

# PHCSA

Palm Harbor Community Services Agency, Inc.

Board Meeting Agenda - 6:00 PM January 18, 2023

Meeting Location: Palm Harbor Library

1. **Opening by Phil Phillips, Chair**
  - a. Meeting called to order at 6:02pm
  - b. Pledge
  - c. Meeting was noticed
2. **Roll Call: Board Members Present – Cecile Creely, Sandy Faulkner, Phil Phillips, Phil Wagner, Dan Wendol. All four Directors Present. Deborah Griswold present.**
3. **Approval of Minutes – November**
  - a. Motion – Faulkner, Second – Wagner, carried
4. **Public Comment/Presentations:**
  - a. Commissioner Eggers wishes all a happy new year.
5. **Treasurer’s Report –Phil Wagner: No anomalies. Reviewed financials since last meeting in November through Jan 15<sup>th</sup> 2023.**
6. **Palm Harbor Library**
  - a. Monthly Financial for DECEMBER only – Motion to approve – Creely, Second Faulkner, carried
  - b. Director’s Report – Motion to approve – Creely, Second Wagner, carried
  - c. New Business: Final phase of floor replacement is part of the MSTU 2023 project. Any shortfall for this project (cost above MSTU) will come out of the PHL capital account. Nancy McKibbon was consulted and approved this project. Motion to approve– Creely, Second Wagner, carried  
Musical Garden details shared. Funding provided by private donations. Motion to approve purchase of musical instruments (\$20,000) with the understanding that PHL will look to add an extended warranty on the outdoor equipment – Creely, Second Faulkner, carried
7. **East Lake Recreation**
  - a. Monthly Financial for DECEMBER only – Motion to approve – Creely, Second Faulkner, carried
  - b. Monthly Financial for NOVEMBER only – Motion to approve – Faulkner, Second Wagner, carried
  - c. Director’s Report – – Motion to approve – Creely, Second Faulkner, carried
  - d. Old Business: Sanders included user group details in report as requested at previous meeting. Sanders alerted the Board that ELR is planning to put roughly \$400k into CDs with guidance from Raymond James. Will share final bank choices to avoid overlap with other entities.
  - e. New Business:
    - (1) Fencing and backstop netting needs to be replaced. Coach pitch field, Senior field, and the parking lot soccer field all are in need to replacement. Bids were obtained and DelMar came out on top. Motion to replace fencing and netting not to exceed \$38,400 – Faulkner, Second Wagner, carried.
8. **Palm Harbor Parks and Recreation**
  - a. Monthly Financial for DECEMBER only – Motion to approve – Creely, Second Faulkner, carried
  - d. b. Director’s Reports – Motion to approve – Creely, Second Faulkner, carried
  - c. Old Business: none
  - d. New Business:
    - e. (1) Pop Stansell: Pier replacement – The County is not prepared to fund the pier replacement at this time. However, due to the dangerous nature of the situation, PHP&R has allocated \$182,500 of its budget to immediately begin the replacement process. Discussions

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with Commissioner Eggers to find a funding source to replenish the PHP&R capital fund are already happening. However, this will be an upfront spend from the PHCSA entity budget. Motion to approve pier replacement for \$182,500– Faulkner, Second Wagner, carried

(2) Spending approval increase to \$10,000 discussed. Suggestion that the current \$5,000 limit is too low and should be raised to cover inflation since initial amount was set. This would allow more flexibility to conduct basic business. Motion to approve raising the limit at which all four PHCSA entities need prior approval from \$5,000 to \$10,000 – Creely, Second Faulkner. Carried (1 dissent – Wagner)

#### 9. East Lake Community Library

- a. Monthly Financial for DECEMBER only – Motion to approve – Faulkner, Second Wagner, carried
- b. Director’s Report – Motion to approve Creely, Second Faulkner, carried
- c. Old Business: Diane Sweeney from the County expedited plans to replace the original roof with expectation of completion by this spring. SAM number was closed out and a new application is needed.
- d. New Business: Approval for redesign of circulation area. Expected cost is \$7,368 fully funded by a private donor. Motion to approve Faulkner, Second Wagner, carried.

Request for MSTU proposal for technology upgrades. Nancy McKibbon was consulted and approved this project. ELCL will fund any cost above the expected MSTU allocation. Motion to approve total expenditures for this project up to \$29,800 – Philips, Second Faulkner, carried.

#### 10. HR Director's Report:

Filed required paperwork with Department of Agriculture. Filed OAWS paperwork for both libraries. Filed annual report with Department of State for PHCSA.  
There were two referrals for the new PHCSA liaison position. Griswold recommends the interview committee include the four County appointed Board members.  
HR will take over all PHCSA employee onboarding functions.  
HR is planning to update the employee handbook in consultation with Andrew Salzman.  
A request for a new background check company was made by PHP&R to HR.  
Motion to require HR to create a budget for 2023 and provide it to the Board by April 1<sup>st</sup>- Wendol, Second Faulkner, carried.

#### 11. Agency Items

- a) Old Business: None
- b) New Business:
  - (1) Set date for PHCSA Planning Retreat- Griswold to solicit potential March dates from all board members.
  - (2) PHL Advisory Council requested a salary study for the library by end of the first quarter. The goal is to have this data for the March retreat. Recommended (Salzman) that requests to HR come directly from Directors or from Advisory Boards subject to PHCSA Board approval.
  - (3) Director Review – PHP&R Director review not yet submitted. ELCL Board did not provide salary increase guidance. Motion to table the three submitted Director Evaluation/Reviews until next meeting - Creely, Second Faulkner, carried (1 dissent – Wendol)
- c) Committee reports:
  - (1) Managing Director Research Committee – Griswold to begin interview process.

12. Designation of Next Meeting: February 15, 2023, 6:00 p.m., at East Lake Community Library

13. Motion to Adjourn (8:05) – Creely, Second Faulkner, carried.