

**LAKE WALES LIBRARY BOARD
MINUTES FROM MEETING HELD ON
WEDNESDAY, JUNE 6, 2018**

Members in attendance: Paula Alford, Jacquie Hawkins, Brystal Michalkiewicz and Allison Kapphan.

Staff in attendance: Tina Peak, Carolyn Perry and Jennifer D'hollander

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The meeting was opened by Chairman Paula Alford.

**Welcome New Library Board Member**

Mrs. Allison Kapphan was warmly welcomed by the Library Board members. She told us a few things about herself and her activities. She is completing Margaret Swanson's partial term. Allie's term expires 7/1/19.

**Review of the May Meeting Minutes**

The minutes of the meeting of the Lake Wales Library Board held on May 2, 2018 were reviewed. Jacquie Hawkins moved and Brystal Michalkiewicz seconded the motion to approve the minutes as printed. The motion passed.

**Introduction of Mrs. Jennifer D'hollander, Museum Director**

Jennifer D'hollander has been Director of the Lake Wales Museum since January. Jennifer's introduction to the Lake Wales Library Board was delayed for various reasons. Jennifer expressed her pleasure in working at the museum. She has been working with museums for twenty years. Jennifer reported that she, Tina and additional community members will soon work on a new strategic plan for the museum.

**Revised Internet Usage Policy (Action Item)**

A revision of the Internet Usage Policy was approved by the Library Board on April 11, 2018. After that time, a patron talked with Tina about consideration for extending the limit of two hours per day on the internet computers, if other computers are available for other patrons.

After considering the patron's request, Tina revised the policy again for the Library Board to review. This revision allows for the extension of the two-hour limit in 30-minute intervals, if 50% or more of the public access computers are not in use or there are no reservations in the queue. The tracking of computer time is automatically done by the computer.

After this matter was discussed, Brystal Michalkiewicz moved and Jacquie Hawkins seconded the motion to approve the revision to extend the two hour limit, as stated. The motion passed.

**Budgets for FY18-19**

The budgets for the library, bookmobile, B-Mail and the museum were distributed and reviewed by the Library Board. This budget has already been submitted to the Finance Department. Various line items were questioned by the Board members and clarified by Tina. Tina reported that Friends of the Library have committed \$45,000 for the North Library in FY18-19, if it is approved for construction in the FY18-19 budget. Consideration is given to moving the PCLC Bookmobile to that branch.

Jennifer D'hollander was questioned about the proposed Museum budget request for advertising and promotion. Jennifer explained the various methods of advertising and the cost of such methods. Tina stated that the funds spent on advertising and promotion would be reimbursed via a Polk County Tourism Development Council grant.

**Statistical Report**

The statistical reports for the library, bookmobile and B-Mail were distributed and reviewed. There was no discussion.

**New Library Board Member Needed**

The Lake Wales Library Board was informed that Jacquie Hawkins will not reapply for a position on the Library Board when her term ends on July 1, 2018. Appreciation was expressed for the service Jacquie has given to the Board.

**Overview of Library and Museum Summer Activities**

Printed schedules of the summer activities for the library and the museum were distributed. Many special things have been planned for children, teens and adults for the summer. Much effort has been given to making this summer a great season.

**No Library Board Meeting in July and August**

It was decided by the Board that there will be no Library Board meeting in the months of July and August, unless something of an emergency nature arises.

The next meeting is scheduled for Wednesday, September 5, 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

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Carolyn D. Perry, Library Clerk

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Paula Alford, Chairman