

**Town of Howey-in-the-Hills Library Board Meeting
Marianne Beck Memorial Library
112 W. Central Ave**

Date: February 6, 2020

Call to Order: The meeting was called to order by Chairperson Jim Steele at 7:02 pm.

Attendance: Jim Steele, Tahsia O'Keefe, Beth Flack, Rosemary Soto, Marcia Schneider, Director Tara Hall, Friends of the Library President JoJo Lowe, John Ernest, Supervisor of Public Works, and Vicki Steele community member

Minutes: The December meeting minutes were read and approved. The January meeting was postponed to February 6, 2020.

Library Director's Report: See the attached report

New Business:

1. John Ernest provided an update on the new addition. The contract has been signed. Construction is to begin next week. To meet the budget limits the end canopy of the building has been eliminated, the stucco for the back of the building has been eliminated, and landscaping revised. He advised that in the next two months cabinets, furnishings, flooring and other needed items should be selected. The fencing and screening will be in place soon prior to starting construction.

2. Regarding the groundbreaking ceremony:
The date will be Thursday March 20 at 4 pm. Meet The Artist will begin following the ceremony. Tahsia O'Keefe, Beth Flack and Vicki Steele will form a subcommittee to arrange the details for the ceremony and coordinate with Friends of the Library for refreshments. The subcommittee will also provide some sort of souvenir and arrange for invitations for invited guests and marketing efforts to the public. JoJo Lowe will arrange for information on social media and publicity. John Ernest displayed the ceremonial shovel with the engraving to be mounted upon completion of the building at the opening.

3. True Crime Mini Convention planning will begin for the event to take place in April next year. Director Hall has some planning materials. A planning meeting to begin the project will be announced.

4. The volunteer appreciation event will be on Saturday February 15 at 1:30 pm at the library. Director Hall has arranged for catering from Olive Garden.

5. How to widen publicity for the Meet the Artist Events was discussed to increase attendance.

Chairperson Jim Steele had to leave and appointed Tashia O'Keefe to continue in charge of the meeting.

6. Tahsia, JoJo and Beth have been working on the bylaws and hope to have information for the board in March.

Public Comments: Vicki Steele provided suggestions and feedback on the projects and volunteered to help with the groundbreaking ceremony.

Adjournment: With no further business to discuss Rosemary made the motion to adjourn, Beth Flack seconded the motion and it passed unanimously. The meeting adjourned at 8:15 pm.

Respectfully submitted,

Marcia Schneider

Marcia Schneider, Secretary

(electronically signed)