



Manatee Library Board of Trustees Meeting Minutes

January 16, 2020

Central Library Business Incubator, 2 p.m.

Roll Call

Present

- Cathy Laird
- Tammy Parrott
- Artis Wick
- Patsy Ugarte
- Beverly Neville
- Myron Robinson

Excused

- Councilman Patrick Roff

Guests

- None

Call to Order

2:01 p.m. by Artis Wick, Chairperson

Approval of Minutes

Chairperson Artis Wick inquired if everyone reviewed the minutes of November 21, 2019 and if there were any comments, suggestions or corrections. No corrections were made. Beverly Neville made the motion to approve the minutes as written which Patsy Ugarte seconded. Therefore, Artis Wick announced the minutes were approved as written.

Library Manager's Report/Board Updates

Beverly Neville's Appointment Ends

- Sadly, this month's meeting is the final one for Board member Beverly Neville since her term will expire at the end of January 2020. Artis Wick read Beverly's farewell letter to her fellow Board members (see attached). Beverly stated it was an honor to serve for the past 12 years and is "extremely proud of the many accomplishments that took place due to the creativity and hard work by library leaders, supervisors and staff." Her fellow Board members thanked Beverly for her hard work and dedication. She was presented

with a certificate of appreciation and flowers. Cathy Laird said that Ava Ehde wanted to attend the Board meeting in person to show her gratitude, but scheduling conflicts occurred. Artis stated that Board members get something out of serving as well. Patsy agreed, saying that they get to hear firsthand about the library's many accomplishments and activities.

Library Advisory Board Appointments

- Terms for three Library Advisory Board members will expire on January 31, 2020 including: Patsy Ugarte, representing the City of Palmetto; Beverly Neville, representing the Island Communities; and Patrick Roff, representing the City of Bradenton. Cathy announced an item has been submitted for the January 28 Board of County Commissioners' agenda. It is recommended that Patsy Ugarte be re-appointed to represent the City of Palmetto. Christine Callahan will be appointed to represent the City of Bradenton. Marion Duncan will be appointed to represent the Island communities. Board members do not need to be present at the January 28 BCC meeting. These new terms will expire on January 31, 2024.

Palmetto Library Celebrates 50 Years

- Cathy and Tammy attended the 50th anniversary celebration of the Palmetto Library on November 19. Guest speaker Jeff Burton presented a slide show of photos over the years. Patsy also attended the event, saying it was entertaining. She even noticed old photos of a former Master Gardener in the display case which brought back many fond memories.

Kids' Biz Fair at Braden River

- Braden River Library will host a Kids Biz Fair on January 25 in which young entrepreneurs (aged 10-18) will set up a booth and sell their product or service that they developed. All participants attended a workshop in which local business professionals taught them the importance of product placement, price and promotion. Previously, the Kids Biz fair was held at the Rocky Bluff Library. This should be another fun and educational event.

Touch a Truck at Central Library

- Despite overcast skies and occasional rain, Central Library's annual Touch a Truck event was a big hit! Families enjoyed seeing and feeling an array of big vehicles, including military and emergency vehicles. Ironically, one truck needed a tow truck's assistance, and the tow truck stayed and then became a part of the hands-on exhibit!

Harry Potter Craft Day at Central Library

- Central Library's Area 52 makerspace hosted a very popular Harry Potter craft party over the holiday vacation.

State College of Florida Choral Group

- As part of the Lunch, Listen and Learn series, Rocky Bluff Library hosted the State College of Florida's choral group. They performed several holiday musical concerts. Beverly inquired if their musical selections were preapproved. Cathy replied that is typically left to the group's discretion; however, it was made clear that they should include songs celebrating many holidays, not just Christmas.

Holiday Programs Throughout the Libraries

- Manatee School of the Arts' students came to Palmetto Library to sing, dance and share holiday cheer.
- Braden River hosted a very popular "Frozen" themed party for preschoolers featuring craft tables and a snow machine.
- Children were able to design and make their own iron-on decals for t-shirts in Area 52.

Voyagers' Excursion

- The Manatee Voyagers will embark on their next overseas 11-day trip beginning on September 28, this time to Central Europe. Cathy stated that 20 people have signed up so far, including several staff. Participants do not need to be a library user or card holder. Wrap-around cultural programming has been planned leading up to this event. The cost of the trip is mentioned on the library's website.

Library Usage Statistics

- Library material usage statistics have trended upward all three months of FY2021. Beverly Neville showed a comparison from 2008. For instance, the circulation total in April 2008 was 124,475, whereas December 2019 showed 340,173! All agreed that this dramatic increase indicates we have been growing over the past dozen years.

Staffing

- Cathy described that we are currently seeking to fill two Library Assistant positions, one to replace a retiree at Rocky Bluff and the other at Central for an individual who accepted then ultimately declined the offer. For clarification, it was discussed that Library Assistants are the paraprofessional positions, whereas Librarians require a Masters' degree in Library and Info Science. Librarian I is the entry level position along with most Youth Librarians. Librarian II is for Assistant Branch or Assistant Section Supervisors, and Librarian III is for Branch or Section Supervisors.

Library Renovations

- Cathy and Tammy are actively meeting every other week with Property Management construction staff and County officials to plan the Braden River expansion and East County library. The Braden River project will start in March 2020. East County Observer reporter Pam Eubanks wrote a very positive article on the proposed East County library with information vetted by Manatee County spokesman Nick Azarra and construction firm Willis Smith. Patsy commented that it is a good idea to have information dispersed by a point person to decrease speculation and misinformation.
- The East County library is currently in the design phase. Ava, Cathy and Tammy will travel to a Tampa furniture showroom soon to see possible library furnishings and view the C. Blythe Andrews library in Tampa, another library constructed by Willis Smith. Tammy stated that public meetings will be held at 30%, 60% and 90% completion. A meeting date in March will be set so that people can view the schematic diagrams and give input in an informal setting. A site has been determined at a northeast lot in the Premier Sports Complex near Lorraine Road. It is slightly farther from the ball fields than originally intended and should have less of an impact on available parking. Myron Robinson commended both Cathy and Tammy for their previous presentation to the East County Library Task Force at the Lakewood Ranch Town Hall.

Old Business

- Tammy stated that we have received a draft of the Library Master Plan from consultants Godfrey and Associates. We still need to gather more information and provide statistics, such as the number of training hours required per year. We are working on maps that indicate population density dots (which show where people live compared to the library they use). This should help us understand where the need is. We will be drafting a second survey to get more responses and feed the data into the Master Plan. Neighborhood Services Department will disseminate an online survey and also distribute paper copies of the survey.

Citizens' Comment

- None.

Next Meeting

The next meeting of Library Board of Trustees will be held on Friday, February 21st at 2 p.m., in the Central Library Business Incubator.

Adjourn

Chairperson Wick motioned to adjourn the meeting. The motion was accepted by Myron Robinson and seconded by Beverly Neville. The meeting adjourned at 2:41 p.m.