

**10/15/2025**  
**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](mailto:sandyfaulkner@phcsa.net))
2. **Phil Phillips**, Vice-Chair, appointed by CSA Palm Harbor Advisory Board ([philphillips@phcsa.net](mailto:philphillips@phcsa.net))
3. **John Holbach**, appointed by Pinellas County BOCC Chris Scherer ([johnholbach@phcsa.net](mailto:johnholbach@phcsa.net))
4. **Bill Mazurek**, Secretary, appointed by the PHL Advisory Board ([billmazurek@phcsa.net](mailto:billmazurek@phcsa.net))
5. **Erika Picard**, appointed by Pinellas County BOCC Vince Nowicki ([erikapicard@phcsa.net](mailto:erikapicard@phcsa.net))
6. **Ron Schultz**, appointed by Pinellas County BOCC Dave Eggers ([ronschulz@phcsa.net](mailto:ronschulz@phcsa.net))
7. **Dan Wendol**, appointed by ELCL Advisory Board ([danwendol@phcsa.net](mailto:danwendol@phcsa.net))
8. **Bill Westwood**, appointed by ELYSA Advisory Board ([billwestwood@phcsa.net](mailto:billwestwood@phcsa.net))

**Meeting Location**

Location ☐

Palm Harbor Library  
2330 Nebraska Avenue  
Palm Harbor, FL 34683

Location ☒

Parks & Recreation - The Center  
1500 16<sup>th</sup> 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 by Sandra Faulkner.
- 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
- b) Board Members not present (excused / unexcused):
  - i) N.A.
- c) Quorum established. Yes ☒ No ☐
- d) Entities Directors Present: ☒ Matthew David, ☐ Lois Eannel (☒ Anne-Maire Nurnberger Assistant Director ), ☒ Mark Sanders, ☒ Erica Lynford
- e) H.R. / PHCSA Support Present: ☐ Shelby Brennan, ☐ Beth Schaller, ☒ Ron Walker ☒ Andy Salzman (or designee)
- f) Pinellas County representatives present: ☒ B.J. Gavin Assistant to the County Administrator, Commissioner – ☐ Dave Eggers,

**2) Meeting Notice – ☒ confirmed**

**3) Approval of Minutes 9/17/2025**

- a) Motion to approve the minutes: John Holbach , **seconded** by Bill Westwood
- b) Adjustments / Updates to the minutes: Yes ☒ No ☐
  - i) Audio issue – Secretary to amend previous minutes with two unrecorded motions.
- c) **Motion to approve** – unanimous approval.
- d) Refer to: <https://www.phcsa.net/>  
[ Meeting Agendas / Minutes ] o **Agenda** | o **Minutes** |

**4) Public Comment/Presentations:**

- a) Public comments offered: Yes ☒ No ☐ - as discussed.
  - i) John Pearsons – community member, expressed concerns over the neglected state of downtown Palm Harbor (uncut lawns, unclean sidewalks, property upkeep).
    - John was encouraged to contact and collaborate with the Main Street group with his concerns;

**10/15/2025  
Board Meeting Minutes**

Main Street Organization meetings are held every third Wednesday at 4:00 PM.

- 5) **Agency Rules/Procedures/Law Clarifications or Updates** discussed: Yes ☐ No ☒
- a) Accessing the online policy manual (searchability, hyperlinks not functioning properly on tablets) was reviewed.
- i) Confirmed that search features using a desktop computers and Adobe Reader ("Ctrl+F" function).
- 6) **Treasurer's Report – John Holbach**
- a) Overview – Agencies monthly / year to date spending analysis verse established budget spending was completed.
- i) All entities confirmed to be spending responsibly.
- ii) ACH training for board members pending.
- iii) **Motion to approve the Treasurer's Report**  
**Motion approved** by Phil Phillips , **seconded** by Bill Westwood
- 7) **East Lake Community Library**
- a) Monthly Financials Review
- i) **Motion approved** by Phil Phillips , **seconded** by Bill Westwood
- ii) **Motion Open for Discussion:** Yes ☒ No ☐
- (1) None
- iii) **The Motion** was approved unanimously by the board.
- b) Director's Report
- i) **Motion approved** by Phil Phillips , **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.  
Visit > <https://www.phcsa.net/> [ East Lake Community Library - Website ] for specifics
- (b) Phase Two Expansion: \$500,000 grant submitted; awaiting response.
- (c) Assigned a county project manager, with an on-site kickoff meeting scheduled.
- (d) Vendor issues: National supplier bankruptcy caused material delays, but library operations adapted with proactive communication and alternate vendors.
- (e) Upcoming events: "Midnight at the Masquerade" fundraiser at Network Golf Club; community encouraged to attend.
- (2) General Discussion by PHCSA Board: Yes ☐ No ☒
- iii) **The Motion** was approved unanimously by the board.
- c) Old Business:
- i) None
- d) New Business:
- i) None
- 8) **Palm Harbor Library**
- a) Monthly Financials Review
- i) **Motion approved** by Phil Phillips , **seconded** by Bill Mazurek
- ii) **Motion Open for Discussion:** Yes ☒ No ☐
- (1) None
- iii) **The Motion** was approved unanimously by the board.
- b) Director's Report

**10/15/2025**  
**Board Meeting Minutes**

- i) **Motion approved** by Phil Phillips , **seconded** by Bill Westwood
  - ii) **Motion Open for Discussion:**
    - (1) **Matthew David commentary:**
      - (a) Highlighted activities completed this month as well as highlighting several upcoming activities.  
Visit > <https://www.phcsa.net/> [ Palm Harbor Library - Website ] for specifics
    - (2) Programming:
      - (a) National Library Month saw a 40% attendance increase.
      - (b) “Deconstruction Zone” tech workshop for tweens was a success.
    - (3) Facilities: County ordered facade and door replacements, expected completion by November.
    - (4) Professional Development: Director Matthew attended a national Library Design Institute for future expansion planning.
      - (a) The library was selected for a pre-design consultation by architecture experts, providing valuable free professional input.
    - (5) Staff Achievements: Team members presented at Makerpalooza in Fort Myers, representing the library’s innovation programs.
    - (6) Book Vendor: Transitioned from Baker & Taylor to Ingram due to supplier bankruptcy.
    - (7) General Discussion by PHCSA Board: Yes ☐ No ☒
  - iii) **The Motion** was approved unanimously by the board.
  - c) Old Business:
    - i) None
  - d) New Business:
    - i) None
- 9) East Lake Parks & Recreation**
- a) Monthly Financials Review Monthly Financials Review
    - i) **Motion approved** by Bill Westwood , **seconded** by Bill Mazurek
    - ii) **Motion Open for Discussion:** Yes ☒ No ☐
    - iii) None
    - iv) **The Motion** was approved unanimously by the board.
  - b) Director's Report
    - i) **Motion approved** by Bill Mazurek , **seconded** by Bill Westwood
    - 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
        - (c) Director Mark expressed gratitude for recovery support after a health ordeal.
        - (d) Highlighted preparations for Deck the Rec (Dec 13, 4–8 PM) community event featuring:
          - (i) Tampa Bay Buccaneers cheerleaders, Rays and Rowdies players, food trucks, and local organizations.
          - (ii) Family-friendly activities, library tables, surveys for community feedback.
        - (e) Discussed parking logistics; Jolley Trolley proposed for shuttling attendees.
        - (f) Goal: Strengthen community engagement and support for facility expansion.
      - (2) General Discussion by PHCSA Board: Yes ☐ No ☒
    - iii) **The Motion** was approved unanimously by the board.
  - c) Old Business:
    - i) None
  - d) New Business:
    - i) **Motion to Approved** an expenditure for up to \$16,000 for football concession roof replacement.
    - ii) **Motion Open for Discussion:** Yes ☒ No ☐

**10/15/2025**  
**Board Meeting Minutes**

iii) **Motion:** Approved unanimously.

**10) Palm Harbor Parks & Rec**

- a) Monthly Financials Review Monthly Financials Review
  - i) **Motion approved** by Phil Phillips , **seconded** by Ron Schultz
  - ii) **Motion Open for Discussion:** Yes ☒ No ☐
    - (1) None
  - iii) **The Motion** was approved unanimously by the board.
- b) 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.
        - (i) Excitement over new site renderings for upcoming projects.
        - (ii) County to coordinate with project managers for next-stage development.
        - (iii) Sentiment: Optimism and enthusiasm about progress toward construction milestones.
      - (b) Visit > <https://www.phcsa.net/> [ Palm Harbor Parks & Recreation - Website ] for details.
    - (2) General Discussion by PHCSA Board: Yes ☐ No ☒
  - iii) **The Motion** was approved unanimously by the board.
- c) Old Business:
  - i) None
- d) New Business:
  - i) None

**11) Audit Committee**

- a) Committee reinstated as per bylaws (3–5 members required).
- b) *Discussion:*
  - i) Defined scope to include oversight of annual audits and auditor selection.
  - ii) Members to clarify purpose, responsibilities, and reporting structure by next meeting.
- c) **Appointed Members:**
  - i) *Dan* (Chair)
  - ii) *John* (Treasurer,
- d) *Action:* Committee to draft and present formal charter at next meeting.
  - i) *Note:* Financial audit fees split equally among entities

**12) Liaison – Report and update – Ron Walker**

- a) **Report for last month - submitted**
  - i) Liaison activities / feedback highlighted.
- b) Confirmed **contract continuation** as-is until canceled by board.
  - i) **Motion:** Approved unanimously.

**13) Agency Items**

- a) **Old Business**
  - i) none
- b) **New Business**
  - i) Organizational & Personnel PHCSA Board Elections
    - (1) Officer nominations for 2026 to be submitted to Shelby by November 10 for ballot preparation.
    - (2) Sandy will be leaving the Board on December 1<sup>st</sup> 2025 (term-limits).

**10/15/2025  
Board Meeting Minutes**

- ii) Upcoming Directors Review Workshop:  
Date: Thursday, November 13, 6:00 PM  
Location: Room E, Palm Harbor Library
- iii) **Motion to approved** a 3% Cost-of-Living Adjustment (COLA) to align with county standard for entity Directors (effective October 1<sup>st</sup>, 2025).  
**Motion:** Approved unanimously.
- iv) **Action Items:**
  - (1) Audit Committee (Dan, John) to define committee scope and report back next meeting.
  - (2) Mark to finalize event logistics and community surveys for Deck the Rec.
  - (3) Shelby to prepare 2026 officer ballots by November 10.
  - (4) Directors Review Workshop scheduled for November 13.
  - (5) Website Admin to ensure online policy manual searchability and accessibility.

14) **Designation of Next Regular Meeting:** 11/19/2025 at Palm Harbor Library, 6:00 p.m.

**15) PHCSA Board Meeting Adjournment**

**Motion to adjourn**

- i) Motion approved by John Holbach , seconded by Bill Westwood
- ii) Motion Open for Discussion
  - (1) none.
- iii) The Motion was approved unanimously by the board.

16) Meeting Adjournment @ 7:46 pm