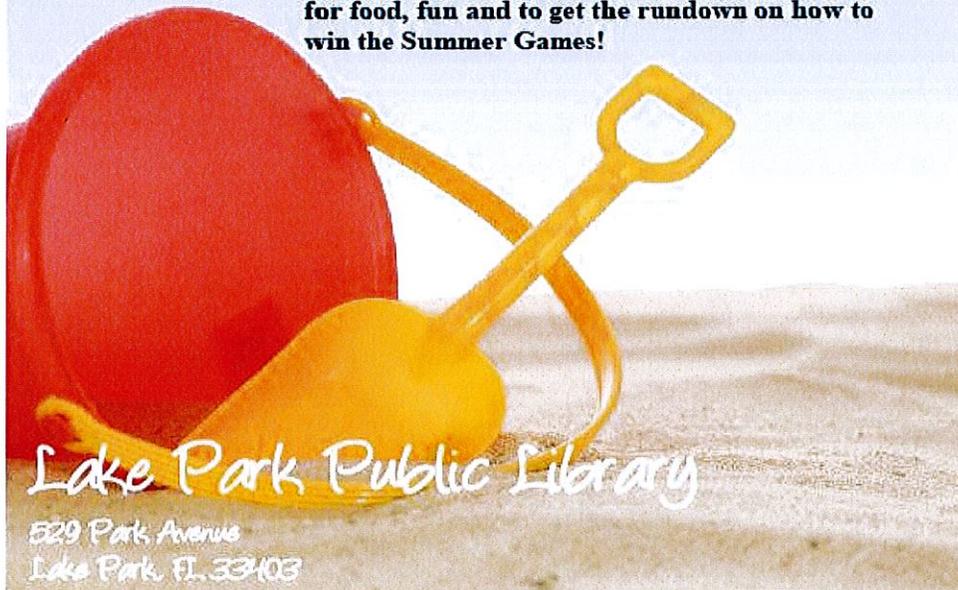
DIG INTO READING

June 12th — August 16th

It's time again for Summer Reading Fun! Lake Park Public Library has a wonderful summer program for kids, teens and t'weens! (Ages 5-17)

Please come to the library to pick up Summer Reading Packets for program and activity schedules and guidelines for participation.

The party starts June 12th at 1:00 pm. Join us for food, fun and to get the rundown on how to win the Summer Games!



Lake Park Public Library

*529 Park Avenue
Lake Park, FL 33403*

TAB 5



The Lake Park
Public Library

LAKE PARK PUBLIC LIBRARY
TOWN OF LAKE PARK
Lake Park, FL 33403
561-881-3330

MEMO

TO: Library Board

FROM: Karen Mahnk, Library Director

DATE: June 6, 2013

Attached are a number of Florida Library Meeting room fee policies. Please review each policy keeping in mind that our Library Meeting Room Policy does not currently provide for charging a fee to anyone using a portion of the library facilities. However, many libraries are now accommodating fee-based use of library meeting areas for a number of reasons, including economic need as well as the changing nature of programs offered in Public Libraries.

With your input, I will begin drafting a modification of our current policy utilizing elements and language that have worked well for other Libraries; providing for fee-based use of public library meeting space by for-profit groups as well as free use by Library organizations and some non-profit functions. More importantly our new policy will be compatible with Lake Park's citizens' current needs.

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Quick Links

Town of Lake Park

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[Home](#) \ [Meeting Room Policy](#)

Meeting Room Policy

Town of Lake Park

Library Policies

[Public use of Meeting Room, Computer Lab and Study/Conference Rooms](#)

LIBRARY HOURS

MONDAY

9:00 AM to 5:00 PM

TUESDAY, WED & THUR

9:00 AM to 8:00 PM

FRIDAY

9:00 AM to 4:00 PM

SATURDAY

10:00 AM to 4:00PM

SUNDAY (CLOSED)

The primary purpose of the Lake Park Public Library in the Town of Lake Park is to serve as a community resource for learning, studying and educational pursuits. The Rose and Stanley Schuyler Meeting Room, the Mildred B. DeMarco Computer Lab, the George B. Franks Conference Room and the Study Room are available for the citizens of the community in support of programs and functions that further the goals of the Library.

1. Permission to use Library rooms may be granted to departments of the Town of Lake Park, and to public, private and non-profit organizations for cultural, intellectual, charitable and educational purposes.
2. Library rooms may not be utilized for commercial purposes, advertising, solicitation of business or any "for profit" function. Library rooms may not be reserved for personal functions such as bridal showers or product parties.
3. Use of the Library's rooms does not constitute Library or Town of Lake Park endorsement of viewpoints expressed by participants in any program, activity or event.

LIBRARY ADDRESS

**529 Park Avenue,
Lake Park, FL 33403
PH: (561) 881-3330**

EMAIL:

askhere@lakeparkflorida.gov

4. Priorities for reserving and using the Rose and Stanley Schuyler Meeting Room, the Mildred B. DeMarco Computer Lab, the George B. Franks Conference Room and Study Room are in accordance with the service goals of the Library. Library sponsored programming has precedence over other reservations.
5. When not reserved for Library sponsored programming, the Library reserves space on a "first come, first-served" basis. Library rooms are not scheduled more than nine months in advance, except for groups and organizations using Library facilities for regular monthly meetings. These groups may schedule one meeting per month for up to one year at a time. The Library will accept applications on July 1 for the next September-June school year.
6. Programs scheduled in the Rose and Stanley Schuyler Meeting Room are required to be open to the public at large. Organizations may arrange to use this room for regularly scheduled meetings, provided membership of the organization is not restricted and the regular meetings are open to the public.
7. No outside group or organization using Library rooms may charge admission fees, solicit "free will" offerings, or present items for sale. However, groups and organizations may conduct normal membership activities, such as the collection of dues. Groups supporting programs and services for the benefit of the Library may conduct fundraising activities in the Library's facilities.
8. There are no user fees for organizations scheduling functions in the Library. Programs may be scheduled after normal Library hours, depending on availability of staff to secure the facility when the meeting is finished. Users may obtain a key from the Lake Park Police Station, provided arrangements are set in advance of the meeting time.
9. To ensure availability to the citizens of Lake Park, each individual applying to use library facilities is required to have a Lake Park Library Card. Applications for reserving Library space need to be completed and submitted at least seven (7) days in advance of the planned event. In the event of damage to Library facilities, the person making the reservation will be held responsible for any and all damages that occur.
10. Groups and organizations are responsible for setting up chairs, tables, equipment and other furnishings required for their activities. Users are responsible for restoring the room the room to the way it was originally arranged.

11. No refreshments, no alcoholic beverages and no smoking are permitted in the Library. All trash created by the group must be bagged and set in trash containers outside the Library before leaving.
12. The Library is not responsible for loss or damage to equipment, supplies or other materials brought to the Library by groups and organizations for their meetings. No equipment or materials belonging to a group or organization may be stored in the Library.

[Meetingroom Form.pdf](#)

93.32 KB

Secondary links

[Privacy Policy](#)

Under Florida law, email addresses are public records. If you do not want your e-mail address released in response to a public records request, please contact this office directly by phone or in writing.

Supported by 633A

A Sampling of Florida Library Meeting Room Policy Summaries

Bartow Public Library:

“We charge for profits \$60.00 plus tax for renting our meeting room during open hours. They can use it all day or how ever long their program lasts as long as it is within our hours. This price is based on the fees that our nearby civic center charges. Linda Chancey, Bartow Public Library

I am attaching our meeting room policy. There are other details about how often a group can use it, etc. Our small meeting room is currently in use by another agency and is not available to be rented.”

Clearwater:

“Once upon a time, before my time but as I understand it, there were plans to build a beautiful new Clearwater library. The City Council seemed to believe that this building could help pay for itself by being rented out for weddings, meetings, etc. They added a rooftop terrace with a stunning view of the Gulf of Mexico, but no shade. Apparently, it never occurred to anyone that this was Florida and it might be hot, wet or windy. Meeting rooms and a conference room with all the high tech features that no one but a staff member could use were also available. Anyway, the library tried to take on the role of events coordinator, and we were stunningly bad at it. After about a year, we turned this function over to the Parks and Rec Department Special Events staff and they are much better. They set the fees with an eye to making a profit. You can track down a fee schedule through the Special Events policy on our web page.

We now have two different meeting room policies, one for not-for-profit community groups that provide programs or have meetings that are free and open to the public. Any other use is considered a special event, but if the room is available it can be booked for a fee. Most libraries either charge a "cost recovery" fee, or they set a price that probably undercuts but is near that of a comparable rental in the community. You need to decide if you want to make money or just make up your expenses. Our experience was that people who pay a fee expect a higher level of service and the more they pay the more service they expect. Either way, you need to invest a fair amount of staff time in working with paying clients, setting up and cleaning up after meetings, explaining to people that no, the library won't register their participants, refusing to open the building at 7 am so they can come in early to set up, etc.

Other libraries do this and it seems to work OK, but it usually seems to work best when you have fairly strict rules that you refuse to break, and even then don't expect to make much money. People are always more eager to use your space when it is free. On average, we probably get a couple of uses a month.”

Clewiston/Hendry County Cooperative:

“Our policy is that profits and non-profits do not pay. We have a very small meeting room. Sometimes larger groups like the Red Cross use our Florida Room for presentations. We also have a Youth Center that accommodates larger groups. They have a pay scale and are also available for weddings and showers.”

Jacksonville:

“The Jacksonville Public Library Main Library includes a conference center and spaces in the library, such as an open courtyard, which are used for private events as well as library programs. We operate the conference center seven days a week all the hours the library is open and until 11 p.m. for booked events. Space such as the courtyard may be booked for private events when the library is closed. We charge for use of this space. For rates and details go to our website or contact our conference center manager Mitesh Sangani at msangani@coj.net. We do not charge for use of our branch library meeting rooms but they may only be used by non-profit organizations. We have no plans to change this.”

Leesburg:

“A for-profit group that is offering a program for the public is charged a deposit of \$25 and a fee of an additional \$25 for use of the space. They have to show that they have advertised the program to the public. A non-profit group offering a program to the public (advertised) is only charged the deposit. Non-profit groups must show proof of their non-profit status. If a person or group is having a private meeting (profit or non-profit) that is not open to the public they pay a fee of \$35 for deposit and \$35 for rental. It doesn't matter if they are using the room for 4 hours or 8; same fee schedule. We have talked about changing this a little because everyone says they are non-profit and open to the public to get the lower rate when, in fact, it is so low already. Also, for-profit groups must pay sales tax.”

St. Lucie County:

“St. Lucie County just went through a process to develop rental fees for all County meeting rooms (not just the libraries). Parks & Recreation fees are different due to the size of their facilities and the amenities they can provide. The new policy has not gone into effect but has been approved by the BOCC - with non-profits, clubs, organizations paying \$10 per hour; for profit paying \$20 per hour. If a group/organization is providing a service to or program for the library then the fee will be waived. We haven't put in writing what those services or programs must be. This is all new for us and the residents and we already have people complaining about having to pay to use the meeting rooms.”

Suwannee River Regional Library:

“A “for profit business” may use the room for two times a year, at a cost of 50 bucks each. That cost which was set over 10 years ago needs to be increased. We allowed that policy since so many local businesses contributed to the construction of the library. We don't have any hotels, or conference centers in town, and the local businesses use it for training, usually.

Our policy is non profits do not pay. At times some “groups” which can't provide “non profit status are allowed to use the room at no charge. A “for profit business” may use the room for two times a year, at a cost of 50 bucks each. That cost which was set over 10 years ago needs to be increased. We allowed that policy since so many local businesses contributed to the construction of the library. We don't have any hotels, or conference centers in town, and the local businesses use it for training, usually. Director Suwannee River Regional Library 1848 Ohio/ML King Ave., SouthLive Oak, Fl.”

Winter Park Public Library:

“We charge everyone who uses the rooms both for profit & non profit, we don’t discriminate between the 2. We looked at other spaces the City rents—community center, civic center, etc. & based our fees on their rates.

Robert G. Melanson, Director”

TAB 6



Goals • Objectives:

1. Respond to community needs.

Objective: Provide opportunities for community input.

- Actively promote surveys and suggestion box use.
- Promote membership in the Friends of the Library.

2. Renew, revive, and update the library.

Objective: Address needs of the underserved.

- Focus on making youth areas more friendly and inviting to both children and parents.
- Create unique areas or zones within the library space by the close of 2012.
- Update aged shelving within the next 12 to 24 months.
- Expand Children's collection by the close of 2011.
- Complete Teen Center by the close of 2011.

3. Strengthen current partnerships.

Objective: Provide new opportunities for community stakeholders.

- Create campaigns that include community and Town partners.
- Join with community partners to bring Town events into the Library.

4. Forge new partnerships.

Objective: Seek out new opportunities for unique partnerships.

- Seek out a strong partnership with local schools.
- Provide youth activities that compliment school curriculum.

5. Nurture Diversity.

Objective: Celebrate the community's unique diversity.

- Provide activities and materials that represent users' interests and origins.
- Actively participate in community diversity activities.
- Create activities that highlight and promote the community's diverse flavors.
- Partner with local and other agencies and organizations.
- Seek sponsorships by local businesses to support library activities and services.
- Foster cooperation and involvement by the local commercial businesses.

6. Improve continuously.

Objective: Constantly review our goals and critique our results.

- Create opportunities for close cooperation between Library staff and stakeholders such as Library Board, Commission and other community members.

7. Expand availability and participation.

Objective: Seek new methods by which to reach out to the community.

- Consider creative solutions for expanding hours of operation in the next 14 to 24 months.
- Establish policies to continuously expand the number of community stakeholders.
- Intensify grant submissions within the next 12 months that focus on expanding library resources by both new and established technologies and provide materials in cutting edge media.

8. Encourage creativity.

Objective: Create an atmosphere in tandem with the Town's artistic and historical character.

- Seek support of digital archiving and access of Town historical documents by end of 2012.
- Support local historical society by proposing to serve as a digital repository.
- Continue to expand current youth Summer Programs that incorporate unique creative tools that inspire reading and make researching knowledge fun and exciting.
- Provide programs in conjunction with Town's Art Studio to promote the Arts and provide opportunities for the community to experience the connection between the two.

9. Foster innovation.

Objective: Invite creative innovation in a fun-filled atmosphere.

- Train staff in positive communication.
- Inspire staff with the Mission and Motto of the Library.
- Provide opportunities for staff to regularly brainstorm new and unique solutions.
- Encourage and promote spontaneity among both staff and patrons.
- Promote excellence above *just* average.

10. Extend our vision into the future.

Objective: Establish a policy of seeking out and applying cutting-edge technology.

- Constantly pose the questions "*can it be done better?*" and "*what else can we do?*"
- Constantly keep abreast of new techniques and trends.
- Revisit goals and accomplishments on a regularly scheduled basis.
- Support staff professional development and promote learning new skills.

TAB 7



Office of the
Town Clerk

To: Library Board Members

From: Vivian Mendez – Town Clerk

Date: May 28, 2013

RE: Rescheduling the Next Library Board Meeting

The next regularly scheduled Library Board meeting falls on Thursday, July 4, 2013, which is a Federal Holiday observed by the Town of Lake Park.

The Library Board has two options:

1) Cancel the regularly scheduled Library Board meeting in July and meet at the next regular scheduled date which will be Thursday, August 1, 2013.

Or

2) Reschedule the Library Board meeting to another date in July.

Staff would prefer that another date in July be scheduled as a Special Call Library Board meeting date because of the amount of projects that are forthcoming to the Library Board. But staff is also open to the decision made by the Library Board of canceling the July meeting.

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