

**MONROE COUNTY PUBLIC LIBRARY**  
**Minutes of the Library Advisory Board**  
**Big Pine Key Library**  
**December 17, 2013**

**CALL TO ORDER**

The meeting of the Monroe County Library Board was called to order at 10:32 a.m. by Chair Michael Shields. Present were Board members Stephanie Griffiths, Elizabeth Jolin, George McHugh and Susan Miller.

Participants included (alphabetically) Big Pine Key Library Manager Stephen Chambers, Key Largo Friends of the Library President Fred Feldman, Mayor Pro Tem Danny Kohlage, Director of Libraries Norma Kula, and Library Administrator Anne Layton Rice.

**INTRODUCTIONS:** Participants briefly introduced themselves.

**APPROVAL OF MINUTES:** The minutes for the October 22, 2013 meeting were unanimously approved.

**COMMUNICATIONS:**

- Director of Libraries Norma Kula distributed an article "Americans Still Care About Their Public Libraries" from the December 2013 issue of The Atlantic magazine.
- The Board discussed library circulation and usage statistics.

**NEW BUSINESS:**

- Board member Elizabeth Jolin moved to direct library staff to consider other venues for board meetings when the meetings displace children's programs. Board member George McHugh seconded and the motion was approved.
- Director of Libraries Norma Kula distributed the Library Wish List that had been requested by the Board at the October meeting. The Board asked the Director to categorize the lists into building maintenance needs and budget needs for presentation at February meeting. Mayor Pro Tem Danny Kohlage offered to assist with promoting the maintenance concerns.

**CONTINUING BUSINESS:**

- The Board agreed to hold a Regular meeting on February 25, 2014 at the Marathon Library.
- Board Member Stephanie Griffiths communicated her discussions with the Clerk's Office regarding investment options for the Golan Fund. The Director of Libraries will email the draft of a savings plan for the Fund to Board Members.

**ADJOURNMENT:** The meeting was adjourned at 11:55 am. The next meeting will be the February 25th meeting at the Marathon Library with County Commissioner George Neugent on rotation to attend.

Respectfully submitted,

*Anne Layton Rice*

Library Administrator

## Golan Fund Investment Request

The Monroe County Library System received a donation in the form of a bequest through the will of Margo Golan, a long-time Library supporter. Those funds were deposited into the Library Special Program Fund 158-5700-5710-1016-62038-62038. The balance of this fund was \$ 357,624.69, as of August 19, 2013.

The Library Advisory Board has developed a plan for the use of those funds. Some has been spent (and it is expected that a little more may be spent) in the current fiscal year, some will be spent in FY2014, etc.

Not all of the funds will be spent at one time. The Library requests that those funds be invested in the following manner:

\$ 50,000.00 in a certificate of deposit, maturing in 90 days.

\$ 75,000.00 in a certificate of deposit, maturing in 180 days.

\$ 100,000.00 in a certificate of deposit, maturing in 12 months

\$ 100,000.00 in a certificate of deposit, maturing in 24 months.

The remaining funds will be available for our use immediately.