



Town of Lake Park, Florida

Library Board Meeting Minutes

Tuesday, February 04, 2025 at 6:30 PM

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403

Shelby Lowe	—	Regular Member
Sue Rinaldi	—	Regular Member
Henry Rios	—	Regular Member
Robert Shelton	—	Regular Member

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Library Board, 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. 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.

Roll Call

6:30 P.M.

PRESENT

Chair Robert Shelton

Vice-Chair Shelby Lowe

Board Member Sue Rinaldi

Board Member Henry Rios

Pledge of Allegiance

Town Clerk Vivian Mendez led the pledge.

Minutes

Board Member Rios asked that the Sexual Harassment language be included in the minutes as it was stated in the minutes. The Board came to consensus to have staff include the information.

Motion to approve the meeting minutes made by Board Member Rios, Seconded by Vice-Chair Lowe.

Voting Yea: Board Member Lowe, Board Member Rinaldi, Board Member Rios, and Chair Shelton.

January 7, 2025 Library Board Meeting Minutes.

Library Director's Report

Report of new and returning programming

Upcoming Budgeted Improvements to the Library

Submitted Capital Improvement Plan Items

Discussion of policy and procedures to be endorsed by the Library Board

Future Agenda Items

Budget Considerations / Direction

Starting to Plan the Timeline for the 2027-2029 Long-Range Strategic Plan

Library Director Judith Cooper presented to the Board (see Exhibit "A"). The Board asked how the community was made aware of the Library closures as work is done on the air conditioning and floors. Library Director Cooper explained that the community was notified using social media and signs around the building. The Board asked if the Town schools are notified and the answer was yes. The operation of the Library would move to the Mirror Ballroom, Indoor Pavilion in Kelsey Park and other Town offices if necessary.

Vice-Chair Lowe asked for a list of on-going programs versus events. He asked when the last time the book collection was developed was. Library Director Cooper stated that it was completed in 2021.

The Board discussed their role; creation of an annual plan, and their input on the budget.

Motion to endorse the proposed policies made by Board Member Rios, Seconded by Vice-Chair Lowe.

Voting Yea: Board Member Lowe, Board Member Rinaldi, Board Member Rios, Chair Shelton

The Board discussed the Long Range Strategic Plan, which was last conducted in 2022. Library Director Cooper explained that the Board and staff would collaborate on the annual report. She would then bring the information before the Town Commission.

Board Member's Comments

Board Member Rinaldi asked if the Town could host a book sale. Library Director Cooper would find out if it was possible. She will bring back some information at the next meeting. The Board scheduled their next meeting for Thursday, March 6, 2025.

Adjournment

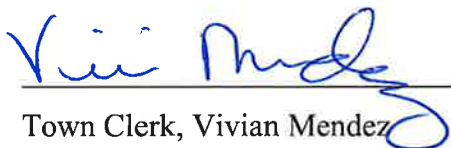
Motion to adjourn at 7:40 P.M. made by Vice-Chair Lowe, Seconded by Board Member Rios.

Voting Yea: Board Member Lowe, Board Member Rinaldi, Board Member Rios, Chair Shelton



Chair





Town Clerk, Vivian Mendez

Approved on this 6 of March, 2025

Update on the Lake Park Public Library February 2025



Returning Programming — Adults

- Tax Aide – American Association of Retired People
- Love Your Library



New Programming — Adults

- Immigration and Nationality Law Series—
Speakers Bureau of the Florida Bar Association
- Legal Series—Speakers Bureau of the Florida
Bar Association
 - Business and Taxation
 - Elder Law
 - Equal Opportunities
 - Estate Planning Presentation
- *Transformational Mindfulness Book*
Presentation by Jahmaal Hays-McIntyre



New Programming—Teen

- Mindfulness Workshop for Teens by Jahmall Hays-McIntyre



Returning Programming—Children

- PBSO Bullying and Gang Awareness
- *Pool Cats* Book Presentation and Children's Art Workshop with Maxine Schreiber
- International Lego Day



New Programming—Children

- *When Skippy Flew Out* Book Presentation and Children's Art Workshop by Maxine Schreiber
- Spelling Bee with CareCrew, Friends of the Lake Park Public Library, Palm Beach Christian Academy, and Bethel Junior Academy
- Chess Tournament



New Programming—All Ages

- *A Walk on the Wild Side* Art Exhibit by Cynthia George and Opening Art Reception



Upcoming Budgeted Improvements to the Library

- Library Roof Replacement Project
 - Scheduled to begin on February 15
 - Estimated completion time of 6 to 8 weeks
- Flooring Replacement for Children's Room, Main Reading Room, Schuyler Room
 - Scheduled date unknown



Submitted for Capital Improvement Plan – 25/26

- Flooring for remaining public areas – Teen room, Computer Room, Small Study Room
 - Estimate of \$8,000
- AV Equipment for Schuyler Room – including new Blu-Ray player, microphone equipment, speakers, and conferencing camera and speaker
 - Estimate of \$8,100
- Monument Sign for Park Avenue side – prior sign fell down
 - Estimate of \$10,000



Submitted for Capital Improvement Plan – 26/27

- Replacement of furniture and shelving for public areas of the library
 - Estimate \$900,000
- Replacement of current Bibliotheca security gate with a double or larger gate to be placed closer to the outside North entrance.
 - Estimate \$15,000



Submitted Capital Improvement Plan – 28/29

- Replacement of Laptops in LaptopsAnytime Kiosk
 - 18 Dell Latitude 3140 laptops or current educational grade laptop with a barrel adaptor
 - Additional cost of any needed software
 - Changes to the kiosk are included with the LaptopsAnytime contract
- Estimated cost is \$20,000

Discussion about Submitted Policies and Procedures

- Collection Development
- Reconsideration of Library Resources
- Library Bulletin Board, Exhibit, and Material Distribution Guidelines
- Reconsideration of a Display
- Library Program and Services Guidelines
- Hotspots Policy
- Public User of the Meeting Room
- Computer-Sexual Harassment - PBSO



Future Agenda Items

- Budget Considerations / Direction
- Starting to Plan the Timeline for the 2027-2029 Long-Range Strategic Plan



Tonight's agenda will be covering programming, budget and capital improvements, and the submitted policies and procedures.

Slide 2

There are two returning programs for adults for February. Tax Aide by the America Association of Retired People or AARP and Love Your Library.

Tax Aide is on Saturdays from 10 AM to 1:00 PM until Tax Day. This program is open to everyone on a first come, first serve basis. Volunteers trained to prepare taxes assist people in filing their taxes using paper or electronically.

Love Your Library is held on Valentine's Day from 5:30 PM to 6:30 PM. It is hosted with Bridges of Lake Park. Participants will learn what library services are available, eat pizza, and work on crafts with their children.

Slide 3

We have upcoming new programming for adults.

An Immigration and Nationality Law Series featuring speakers from the Speakers Bureau of the Florida Bar Association is held on the third Thursday of each month from 12:30 PM to 1:30 PM. This is a time when there are generally a number of newly immigrated people in the building to see Marie with the Help with Food Assistance Program and the PBC Community Services Case Manager. There is a legal series also featuring speakers from the Speakers Bureau of the Florida Bar Association which is held every other fourth Tuesday of the month between 6 PM and 7 PM.

Business and Taxation was recently held in January.

Elder Law is the topic in March.

Equal Opportunities is the topic in May.

And an Estate Planning Presentation is planned for July.

In March, a local author and businessman, Jahmaal Hays-McIntyre, will be presenting his book *Transformational Mindfulness*. This is scheduled for March 15th from 2:15 PM to 3:15 PM.

Slide 4

Mr. Hays-McIntyre will also be leading a Mindfulness Workshop for Teens on March 12th from 3:30 PM to 4:30 PM.

Slide 5

Some returning children's program are PBSO Bullying and Gang Awareness which was held on January 11th between 12:00 PM and 1:00 PM and *Pool Cats* Book Presentation and Children's Art Workshop with Maxine Schreiber on January 14th from 3:30 PM to 5:00 PM. The library tries to have PBSO

programming in at least once every three to four months. This is Maxine's second time presenting her book, she presented once before last year. All children attending receive a copy of her book.

This is the second year the library has held International Lego Day on February 1st from 11 AM to 1 PM. 51 children attended the program this year.

Slide 6

Maxine Schreiber will be presenting her new book, *When Skippy Flew Out* on March 4th between 3:30 PM and 5:00 PM. There will also be a Children's Art Workshop and all children attending receive a copy of her book.

This Friday, February 7th between 2:45 PM and 5 PM, there will be a Spelling Bee held in the Mirror Ballroom. The Spelling Bee is a cooperative program involving the library working with CareCrew, The Friends of the Lake Park Public Library, Palm Beach Christian Academy, and Bethel Junior Academy. Lake Park Elementary School was invited to participate, but due to conflicts with scheduling were not able to join us. Mayor Roger Michaud will be acting as the announcer.

I put the Chess Tournament on here and it should really be on the returning programming. This will be the second Chess Tournament and is a cooperative program of the library, The Friends of the Lake Park Public Library, and CareCrew. Most of the children attending are part of the Chess Club held at the Library on Fridays from 2:45 pm to 3:45 PM. The Chess Tournament is scheduled for May 2nd between 2:45 PM and 5:00 PM.

Slide 7

The library's art exhibitions are considered to be all ages. Since the slide was created an additional two exhibits have been scheduled.

A Walk on the Wild Side by Cynthia George is scheduled for the month of March and the reception is scheduled for March 8th from 2:15 PM to 3:15 PM.

Birds in Flight by Kevin Baker is scheduled for the month of April and the reception is scheduled for April 5th from 2:15 PM to 3:45 PM.

Adventures in Color and Movement – Above and Below the Sea by Deb van Reit is scheduled for the month of May 3rd from 2 PM to 3:30.

Slide 8

Upcoming budgeted improvements to the Library

The Library roof replacement is scheduled to begin on February 15th and it will take an estimated six to eight weeks to complete. During this time, part of the parking lot will be sectioned off for use by the contractor as a staging area. Public Works has noted there will be times when the construction will be loud within

the Library and the possibility of losing the air conditioning at times. Possible remedies are being investigated, including renting portable air conditioners, rescheduling programming, and if necessary closing the library while the air conditioning is out.

Before the end of the fiscal year, September 30th, Public Works would like to replace the flooring in the Children's Room, Main Reading Room, and Schuyler Room. The plan was to replace the carpeting with Nora flooring, which is a resilient rubberized flooring. This ended up being beyond the amount budgeted and there is now a search for new quotes. The scheduled date is unknown, but the library will have to be closed for at least a few weeks for the flooring to be installed. There is a plan to paint the interior of the library at this time.

Slide 9

Community Development requested submissions for the next five years for the Capital Improvements Plan.

For 25/26, the Library submitted a request to replace the flooring in the public areas that are not replaced this year – the Teen room, Computer room, and Small study room for an estimated \$8,000.

A request for new AV equipment for the Schuyler room, including a new Blu-Ray player, microphone equipment, speakers, and conferencing camera and speaker for an estimated \$8,100 including labor. The current equipment is more than ten years old and probably closer to twenty or twenty-five years old.

Installation of this equipment will allow the Library to better hold hybrid programming and allow meetings to be recorded and shown online for organizations such as the condo associations.

A request for a monument sign for the Park Avenue side of the library. The prior sign fell down after a storm last year. The wooden legs of the sign had rotted through. The current estimate for a concrete replacement sign approximately five by three feet is \$10,000.

Slide 10

For 26/27, the Library submitted a request for replacement furniture and shelving for the public areas of the library for an estimated \$900,000. Most of the current furniture and shelving is twenty plus years-old. There is a need for improved shelving and furniture that is easy to clean and sanitize.

A request to replace the current Bibliotheca security gate with a double or larger gate has been placed for an estimated \$15,000. This gate would be placed closer to the outside North entrance to eliminate the counting of people walking back and forth to the Schuyler Room, rest rooms, and water fountain.

Slide 11

For 28/29, the Library submitted a request to replace the laptops in the LaptopsAnytime Kiosk. This would consist of 18 Dell Latitude 3140 laptops or current educational grade laptop with a barrel adaptor and any needed software. The estimated cost for this is \$20,000. Any changes to the LaptopsAnytime Kiosk to accommodate the new laptops is covered within the LaptopsAnytime contract.

Slide 12

Discussion about the submitted policies and procedures.

Slide 13

Future agenda items, budget considerations and direction, and starting to plan the timeline for the 2028-2030 long-range strategic plan

We would like input as to what the board considers to be important regarding the budget.

The current Long-range strategic plan ends in 2027 and in order to not be rushed and give people as much opportunity for input as possible I would like to start laying the ground work this year and coming up with a timeline of meetings with staff, the board, and residents. This will be the third long-range strategic plan I will be involved with. The first one was created the summer of 2020, mostly using Zoom due to COVID. The latest one was started late fall 2023 and had to be submitted by September 30, 2024. I would like to gather more feedback this time.