



# 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

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<b>Shelby Lowe</b>	—	<b>Regular Member</b>
<b>Sue Rinaldi</b>	—	<b>Regular Member</b>
<b>Henry Rios</b>	—	<b>Regular Member</b>
<b>Robert Shelton</b>	—	<b>Regular Member</b>

*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.*

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### 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

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Chair

(Town Seal)

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Town Clerk, Vivian Mendez

Approved on this \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_