



## Manatee Library Board of Trustees Meeting Minutes

October 15, 2020

Zoom virtual meeting, 2 p.m.

### Roll Call

#### Present

- Elizabeth Partridge
- Tammy Parrott
- Artis Wick
- Christine Callahan
- Marion Duncan
- Myron Robinson

#### Excused

- Patsy Ugarte

#### Guests

- Jyna Johnson, Program Coordinator/Librarian III (and Zoom Room facilitator)

### Call to Order

2:00 p.m. by Artis Wick, Chairperson

### Approval of Minutes

Artis Wick inquired if everyone reviewed the minutes of September 17, 2020 and if there were any comments, suggestions or corrections. No corrections were made. Patsy Ugarte approved the minutes as written (via email). Marion Duncan seconded. Therefore, Artis Wick announced the minutes were approved as written.

### Status of Library Services during Pandemic

- Elizabeth reported that things are going very well. We received Phase 3 documents (final phase) from the Governor. Services are going on as planned. Buildings are at 60% capacity and volunteers will return on a limited basis. All programming remains virtual and has been successful. For instance, the Hispanic Heritage Festival was transitioned from a formerly live event to a virtual event, yet it was well attended. An 805 event held this past weekend was close to capacity. Library Administration realizes that

customers wish to return to the libraries, but virtual programming shall be part of the future now.

- A question arose about quarantining materials. Elizabeth stated that when books are returned, staff hasn't been cleaning them. Previously, they were quarantined (ie., set aside for a few days), but this process wreaked havoc with the holds' list. Customers now must take their own personal safety precautions.
- Tammy stated that we are placed on a list to receive digital signs at each branch. The Island Library will have a sign installed by December 30.

### Library Manager's Report/Board Updates

- Elizabeth announced we have experienced a whirlwind of activities! We've been under a bit of pressure to implement Phase 3 guidelines without much notice. We have advocated for the continuation for the 30-minute time limit within the building and to have the meeting rooms remain closed for the safety of the staff and patrons.
- We've received a generous grant through the Manatee Community Foundation to purchase 30 new hotspots. We are also in the process of doing sound proofing in library spaces too.
- Elizabeth stated that a virtual All Friends' meeting was held last month. Rocky Bluff Library had a book sale at the YMCA building in Parrish. People took precautions by wearing face masks and gloves and maintaining social distance.

### Staff Development Day

- The libraries conducted an amazing annual Staff Development Day on Monday for all staff members. Staff stayed at their own branches and participated via Zoom and Teams' platforms. We had an educational morning session by Every Library (a non-profit that caters just to libraries for advocacy programs and ballot initiatives). We learned how to build a support base within the community and mobilize them to be a face at every decision point.
- The second group session pertained to organizational change and specifically, how to effectively deal with change in general on a personal and professional level, and the accompanying emotions, planning and action steps required.
- The wrap-up session featured a library 'maskarade'/fashion show in which staff showed off their own hand-made face masks.

### Dashboard Statistics

- Elizabeth reported on the dashboard statistics. Artis commented that she is amazed by how many activities people are doing online.

### Staffing Update

- With the new fiscal year budget, we received 2 new full-time Library Assistant positions and 3 new permanent part-time positions (one Librarian and two Library Assistants). We expect to fill the 2 new full-time Library Assistant positions soon for Braden River and Central Library. Minimum qualifications include a Bachelor's degree and 1 year of customer service experience.

### Braden River Library Renovation Update

- Elizabeth, Tammy and Cathy Laird met recently with Willis Smith. We are set to go before the Board of County Commissioners in November for approval to proceed with construction. When completed, the facility will gain roughly 4,000 square feet of space. The construction for Phase 1 will start in December on the adult collection side of the

facility. Phase 2 will commence in May for the Youth Services' side. As construction progresses, we might have to close Braden River for a little while. However, Tammy noted that intermittent closures are much better than being closed for several weeks on end.

### East County Library

- A meeting was held recently for the first time since July in which items for a 'wish list' and budget were discussed. They are progressing toward the 60% mark. We are also considering funding from outside of the County. Site permitting is on the horizon.

### Citizens' Comment

- None.

### Next Meeting

Artis announced that the next virtual meeting of the Library Board of Trustees will be held on **Thursday, November 19 at 2 p.m. in the Central Library Auditorium.** We will observe social distancing and will wear personal protective equipment.

### Adjourn

With no further business to discuss, Chairperson Wick motioned to adjourn the meeting. The motion was accepted by Christine Callahan and seconded by Myron Robinson. The meeting adjourned at 2:29 p.m.