



Vision: To be the intellectual gathering place
that unites and inspires our community.

Mission: Connect people to knowledge and resources
to amplify learning and strengthen community.

WINTER PARK LIBRARY ASSOCIATION

ANNUAL MEETING

MINUTES

Thursday, September 15, 2022

Meeting Location: Winter Park Library, Edyth Bush Theatre, 1052 W Morse Blvd.
Winter Park, FL 32789

I. Call to Order & Welcome – Lawrence Lyman, President

President Lawrence Lyman called the Annual Meeting of the Winter Park Library Association to order at 8:00 am and welcomed everyone in attendance.

II. Reading of the Meeting Notice – Carolyn Bethel, Secretary

Secretary Carolyn Bethel read aloud the Annual Meeting Notice.

III. Roll & Reading of the 2021 Annual Minutes – Carolyn Bethel, Secretary

- BOT present: Charlie Bailes, Carolyn Bethel, Jeffrey Blydenburgh, Elaine Clark, Sheila DeCiccio, Brad Doster, Carla Hansen, Terri Herrmann, Katrina Jenkins, Brooke Klauer, Lawrence Lyman, Dan McIntosh, Tom McMacken, John Myklus, Michael Perelman, Dan Yarbrough, Lauren Zimmerman
- BOT absent w/notice: Elizabeth Francetic, Bob McClelland, Nancy Miles, Ann Hicks Murrah, Chevalier Lovett, Daryl Place
- BOT absent: Margaret Geisler, Michael Voll
- Administration/Staff present: Sabrina Bernat, Melissa Schneider, Dr. Ruth Edwards, Rachel Gonzalez, Sandi Thompson
- Library Active Cardholders and Guests present: Three (3) individual cardholders and Peter Moore, Budget & Management Division Director, City of Winter Park Administration

With seventeen (17) voting Trustees in attendance, a quorum was declared and the meeting was opened for business.

Secretary Carolyn Bethel read aloud the minutes of the September 16, 2021 Annual Meeting. A motion to approve the minutes was made by Dan McIntosh, seconded by Tom McMacken. The motion passed.

IV. President's Report – Lawrence Lyman, President

President Lawrence Lyman was pleased to revisit last year's statistics. It was a solid performance, especially coming out of a pandemic. Even better is this past year's achievements in Development, especially capitalizing on the very profitable Love Your Library grand-opening Gala. The staff carried a tremendous workload in opening the new facility, meeting huge, nonstop demands for services, while offering a consistently high level of customer care, programs and education to our Library cardholders and visitors.

Sheila DeCiccio was acknowledged for her strong advocacy with continued advancements in public funding initiatives from the City.

Sabrina Bernat was also thanked for her remarkable service to the Library as she tenders her resignation for a move out of state, supporting her husband's new job opportunity. The inspirational value she bestowed in her representation of the Library, at the City level and in the community, will always be admired and greatly appreciated. Sabrina's trailblazing efforts were commended with an hearty round of applause. She leaves an indelible mark, where her absent will surely be missed.

Tom McMacken thanked Lawrence Lyman for his dynamic leadership as President during the two year span of a most challenging pandemic, the coordination of transitioning to the new facility and the remarkably active grand-opening year of exceeding the Library's vision and mission goals in service to our entire community.

V. Treasurer's Report – Dan Yarbrough, Treasurer

Treasurer Dan Yarbrough thanked the Budget and Finance Committee for the important job they perform. Financial goals met or exceeded expectations, due mostly to everyone's continued hard work in the development of contributors across all categories of revenue, including enhanced endowment bequests; as the Library must raise over one-third of its operational income from the private sector.

Financial highlights for the year include:

- The annual audit was completed with an unqualified opinion.
- The 990 annual report was successfully filed.
- The quarterly Merrill Lynch investment guidelines for endowment fundings were met.
- The City's \$600,000 fully deployed ARPA funds provided vastly needed FF&E purchases and supported personnel expenses. Sheila DeCiccio was again thanked for her tireless work in proposing public fundings to meet new, extraordinary service platform demands.

- The overall financial performance and achievements for this fiscal year were exceptionally strong, placing the organization on a track for hopefully becoming the first starred Library in the State of Florida.

VI. Election of Trustees (vote) – Brad Doster, Governance Chairman

New Trustees

Individual motions to elect four (4) new Trustees for the term presented, with each candidate’s qualifications shared, were made and seconded by various Trustees as noted below. The motions passed.

Term: October 2022 – September 2025

| <u>Proposed Candidate:</u> | <u>Motion made by:</u> | <u>Motion seconded by:</u> |
|----------------------------|------------------------|----------------------------|
| Craig Russell | Tom McMacken | Dan McIntosh |
| Rob Sanders | Katrina Jenkins | Elaine Clark |
| Marisa Farabaugh | Brooke Klauer | Elaine Clark |
| Kristin Matt | Jeffrey Blydenburgh | Carla Hansen |

Re-elected Trustees

A motion to re-elect four (4) Trustees was made by Dan McIntosh, seconded by Sheila DeCiccio. The motion passed.

Term: October 2022 – September 2025

- Elizabeth Francetic (3rd term)
- Lawrence Lyman (3rd term)
- Michael Perelman (2nd term)
- Michael Voll (2nd term)

Officers’ Slate

President Lawrence Lyman thanked the current officers for their two years of incredible service on the Executive Committee.

A motion to approve the Officers’ slate was made by Dan McIntosh, seconded by Tom McMacken. The motion passed.

Term: October 2022 – September 2024

President – Michael Voll

Vice President – Bob McClelland

Term: October 2022 – September 2023

Treasurer – John Myklusch

Secretary – Brooke Klauer

Additional candidates may be brought forward in the coming month(s), given the flexibility of the newly revised cap; changed from 25 individuals, up to 31 Trustees allowed in service.

VII. Library Year End Presentation – Sabrina Bernat, Executive Director

Executive Director Sabrina Bernat offered her heartfelt gratitude for the opportunity to serve through the transitional years in positioning the Library into the new facility.

The State of the Library’s impressive statistics, with operations in the new facility, were shared.

The FY 2021-22 year end figures are reported with the loss of about a month and a half in functional activities (from October 30 - December 10), when closure took place to effectively transport the Library to its new location.

The figures presented in the meeting have been updated in this copy, with the final September 30 year-end figures incorporated, to best reflect an accurate year-to-year comparison.

| <u>Areas of Measurement</u> | <u>FY 2021-22 (new facility)</u> | <u>FY 2020-21 (old facility)</u> |
|---|---|---|
| Circulation of Materials* | 431,107 | 321,534 |
| *physical and digital items checked out | | |
| Total Cardholders | 19,256 | 14,841 |
| Resident Cardholders | 15,556** | 13,383 |
| ** now over 50% of the Winter Park population | | |
| Wi-Fi Sessions | 81,015 | 26,627 |
| Class/Event Attendance | 33,403 people | 20,077 people |
| Research Questions Answered | 76,647 | 54,113 |
| Visitors | 130,655 people | 62,087 people |
| Summer Reading Challenge: | | |
| Goal | 15,000 books read | 10,000 books read |
| Achieved | 18,298 books read | 10,805 books read |
| Participants | 678 | 697 |

The floor was opened for comments or questions. An active card holder offered her accolades for observing the Library’s print circulation materials available to properly represent the community’s legal service population. Sabrina Bernat confirmed this fact by highlighting the Library’s robust Spanish book collections.

VIII. Gratitude Acknowledgement:

President Lawrence Lyman thanked two longstanding Trustees, Dan McIntosh and Carolyn Bethel; who met term limits with complimentary words and a gift for their service.

Dan successfully lead the charge in several leadership roles, including his Presidency of the Board, all the while offering his legal expertise through many challenges encountered on the path to a constructing the new Library facility. His contributions were many!

Carolyn was thanked for her role in serving two years as Secretary on the Executive Committee, her past Chairmanship of the Development Committee and in leading the charge of the grand-opening Love Your Library Gala's record-setting fundraiser.

IX. Adjournment:

With no further business to report, a motion to adjourn the meeting was made by Tom McMacken, seconded by Dan McIntosh. The motion passed with the meeting adjourned by declaration at 8:41am.

Respectfully submitted,

Carolyn Kraft Bethel

Secretary