

**LAKE WALES LIBRARY BOARD  
MINUTES FROM MEETING HELD ON  
WEDNESDAY, MAY 2, 2018**

---

Members in attendance: Jacquie Hawkins, Jolene Birchfield and Paula Alford.

Staff in attendance: Tina Peak and Carolyn Perry

Visitor in attendance: Mr. Mark Birchfield, Library patron

~~~~~

The meeting was opened by Chairman Paula Alford.

**Review of the April Meeting Minutes**

The minutes of the meeting of the Lake Wales Library Board held on April 11, 2018 were reviewed. It was moved by Jacquie Hawkins, seconded by Jolene Birchfield and unanimously approved by the Library Board members that the minutes be accepted as printed.

**Proposed Lake Wales Museum Donation to Children’s Museum of the Highlands**

A written proposal was submitted by Jennifer D’hollander, Museum Manager, to deaccession and donate the “N” scale model train display, located in the freight room, to the Children’s Museum of the Highlands located in Sebring, Florida. Copies of the proposal were distributed and reviewed by the Board members.

The Children’s Museum of the Highlands is a private, non-profit museum and has agreed to receive the model railway. Based on the Collections Management Policy, there are ample grounds for removing this item from the collection.

After much discussion about this matter, it was moved by Jacquie Hawkins, seconded by Jolene Birchfield and unanimously approved by the Library Board members that the model train display be deaccessioned and donated to the Children’s Museum of the Highlands.

**Budget for FY18-19**

Tina reported that she is presently working on the budget for fiscal year 2018-1019. The budget is due to be submitted the third week in May. The first draft will be ready in June. No action will be required by the Board until the August meeting. Then the budget will be submitted to the City Commission. Three budgets will be written for the library (Library, Bookmobile, and B-Mail) and one budget for the Museum.

**Polk County Library Cooperative Five-year Long Range Plan**

Copies of the printed five-year long range plan for the Polk County Library Cooperative were distributed and reviewed by the Board members. Tina explained that all Florida libraries are required to develop and submit a plan update to the State of Florida every five years. This plan sets forth what all libraries in PCLC have agreed to be their priority for 2018-2022. This year is PCLC’s 20<sup>th</sup> anniversary. Plans are in the works for changing PCLC’s logo this year and for celebrating this anniversary.

**Lake Wales Library Association Update**

The Lake Wales Library Association held its annual financial meeting to discuss the status of their trust fund. Tina submitted a list of items needed for the library. The LWLA agreed to give the library \$17,000 for specific needs, programs and projects.

The Virginia Lassiter Leadership Luncheon was a huge success. The program was fantastic; the speakers were great. There were approximately 65 in attendance for this Lake Wales Library Association fund raiser.

**Florida's Government-in-the-Sunshine Law Video**

It is required that every City Board, Commission and Committee view the Florida's Government-in-the-Sunshine Law video once a year. This 17-minute video was seen by three members of the Library Board during this meeting. Arrangements will be made for the other member to view it. This video stresses the importance of the Sunshine Law and why we must abide by it.

**Prospective Library Board Member**

Mrs. Allie Kapphan has applied for the open seat on the Lake Wales Library Board which was vacated by Mrs. Margaret Swanson. Allie is very interested in becoming a Board member. Her application will go before the Lake Wales City Commission at the May 15<sup>th</sup> Commission meeting for consideration. The Library Board seats are Commission appointments.

The next meeting is scheduled for Wednesday, June 6, 2018 at 4 pm. If you are unable to attend this meeting, please email [cperry@cityoflakewales.com](mailto:cperry@cityoflakewales.com).

There was no further business and the meeting was adjourned.

Submitted by

---

Carolyn D. Perry, Library Clerk

---

Paula Alford, Chairman