

8/20/2025
Board Meeting Minutes



Board of Directors 2023-2024 Board of Directors

1. **Sandra Faulkner**, Chair, appointed by Pinellas County BOCC Brian Scott (sandyfaulkner@phcsa.net)
2. **Phil Phillips**, Vice-Chair, appointed by CSA Palm Harbor Advisory Board (philphillips@phcsa.net)
3. **John Holbach**, appointed by Pinellas County BOCC Chris Scherer (johnholbach@phcsa.net)
4. **Bill Mazurek**, Secretary, appointed by the PHL Advisory Board (billmazurek@phcsa.net)
5. **Erika Picard**, appointed by Pinellas County BOCC Vince Nowicki (erikapicard@phcsa.net)
6. **Ron Schultz**, appointed by Pinellas County BOCC Dave Eggers (ronschulz@phcsa.net)
7. **Dan Wendol**, appointed by ELCL Advisory Board (danwendol@phcsa.net)
8. **Bill Westwood**, appointed by ELYSA Advisory Board (billwestwood@phcsa.net)

Meeting Location

Location ☒

Palm Harbor Library
2330 Nebraska Avenue
Palm Harbor, FL 34683

Location ☐

Parks & Recreation - The Center
1500 16th Street
Palm Harbor, FL 34683

Location ☐

East Lake Community Library
4125 East Lark Road
Palm Harbor, FL 34685

1) Meeting Opening:

- a) Meeting Call to Order: 6:00 pm.
- b) Pledge of Allegiance

Roll Call: ☒ Present

- a) Board Members Present – ☒ Sandy Faulkner, ☒ Phil Phillips, ☐ Erika Picard, ☒ Bill Mazurek, ☐ Ron Schultz, ☒ Dan Wendol, ☒ John Holbach, ☒ Bill Westwood

✓ Board Members not present:

- ✓ *Excused Absence* Ron Schultz
- ✓ *Unexcused Absence* Erika Picard

✓ Quorum established. Yes ☒ No ☐

✓ Entities Directors Present: ☒ Matthew David, ☒ Lois Eannel, ☒ Mark Sanders, ☒ Erica Lynford

✓ H.R. / PHCSA Support Present: ☐ Shelby Brennan, ☐ Beth Schaller, ☒ Ron Walker
☒ Andy Salzman (or designee)

✓ Pinellas County representatives present: ☒ B.J. Gavin Assistant to the County Administrator,
Commissioner – ☐ Dave Eggers,

2) Meeting Notice – ☒ confirmed

3) Approval of Minutes 7/16/2025

- ✓ Motion to approve the minutes: Phil Phillips , **seconded** by Bill Westwood
- ✓ Adjustments / Updates to the minutes: Yes ☐ No ☒
- ✓ **Motion to approve** – unanimous approval.
- ✓ Meeting Video Located on the PHCSA Website @ <https://www.phcsa.net/meetings/>
[Meeting Agendas / Minutes] o **Agenda** | o **Minutes** | o **Meeting Video**

4) Public Comment/Presentations:

- ✓ Public comments offered: Yes ☐ No ☒

5) Agency Rules/Procedures/Law Clarifications:

- ✓ Rule, Policies, & Procedures Catalog Update (Ron Walker)
 - i) Draft Layout discussed and reviewed.
 - ii) September completion is still the goal.

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6) Treasurer's Report – John Holbach

- ✓ Overview – Agencies monthly / year to date spending analysis verse established budget spending was completed.
 - i) Roth reimbursements and contributions reviewed.
 - ii) ACH not finalized – in progress.
 - iii) **Motion to approve** - unanimously approval.

7) East Lake Community Library

- ✓ Monthly Financials Review
 - i) **Motion approved** by Bill Westwood , **seconded** by John Holbach
 - ii) **Motion Open for Discussion:** Yes ☒ No ☐
 - iii) **The Motion** was approved unanimously by the board.
- ✓ Director's Report
 - i) **Motion approved** by John Holbach , **seconded** by Bill Westwood
 - ii) **Motion Open for Discussion:**
 - (1) **Lois Eannel commentary:**
 - (a) Highlighted activities completed this month as well as highlighting several upcoming activities.
 - (b) Visit > <https://www.phcsa.net/> [East Lake Community Library - Website] for specifics
 - (2) General Discussion by PHCSA Board: Yes ☒ No ☐
 - iii) **The Motion** was approved unanimously by the board.
- ✓ Old Business:
 - i) None
- ✓ New Business:
 - i) Annual Budget review scheduled for September.
 - ii) PTO / Unpaid time-off considerations for employees during 'slow' periods – was discussed.
Motion to approve December 26th PTO / Unpaid time off as requested by the ELCL.
Motion approved by Phil Phillips , **seconded** by John Holbach
Motion Open for Discussion: Yes ☒ No ☐
The Motion was approved unanimously by the board.

8) Palm Harbor Library

- ✓ Monthly Financials Review
 - i) **Motion approved** by Phil Phillips , **seconded** by John Holbach
 - ii) **Motion Open for Discussion:** Yes ☒ No ☐
 - iii) **The Motion** was approved unanimously by the board.
- ✓ Director's Report
 - i) **Motion approved** by Phil Phillips , **seconded** by John Holbach
 - ii) **Motion Open for Discussion:**
 - (1) **Matthew David commentary:**
 - (a) Highlighted activities completed this month as well as highlighting several upcoming activities.
 - (b) Visit > <https://www.phcsa.net/> [Palm Harbor Library - Website] for specifics
 - (2) General Discussion by PHCSA Board: Yes ☒ No ☐
 - (a) Staffing
 - iii) **The Motion** was approved unanimously by the board.
- ✓ Old Business:
 - i) None
- ✓ New Business:

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- i) PTO / Unpaid time-off considerations for employees during 'slow' periods – was discussed.
Motion to approve December 26th PTO / Unpaid time off as requested by the PHL.
Motion approved by Phil Phillips , **seconded** by John Holbach
Motion Open for Discussion: Yes ☒ No ☐
The Motion was approved unanimously by the board.
- ii) Phase III – Shelving Project reviewed (quote attached). Friends of the Library funding commitment discussed.
Motion to approve spending up to \$20,000 for Phase III shelving.
Motion approved by Phil Phillips , **seconded** by Bill Westwood
Motion Open for Discussion: Yes ☒ No ☐
The Motion was approved unanimously by the board.
- iii) Annual Budget review scheduled for September.

9) East Lake Parks & Recreation

- ✓ Monthly Financials Review Monthly Financials Review
 - i) **Motion approved** by Bill Westwood , **seconded** by Phil Phillips
 - ii) **Motion Open for Discussion:** Yes ☒ No ☐
 - iii) **The Motion** was approved unanimously by the board.
- ✓ Director's Report
 - i) **Motion approved** by Bill Westwood , **seconded** by Phil Phillips
 - ii) **Motion Open for Discussion:**
 - (1) Mark Sanders commentary:
 - (a) Highlighted activities completed this month as well as highlighting several upcoming activities.
 - (b) Visit > <https://www.phcsa.net/> [East Lake Sprots & Recreation - Website] for specifics
 - (2) General Discussion by PHCSA Board: Yes ☒ No ☐
 - iii) **The Motion** was approved unanimously by the board.
- ✓ Old Business:
 - i) None
- ✓ New Business:
 - i) Annual Budget review scheduled for September.

10) Palm Harbor Parks & Rec

- ✓ Monthly Financials Review Monthly Financials Review
 - i) **Motion approved** by Phil Phillips , **seconded** by Bill Westwood
 - ii) **Motion Open for Discussion:** Yes ☒ No ☐
 - iii) **The Motion** was approved unanimously by the board.
- ✓ Director's Report
 - i) **Motion approved** by Phil Phillips , **seconded** by Bill Westwood
 - ii) **Motion Open for Discussion:**
 - (1) Erica Lynford commentary:
 - (a) Highlighted activities completed this month as well as highlighting several upcoming activities.
 - (b) Visit > <https://www.phcsa.net/> [Palm Harbor Parks & Recreation - Website] for specifics
 - (2) General Discussion by PHCSA Board: Yes ☒ No ☐
 - iii) **The Motion** was approved unanimously by the board.
- ✓ Old Business:
 - i) None

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✓ New Business:

- i) Annual Budget review scheduled for September.
- ii) Repair of portable wall reviewed.
Motion to approve spending up to \$12,926 for the folding wall repair.
Motion approved by Phil Phillips , **seconded** by Bill Westwood
Motion Open for Discussion: Yes ☒ No ☐
The Motion was approved unanimously by the board.

11) Liaison – Report and update – Ron Walker

- i) It was confirmed that the liaison will attend the directors meeting monthly (BJ's meeting)
- ii) Liaison contracted job description discussed by the board (reviewed roles / responsibilities)
 - (1) It was agreed to discuss further at the October Meeting (roles and responsibilities)
 - (2) As discussed - Individual Liaison role and responsibility clarification / additions may be email to Shelby prior to the October Meeting. Do not comment on individual commentary prior to the October Meeting.

12) Agency Items

✓ **Old Business**

- i) none

✓ **New Business**

- i) none

13) Designation of Next Regular Meeting: 9/17/2025 at East Lake Community Library, 6:00 p.m.

14) PHCSA Board Meeting Adjournment

Motion to adjourn

- i) Motion approved by Phil Phillips , seconded by Bill Westwood
- ii) Motion Open for Discussion Yes ☒ No ☐
- iii) The Motion was approved unanimously by the board.

15) Meeting Adjournment @ 8:13 pm