

**Minutes of the Volusia County Library Advisory Board Meeting**

September 10<sup>th</sup>, 2010

Port Orange Regional Library

**Members:**

Claudia Hutchins, At-Large  
Jean Fletcher, District I  
Neil Harrington, District II  
Robert Clinton, District III  
Chris Hartley, District IV  
Sue Lombardi, District V  
Rev. Donald Needham, At-Large

**Staff:**

Lucinda Colee, Library Services Director  
Chelsea Harrison, Recorder  
Jane Weimer, Port Orange Regional Librarian

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Sue Lombardi, Chair, called the meeting to order at 2:00 pm.

All Board members were present with the exceptions of Rev. Donald Needham and Claudia Hutchins.

**Minutes from the Previous Meeting:**

Neil Harrington, District II, made a motion to approve the minutes of the previous meeting. Jean Fletcher, District I, seconded the motion and the motion was unanimously approved. On page 1, under Minutes from the Previous Meeting, remove At-Large. On Page 3, under Council Items, change Robert Clinton, District II, to Robert Clinton, District III.

Sue Lombardi, Chair, asked for an update on the press release that was discussed at the last meeting regarding library budget cuts. Lucinda Colee, Library Director, responded that Dave Byron, Community Services Director, presented the cost saving measures that have been taken at the last County Council meeting, but that she would review the issue with him.

Sue Lombardi, Chair, inquired about possible camera installations at other branches besides the Deltona Regional Library. Lucinda Colee, Library Director, responded that additional cameras are not budgeted for this year. Sue Lombardi asked if installing cameras in other branches can be added to the five year plan. Lucinda Colee answered yes it can be added.

Sue Lombardi, Chair, asked if any progress has been made on posting advertisements for patrons to be able to donate magazine subscriptions as a formal program. Lucinda Colee, Library Director, answered that while no formal programs have been created, there is not a policy against such a donation. Neil Harrington, District II, asked if individual librarians can accept subscription donations. Lucinda Colee answered yes, but that the patron should be aware that once the donated subscription runs out, it may not be continued. Staff commented that they do not receive subscription donations.

**Budget Report:**

Lucinda Colee, Library Director, announced that on September 30<sup>th</sup>, the Holly Hill Public Library will be closed and the building will be turned over to the City of Holly Hill. Holly Hill is scheduled to reopen the building under their management on January 1<sup>st</sup>, 2011. On October 30<sup>th</sup>, the agenda item for purchasing the four self-service lending machines will be presented to the County Council. The coin operated copy machine will be left on site with nine public access computers, as well as a wireless connection.

Lucinda Colee, Library Director, informed the board of the upcoming budget hearings on September 16<sup>th</sup> and 30<sup>th</sup> at 6:00 pm and encouraged attendance to these hearings as library supporters. She met with the Council of Friends to discuss talking points that they could use in their presentations to the Council.

Lucinda Colee, Library Director, announced that she has received permission to fill three and a half Library Assistant vacancies at the Port Orange Regional Library, New Smyrna Beach Regional Library, and the Ormond Beach Regional Library. Permission to fill a Trade Worker III position has also been granted; this will equate to three staff to maintain all of the library buildings, as one Trade Worker is going back to Growth and Resource Management. Lucinda Colee plans to request permission to fill one more Trade Worker vacancy.

Neil Harrington, District II, stated that he did not see any indication that the recommendations concerning the Holly Hill facility the board suggested to the County Council were paid attention to and that he would like a response. Lucinda Colee, Library Director, responded that as part of the agreement with the City of Holly Hill the joint partnership agreement would be reviewed annually and that she would ask about a response and get back with him.

Lucinda Colee, Library Director, informed the board that the City Island Library has seen a 14.6% increase in circulation since the closure of the S. Cornelia Young Library. The John H. Dickerson Memorial Library has seen a 154% increase in DVD circulations since DVD reservations were removed. The Oak Hill Library has increased their DVD circulations by 57% and the Pierson Public Library has increased by 10% as well.

Lucinda Colee, Library Director, presented the 5 year budget forecast, please see attached. She informed the board that reserves are being used to balance the budget. Chris Hartley, District IV, asked what would happen in 2015 when all of the reserves are gone. Lucinda Colee answered that more cuts may be made at that point, the economy may turnaround, or taxes might be raised. Neil Harrington, District II, asked if there were any stimulus funds that could be used to build libraries. Lucinda Colee answered the only stimulus funds that were available to public libraries had been applied for via the State Library, and they were unsuccessful in their grant application.

**Reports:**

Lucinda Colee, Library Director, informed the board of upcoming capital improvements. The DeLand Library will be getting a new HVAC system in 2011 and the Friends of the Library is paying for a 700 square foot addition that will house their book sale. The DeBary and John H. Dickerson Libraries are being updated with new heating and AC controls that will be able to be monitored from any computer remotely if there is an issue. The Ormond Beach Regional Library is receiving a new HVAC unit. The Port Orange Regional Library is getting a new condensing unit. The City Island Library is receiving a new HVAC unit.

Lucinda Colee, Library Director, presented the Head Count Survey to the board, please see attached.

Lucinda Colee, Library Director, presented the Summer Library Program Survey to the board, please see attached.

**Public Participation:**

Tom Skove, a member of the Friends of the Library at New Smyrna Beach, asked if the board or any other Friends of the Library are covered by insurance. Lucinda Colee, Library Director, responded that the Friends of the Library is private and must buy its own insurance policy. It was suggested they check with Association for Library Trustees and Advocates (ALTA) for low cost insurance.

**Next Meeting/Future Agenda Items:**

The next meeting will be on November 5<sup>th</sup> at the DeLand Regional Library at 2:00 pm.

**Adjournment:**

With no further business, the meeting was adjourned at 2:45pm.

Respectfully Submitted,  
*Chelsea Harrison*