

**2/18/2026  
Board Meeting Minutes**

**Board of Directors 2025-2026 Board of Directors**

1. **John Holbach**, appointed by Pinellas County BOCC Chris Scherer (johnholbach@phcsa.net)
2. **Jared Long**, appointed by Pinellas County BOCC Brian Scott (jaredlong@phcsa.net)
3. **Erika Picard**, appointed by Pinellas County BOCC Vince Nowicki (erikapicard@phcsa.net)
4. **Ron Schultz**, appointed by Pinellas County BOCC Dave Eggers (ronschulz@phcsa.net)
5. **Bill Mazurek**, Secretary, appointed by the PHL Advisory Board (billmazurek@phcsa.net)
6. **Phil Phillips**, Vice-Chair, appointed by CSA Palm Harbor Advisory Board (philphillips@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 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 John Hollbach, Chair
- b) Pledge of Allegiance

**Roll Call:**  Present

- a) Board Members Present –  John Halbach,  Jared Long,  Erika Picard,  Ron Schultz,  Bill Mazurek,  Phil Phillips,  Dan Wendol,  Bill Westwood
- b) Board Members not present (excused / unexcused):  
 Ron Schultz excused absence
- c) Quorum established. Yes  No
- d) Entities Directors Present:  Matthew David,  Lois Eannel,  Mark Sanders,  Erica Lynford
- e) PHCSA Support Present:  Shelby Brennan,  Beth Schaller,  Andy Salzman (or designee)
- f) Pinellas County representatives present:  B.J. Gavin Assistant to the County Administrator, Commissioner;  Chris Scherer -District 1,  Brian Scott - District 2,  Vince Nowicki – District 3, Dave Eggers District 4,  Chris Latvala – District 5, Kathleen Peters – District 6,  René Flowers – District 7

2) **Meeting Notice** –  confirmed

3) **Approval of Minutes** 1/21/2026

- a) Motion to approve the minutes *Bill Westwood* , **seconded** by *Jared Long*
- b) Adjustments / Updates to the minutes: Yes  No  - as discussed.
  - i) Discussed the audio quality and voice recognition for the recorded meetings. Providing PHCSA representative names for all motions approved would be a helpful mechanism going forward – to ensure accuracy.
- c) **Motion to approve** – unanimous approval.
- d) 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:**

- a) Public comments offered: Yes  No

**2/18/2026**  
**Board Meeting Minutes**

**5) Agency Commentary:**

- a) Agency rules, procedures, law clarifications?
  - i) Entity director's hiring process moved to old business.

**6) Treasurer's Report**

- a) Jared provided general overview and consolidated report (budget vs. spending) across all entities. He did get notification from Cadence and acquired access to QuickBooks – no anomalies noted. Palm Harbor Parks and Rec. – under renewal replacement capital – funding was discussed.
- b) Cadence government banking representative is currently Melanie Humphrey – confirmed the account interest issue has been rectified (re-deposit still open – has not been deposited as of this meeting).
- c) **Treasure's Report acknowledgement** was unanimously by the PHCSA Board.
  - (1) **Additional Comments/Discussion:**
    - none

**7) East Lake Parks & Recreation**

- a) Monthly Financials Review Monthly Financials Review
- b) **Motion approved** by *Bill Westwood* , **seconded** by *Jared Long*
  - i) **Motion Open for Discussion:** Yes  No
  - ii) **The Motion** was approved unanimously by the board.
- c) Director's Report
- d) **Motion approved** by *Bill Westwood* , **seconded** by *Jared Long*
  - i) **Motion Open for Discussion:**
    - (1) Mark Sanders commentary:
      - (a) Jared Long toured the East Lake facilities / grounds during the past month (East Lake Library and East Lake Parks and Recreation).
      - (b) Site planning meeting for the Meadows projects occurred (still a work in progress).
      - (c) Visit > <https://www.phcsa.net/> [ East Lake Sports & Recreation - Website] for specifics
    - (2) General Discussion by PHCSA Board: Yes  No
  - ii) **The Motion** was approved unanimously by the board.
- e) Old Business:
  - i) None
- f) New Business:
  - i) **Motion** To approve spending up to \$13,000 for a roof soccer concession on the main complex.
  - ii) **Motion approved** by *Bill Westwood* , **seconded** by *Phil Phillips*
    - (1) **Motion Open for Discussion:** Yes  No
    - (2) **The Motion** was approved unanimously by the board.

**8) Palm Harbor Parks & Rec**

- a) Monthly Financials Review Monthly Financials Review
- b) **Motion approved** by *Phil Phillips* , **seconded** by *Erika Picard*
  - i) **Motion Open for Discussion:** Yes  No
  - ii) **The Motion** was approved unanimously by the board.
- c) Director's Report
- d) **Motion approved** by *Phil Phillips* , **seconded** by *Erika Picard*
  - i) **Motion Open for Discussion:**
    - (1) Erica Lynford commentary:
      - (a) Capital improvements money as reports will be clarified going forward.
      - (b) Summer Full Day Camp – already 50% sold out.
      - (c) Very successful Staff Development activity occurred during the month will Palm Harbor

**2/18/2026  
Board Meeting Minutes**

Library.

(d) Visit > <https://www.phcsa.net/> [ Palm Harbor Parks & Recreation - Website ] for specifics

(2) General Discussion by PHCSA Board: Yes  No

(a) Palm Harbor Little League improvement monies to the donated was discussed – private donors' money for specific projects will be approved by Erica Lynford and PHCSA also Pinellas County when necessary. Contracts will be reviewed by PHCSA legal prior to Board approval.

ii) **The Motion** was approved unanimously by the board.

e) Old Business:

i) None

f) New Business:

i) None

**9) East Lake Community Library**

a) Monthly Financials Review

b) **Motion approved** by *Erika Picard* , **seconded** by *Bill Westwood*

i) **Motion Open for Discussion:** Yes  No

ii) **The Motion** was approved unanimously by the board.

c) Director's Report

d) **Motion approved** by *Bill Westwood* , **seconded** by *Erika Picard*

i) **Motion Open for Discussion:** Yes  No

(1) Lois Eannel commentary: Highlighted activities completed this month as well as highlighting several upcoming activities.

(a) Passport deactivation letter from the Department of State effective 2/13/2026 received.

(b) Architectural Firms (capital improvement project) are currently being vetted with the county.

(c) Visit > <https://www.phcsa.net/> [ East Lake Community Library - Website ] for specifics

(2) General Discussion by PHCSA Board: Yes  No

ii) **The Motion** was approved unanimously by the board.

e) Old Business:

i) None

f) New Business:

i) **Motion** – By Dan Wendol to draft a letter to Congresswomen Anna Paulina Luna and Congressman Gus Bilirakis on behalf of the PHCSA Board to sign and sponsor the HR Bill to allow nonprofit libraries to be passport agents.

(1) **Motion approved** by *Dan Wendol* , **seconded** by *Phil Phillips*

(2) **Motion Open for Discussion:**

• General Discussion by PHCSA Board: Yes  No

(3) The Motion was approved unanimously by the board.

**10) Palm Harbor Library**

a) Monthly Financials Review

b) **Motion approved** by *Bill Mazurek* , **seconded** by *Bill Westwood*

i) **Motion Open for Discussion:** Yes  No

ii) **The Motion** was approved unanimously by the board.

c) Director's Report

d) **Motion approved** by *Bill Mazurek* , **seconded** by *Bill Westwood*

i) **Motion Open for Discussion:**

(1) Matthew David commentary: Highlighted activities completed this month as well as highlighting several upcoming activities.

**2/18/2026  
Board Meeting Minutes**

- (a) 184 people attended Artful Evening (best year yet with >\$7000.00 raised).
  - (b) Annual ACECON (3/7, 3/8) upcoming event at the library (family friendly).
  - (c) Palm Harbor Library was named the nonprofit of the year (2025) by Palm Harbor Chamber of Commerce.
  - (d) Visit > <https://www.phcsa.net/> [ Palm Harbor Library - Website ] for specifics
- (2) General Discussion by PHCSA Board: Yes  No  - as discussed.

- ii) **The Motion** was approved unanimously by the board.
- e) Old Business:
  - i) None
- f) New Business:
  - i) None

**11) Agency Items**

**a) Committed Reports:**

- i) Audit Committee – Dan Wendol
  - (1) Obtained last year’s audit RFP that was submitted by PHCSA. Committee is putting together an updated RFP that will be utilized this year for quoting three to four Audit Firms (companies).
  - (2) It was recommended that Shelby be the point perform with regards to the RFP bidding process and coordination. Currently a three-year contract for Audit Services has been awarded in the past.
  - (3) 2025 Audit summary presentation is scheduled for the March 18<sup>th</sup> Board meeting.
- ii) Current Audit Committee – Dan Wendol chair, Jared Long and Ron Schultz. Jared is responsible for interacting with the Auditors for technical questions during the audit, when needed.

**b) Old Business**

- i) Directors Salary Survey
  - (1) Beth summarized the completed salary survey provided by Mercer (sister company of Marsh McLennon), a national company.
    - (a) 80% was based on Job Responsibilities (job description, revenue, and full-time equivalents).
  - (2) Entity Director Salary Ranges were presented and discussed.
    - (a) The goal is to use the survey results to help frame potential merit increases in the future.  
**Motion** to adopt the recommended Salary Ranges as provided by Mercer for the entity directors.
      - (i) Motion approved by *Dan Wendol* , **seconded** by *Erika Picard*
      - (ii) Motion Open for Discussion -  
Various discussion points highlighted – concerns related to Mark Sanders range very discussed. It was suggested that the ELPR Advisory Committee review Mark’s current job description as well as HR getting a quote to reevaluate Mark’s Salary.
      - (iii) The Motion was rejected by the board.
- ii) Entity Directors Hiring Process
  - Motion** to adopt the recommended Entity Directors Hiring Process as amended.
    - (i) Motion approved by *Dan Wendol* , **seconded** by *Phil Phillips*
    - (ii) Motion Open for Discussion -
    - (iii) The Motion was approved unanimously by the board.

**c) New Business**

- i) Recommended to have a workshop to interview the prospective candidate for East Lake Library Director, discuss and approve the 2026 Directors Smart Goals and criteria for merit increases for the entity directors.
  - (1) **Motion** to adopt to have a workshop on February 24<sup>th</sup> at 6:00 pm (PHPR Center)

**2/18/2026**  
**Board Meeting Minutes**

(i) The Motion was approved unanimously by the board.

12) **Designation of Next Regular Meeting:** 3/18/2026 at East Lake Community Library, 6:00 p.m.

**13) PHCSA Board Meeting Adjournment**

- a) Motion **approved** by *Dan Wendol* , **seconded** by *Phil Phillips*
- b) The Motion was approved unanimously by the board.
- c) Meeting Adjournment -8:03 pm

