

**3/18/2026
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 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 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 via Zoom, Phil Phillips, Dan Wendol, Bill Westwood
- b) Board Members not present (excused): Erika Picard,
- c) Quorum established. Yes No
- d) Entities Directors Present: Cathy Wos, Lois Eannel, Mark Sanders, Erica Lynford
- e) H.R. / 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 2/18/2026

- a) Motion to approve the minutes *Bill Westwood* , **seconded** by *Phil Phillips*
- b) Adjustments / Updates to the minutes: Yes No - as discussed.
- 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) Agency Commentary:

- a) none

5) Public Comment/Presentations:

- a) Public comments offered: Yes No
- b) **Commissioner Eggers** – Highlighting PHCSA and the Entity Directors and a special thanks to Lois Eannel for her dedication and service over the years. Commission wanted to formally acknowledge her with a

3/18/2026
Board Meeting Minutes

Proclamations honoring the retirement of Lois and her nearly four decades of innovative service to the Palm Harbor and East Lake Community Libraries. Therefore, the county board of commissioners on March 27th, 2026, will recognize Lois Eannel for her contribution and service to Pinellas County.

c) FY 2025 Audit (September 30, 2025) results.

Presentation given by Ms. Amy Barnum (audit shareholder).

- (1) All financial statements are materially correct within the US GAP.
- (2) No deviations were present in any of the findings as reported.
- (3) No instances of fraud or illegal acts noted during the audit.
- (4) No material uncertainties noted and no significant changes made to audit plan.
- (5) No significant unusual transactions noted, and no alternative accounting policies discussed with management.
- (6) No auditor detected adjustments during the testing was noted.
- (7) No conflicts of interest were found during the audit procedures.
- (8) Detailed summary of assets, liabilities, expenditures, and cash flow highlighted.

6) Agency Rules/Procedures/Law Clarifications: Yes No - none discussed.

a) Rule, Policies, & Procedures update.

7) Treasurer's Report

a) Jared provided general overview and consolidated report (budget vs. spending) across all entities. No issues noted.

8) East Lake Parks & Recreation

a) Monthly Financials Review Monthly Financials Review

b) **Motion approved** by *Bill Westwood* , **seconded** by *Phil Phillips*

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 *Phil Phillips*

I. **Motion Open for Discussion:**

(1) **Mark Sanders commentary:**

(a) Fire Protection for the site discussed (overview) – details to follow.

(i) Fire Hydrant requirements was discussed (general fire protection).

(b) Visit > <https://www.phcsa.net/> [East Lake Sprots & 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. None

9) Palm Harbor Parks & Rec

a) Monthly Financials Review Monthly Financials Review

b) **Motion approved** by *Phil Phillips* , **seconded** by *Bill Westwood*

I. **Motion Open for Discussion:** Yes No

(1) Over budget clarification / discussed (P&L) – 5 years of budget analysis – general Q&A about the report out (over/under budget analysis).

3/18/2026
Board Meeting Minutes

- II. **The Motion** was approved unanimously by the board.
 - c) Director's Report
 - d) **Motion approved** by *Phil Phillips* , **seconded** by *Bill Westwood*
 - I. **Motion Open for Discussion:**
 - (1) *Erica Lynford* commentary:
 - (a) Summer camp is filling up very quickly.
 - (b) Discussed the pre-construction efforts and the upcoming county workshop.
 - (i) Pending activity - BOCC construction company approval (Tuesday).
 - (ii) April 17th groundbreaking at 9:00 am (pending approval).
 - (c) Visit > <https://www.phcsa.net/> [Palm Harbor Parks & 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. None
- 10) **East Lake Community Library**
- a) Monthly Financials Review
 - b) **Motion approved** by *Phil Phillips* , **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 *Phil Phillips* , **seconded** by *Ron Schultz*
 - I. **Motion Open for Discussion:** Yes No
 - (1) *Lois Eannel* commentary: Highlighted activities completed this month as well as highlighting several upcoming activities.
 - (a) Highlighted the library expansion, various visits (Power Point pros / cons discussed), and next steps.
 - (b) 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. Draft 2026 / 2027 Budget Presentation presented by Anne Maire Nurnberger.
- 11) **Palm Harbor Library** (*presented by Cathy Wos*)
- a) Monthly Financials Review
 - b) **Motion approved** by *Phil Phillips* , **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 *Phil Phillips* , **seconded** by *Bill Westwood*
 - I. **Motion Open for Discussion:**
 - (1) *Cathy Wos* commentary: Highlighted activities completed this month as well as highlighting several upcoming activities.
 - (a) Entry Door Project was completed.
 - (b) Several upcoming activities reviewed > Visit > <https://www.phcsa.net/> [Palm Harbor Library -

**3/18/2026
Board Meeting Minutes**

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. MSTU Project Funding Proposal to update the Library Video and Audio in the community room and conference room

Motion to spend no more than \$70,000 for the Video / Audio wireless upgrade. MSTU funding if approved would offset \$25,000 of said expenses.

– **Motion approved** by *Phil Phillips* , **seconded** by *Ron Schultz*

– Motion Open for Discussion

✓ Question: was the vendor a State Approved supplier – Yes, it was confirmed.

✓ B. J. Gavin also confirmed preapproval of the supplier was established.

– The Motion was approved unanimously by the board.

12) Agency Items

a) **Committed Reports:**

I. Audit Committee – Dan Wendol

(1) RFP updated for auditing services (3-year quotation) during the month for the upcoming year.

(2) Shelby to coordinate distribution and follow up.

b) **Old Business**

I. Update to Director Salary Review

Motion to approve the published Salary Ranges for the entity directors as stated

✓ Current salary range for ALL entity directors is (\$85,902 - \$134,651)

– **Motion approved** by *Dan Wendol* , **seconded** by *Ron Schultz*

– Motion Open for Discussion – discussed the survey, benefits, job description, salary, and localized impact. Going forward we may be better served if our internal resources (Beth) conduct a salary survey withing Florida using non-profits next time. Now do we compete with other entities (Employee retention)?

– The Motion was approved (4 yeas, 2 nays) by the board.

Motion to perform a benefits review of all PHCSA employees (Erica and HR).

– **Motion approved** by *Phil Phillips* , **seconded** by *Ron Schultz*

– Motion Open for Discussion – none

– The Motion was not approved unanimously by the board

II. Directors Smart Goals

Motion to adopt the current Entity Director Smart Goals as stated for Mark, Erica, and Mathew. Post Lois' retirement, the advisory board will reexamine Smart Goals for the new director and present them to the PHCSA Board when appropriate.

– **Motion approved** by *Phil Phillips* , **seconded** by *Jared Long*

– Motion Open for Discussion – East Lake smart goals may need to be adjusted for the New Director.

– The Motion was approved unanimously by the board.

III. Criteria for Directors Merit Increase (to be discussed at a future meeting).

**3/18/2026
Board Meeting Minutes**

c) **New Business**

- I. Approval of Anne Marie Nurnberger as ELCL Director

Motion to hire Anne Marie Nurnberger as ELCL Director.

- **Motion approved** by *Ron Schultz* , **seconded** by *Jared Long*
- Motion Open for Discussion
- The Motion was approved unanimously by the voting board.

- II. **Motion for** compensation of \$98,000 / year for Anne Marie as recommended by the Advisory Board.

- **Motion approved** by *Ron Schultz* , **seconded** by *John Holbach*
- Motion Open for Discussion
- The Motion was approved unanimously by the voting board.

- III. **Motion to** adjust Mark Sander to \$118,400 effective January 1st, 2026.

- **Motion approved** by *Bill Westwood* , **seconded** by *Ron Schultz*
- Motion Open for Discussion – none
- The Motion was approved unanimously by the voting board.

13) **Designation of Next Regular Meeting:** 4/15/2026 at Parks & Recreation - The Center, 6:00 p.m.

14) **PHCSA Board Meeting Adjournment**

Motion to adjourn by *Bill Westwood* , **seconded** by *Ron Schultz*

15) Meeting Adjournment -8:41 pm