



## Manatee Library Board of Trustees Meeting Minutes

November 19, 2020

Central Library Auditorium, 2 p.m.

### Roll Call

#### Present

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

#### Excused

- None

#### Guests

- None

### Call to Order

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

### Approval of Minutes

Artis Wick noticed that an error was made in the October 15, 2020 minutes. The word 'virtual' should be removed on the last page, under "Next Meeting." The November 19 meeting was in-person rather than virtual. Christine Callahan motioned to approve the minutes as amended, and Patsy Ugarte seconded. Therefore, Artis Wick announced the minutes were approved as amended.

### Library Manager's Report

- Elizabeth announced that the Libraries are fine-free and thanked the Board for approving this measure. She has seen several articles in the press while receiving a minimal number of complaints.

- Elizabeth has recently had numerous conversations and emails with School District officials to discuss allowing students to use their ID cards as library cards. A sample agreement has been sent to Ava Ehde and the County Attorney's Office. It will potentially go into effect by early next year.
- Elizabeth and Tammy have been discussing the library's functionality (i.e., what is the mechanism to work most efficiently for all branches? How do we serve everyone equally and provide ample support?).
- All branches will receive digital signs except for Palmetto, Rocky Bluff and Central. The City of Palmetto declined to receive one due to a planned roundabout near where the sign would be located. Rocky Bluff already has a digital sign in place. Central Library was inadvertently omitted from the list by Property Management. Since the funding opportunity via the CARES Act has already passed, Central Library will be placed on the list if a future opportunity arises, or if we pay for it on our own.
- A naming mechanism was announced for branding and unity. Each sign will have two lines: the top line will be, "Manatee Library." The second line will indicate its location. For instance, the sign at Braden River will appear as:
  - Manatee Library
  - Braden River
- The Central Library will be referred to as "Downtown Bradenton" for its location.
- Patsy Ugarte mentioned that the Palmetto Friends have funds set aside and might be willing to pay for a digital sign. She offered to speak to the Palmetto Friends who have been in contact with Jeff Burton. Elizabeth suggested that Patsy speak with Megan to discuss options.
- Tammy mentioned that we will be adding seating at locations to sit for a while; however, we will not change requirements such as length of stay and temperature checks. Computer usage is holding steady and we're not seeing anyone waiting. Staff is aware of the need to increase computer time for instances such as when customers complete job applications.

### **Annual Plan of Service**

- The Library Annual Plan of Service for FY2020-21 was discussed and approved by a unanimous vote of the Board members.

### **Dashboard Statistics**

- Elizabeth reported on the dashboard statistics. Patsy was impressed that the numbers trended upward despite all the happenings from last year to this year. There was an increase of 135% in circulation materials.
- Tammy stated that we have reinstated a smaller version of curbside service for those customers concerned with entering the library. Patsy remarked it is also good news for those with mobility issues.

### **Staffing Update**

- Our Technical Services Librarian resigned to pursue another job opportunity. We changed the job description and will recruit. This is a critical position because the incumbent manages the catalog, acquisitions and interlibrary loan functions.

### **Braden River Library Renovation Update**

- The Braden River expansion project is on schedule. The virtual final walk-through has been rescheduled until December 2. Parking spaces on State Road 70 and some spaces on the other side will be unavailable during construction. However, accessible

parking for customers with mobility issues will be reserved and in compliance with ADA requirements.

- All the shelved items in the collection will be shrink wrapped. Needed items will then be pulled from other branches.
- Construction is projected to take place during all of 2021. The first phase involves the new addition, followed by the HVAC system for the adult wing and then lastly the children's wing. There will not be any kids' programming during summer reading due to the construction project; however, other branches will offer virtual summer reading programs. We potentially might close for 1-2 weeks during phase 2 also.
- Curbside service might be offered so that people won't have to park too long.

### East County Library

- The project is moving along. Two weeks ago, we chose where to locate hard data lines.
- A layout change was made that we disagreed with and we were able to revert to the original intended layout.
- The location of a generator, transformer and IT equipment has yet to be determined.
- The next meeting will discuss site lighting.
- We should have an expansion plan in the works because we are quickly running out of space already, possibly to include moving the genealogy collection to Braden River since many customers who use the genealogy collection live in that area.
- In the near term, we must set up priorities, make staffing projections and define the opening day collection considering our budget.
- Patsy inquired about the completion date. Elizabeth responded we have finished and been approved for 30%.
- We have discussed furniture options but have not been given a furniture budget yet. We have planned for storage areas and must be mindful not to go beyond what we can store.

### Citizens' Comment

- None.

### Next Meeting

Artis announced that the next meeting of the Library Board of Trustees will be held on **Thursday, January 21 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 2:36 p.m.