

**LAKE WALES LIBRARY BOARD
MINUTES FROM MEETING HELD ON
WEDNESDAY, OCTOBER 3, 2018**

Members in attendance: Paula Alford, Jolene Birchfield, Brystal Michalkiewicz, Allison Kapphan and Deborah Solow.

Staff in attendance: Tina Peak and Carolyn Perry

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The meeting was opened by Chairman Paula Alford.

**Review of the September Meeting Minutes**

The minutes of the meeting of the Lake Wales Library Board held on September 5, 2018 were reviewed. Allison Kapphan moved and Jolene Birchfield seconded the motion to approve the minutes as printed. The motion passed.

**Introduction of New Library Board Member**

Deborah Solow's application for the board was approved by Lake Wales City Commission on Tuesday, September 19. Deborah is filling the seat vacated by Jacquie Hawkins. Tina introduced Deborah to the board and Deborah shared information about herself. She is a business woman with much experience in non-profit marketing and fund raising which is an asset to the Library Board. Welcome aboard, Deborah!

**New Hire for Youth Services Department**

Amanda McCallister has been hired to fill the position vacated by Dawn Copple. Amanda has no library experience, but her experience as a school teacher and her involvement in teen programs and mentoring will prove valuable to the plans the library has for greater interaction with the school system.

**Staff In-service Training Day**

On Monday, November 12<sup>th</sup> the Lake Wales Public Library will be closed to the public. This will be a training day for the library staff. The training will include a presentation on understanding personality types in the workplace, fire extinguisher and AED training provided by the Lake Wales Fire Department and staff presentations. It will also be a day for the staff to get together at the same time for fellowship over lunch. This cannot happen during a normal working day.

**Upcoming Events**

Museum

Saturday – October 6 – 10 AM – Town and Country Bus Tour

Thursday – October 11 – 6 PM – Florida Humanities Council Speaker Series

Saturday and Sunday – October 27-28 – Pioneer Days @ Lake Wailes Park

## Library

Thursday – October 11 – 12 noon – Greeting Card Making Class

Saturday – October 13 – 3:30 PM – Vegetarian Cuisine Demonstration  
with Chef Warren Caterson

Tuesday – October 23 – 6 PM – Library Campfire Tales Family Night

## **End of Year Report for Fiscal 2017-2018**

The new fiscal year began on Monday, October 1. Tina commented on the success experienced during the 2017-2018 fiscal year by the library, the bookmobile and B-Mail. The year-end statistical report will be emailed to the board members when completed. Tina reported that she is also responsible for providing a year-end statistical report to the State of Florida that will be compiled and submitted by December 1, 2018.

## **Other Business**

Tina reported that the Lake Wales City Commission has approved the use of capital money to have a plan drawn for the proposed north library. After the plan has been drafted, the cost for the project will be reviewed and funding sources will be considered.

Deborah Solow requested a copy of the budget for her review; a copy will be sent to her. She also asked about a copy of the duties and responsibilities of the Library Board members. A copy of this document will be sent to each board member.

Jolene Birchfield asked if the bookmobile can service the students at Candlelight Christian Academy. Tina said that a regularly scheduled stop was not possible. However, a special event could be explored. There are dates available for special events.

Deborah Solow inquired about special events at the library. Tina explained the various kinds of events that take place at the library.

The next meeting is scheduled for Wednesday, November 7, 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