



## Manatee Library Board of Trustees Meeting Minutes

February 21, 2020

Central Library Business Incubator, 2 p.m.

### Roll Call

#### Present

- Cathy Laird
- Tammy Parrott
- Artis Wick
- Patsy Ugarte
- Christine Callahan
- Marion Duncan

#### Excused

- Myron Robinson

#### Guests

- None

### Call to Order

2:02 p.m. by Artis Wick, Chairperson

### Introduction of New Members

Chairperson Artis Wick welcomed our 2 new Library Board of Trustees' members, Christine Callahan and Marion Duncan and said that the group is very glad that they are here. Artis said that the purpose of the Board is to discuss and recommend applicable policies and procedures for the Library system. It is also a great way to hear a rundown of what the libraries are doing. Cathy Laird introduced herself as the Interim Library Services Manager. Since the previous LSM got a job out of state, Cathy has filled this role since October and is helping to 'keep things running smoothly.' She is currently the Braden River Supervisor and has over 20 years' experience. Tammy Parrott introduced herself as the Assistant Library Services Manager. She joined Manatee Libraries in September, 2 weeks before the former Library Services Manager departed. She and Cathy work very well together! Tammy brings with her over 15 years' experience in library services and administration.

## Approval of Minutes

Artis Wick inquired if everyone reviewed the minutes of January 16, 2020 and if there were any comments, suggestions or corrections. No corrections were made. Patsy Ugarte made the motion to approve the minutes as written. Marion Duncan seconded. Therefore, Artis Wick announced the minutes were approved as written.

## Library Manager's Report/Board Updates

### 100 Women of Manatee County Exhibit

- To celebrate women's contributions to Manatee County and in honor of the 100<sup>th</sup> anniversary of the 19<sup>th</sup> Amendment and women's right to vote, the Information Services' staff hosted an exhibit in the Eaton Room. There was a great turnout of people, including County Administrator Cheri Coryea, who have shaped the history, politics and culture of Manatee County. As a matter of fact, one librarian's great grandmother was featured in the exhibit.

### Kids' Biz at Braden River

- On January 25, Braden River Library hosted a merchant fair with approximately 25 young entrepreneurs. The kids brought their products to sell that they developed. They also attended workshops taught by local business professionals on the importance of product placement, price and promotion.

### Fabric Wreath Making Class

- Arts and crafts Librarian Rachel Suntop taught a very popular class on how to make wreaths out of fabric. It was very well attended, and everyone seemed to enjoy themselves.

### Reader's Theater

- Over 50 people came to see the Asolo Rep Player Reader's Theater. It offered thematic programming and was a fun and engaging way to see a play.

### Tech Training

- Tech Trainer/Librarian Stephanie Katz increased the technology literacy of seniors in a Windows 10 class at Palmetto.

### Afterschool Science Club

- Youth Librarian Renee Stokes facilitated the on-going afterschool science club at the Central Library.

### Creative Aging series

- Programming Coordinator/Librarian Jyna Johnson puts together a series of events in which participants build on what they've learned before, make new friends, make new acquaintances with others of like interests, and build a sense of community as they hone their skills. Recently, an Improvisation class for seniors had an overwhelming success. The Libraries plan to offer this class again.

### **Library Usage Statistics**

- Library material usage statistics have trended upward over the previous October. Circulation has increased by 16%, which includes eBooks (an area that has consistently been growing for all libraries). Our collection development policy aims to provide what the public demands and in the right format.

### **Coming Attractions**

- The always-fun Recycled Fashion Show is scheduled for April 18. Christine asked if we partner with schools. Cathy said that we've experienced varying results. We do make an effort, but some schools don't have the time since their resources are stretched.

### **Fines and Fees**

- The Libraries' Fines and Fees policy was updated in May 2019. It was discovered that after we went through an audit by the Clerk of Court, we had removed the words "or fees." We meant any amount of money; however, the Auditor thought that staff was just able to waive fines, not fees. Therefore, we revised the Fines and Fees' policy to add these words again. The Library Board of Trustees unanimously approved our recommendation to reintroduce these words "or fees" into the document.

### **Braden River Renovation**

- Groundbreaking will occur in May or June 2020. Comments will be included in construction documents. When we go for the permit, we will get bids from the contractor. Funds for design changes to the HVAC system have been set aside, but there are no monies to do them. Therefore, the former HVAC piece needs to work in conjunction with the new building. Light fixtures and carpeting must match too. It was decided that this can be separate and finished at a later date as we find the money. The fire sprinkler system must also be done in tandem with the current work.

### **East County Library**

- We are working on the floor plan. Tammy and Cathy went to the Venice Library to see first-hand a new build and apply what Sarasota County Libraries learned. The only complaint was that the Venice Library should have built a bigger creative space. The Gulf Gate Library is a two-story building with a less flexible layout. Librarians at Gulf Gate recommend that they should have installed more electric outlets. Christine Callahan asked if solar power was being considered at any building? She is curious about all things sustainable and suggests it is worth the investment at the outset. Cathy and Tammy mentioned that they will have another East County task force in the Premier Sports Complex. An active Friends' group has been formed.

### **Public Library Association Conference**

- Tammy and 6 staff members will attend the upcoming PLA Conference. Most people are traveling Tuesday and returning Saturday and will cover as many different sessions as possible during this time. Courtney DeSear will attend and share information on collection development, while Rachel Suntop will focus on programs. Since the Libraries are making a big investment by sending staff members, we want attendees to network and attend a variety of sessions.

### **National Library Week 2020**

- Artis mentioned that National Library Week will be celebrated in April. Every year, we make goodie bags for each staff member. Artis will get the gift certificates from John Horne with Anna Maria Oyster Bar. Patsy volunteered that Ugarte and Associates will provide scented soap bars, tissue packets, seed packets and a wild flower publication.

### **New Business**

- It was suggested that Board members need name tags. Perhaps they could be commercially purchased, or hand made in Area 52? Name tags would help Board members as they advocate on behalf of the Libraries.

### **Citizens' Comment**

- None.

### **Next Meeting**

The next meeting of Library Board of Trustees will be held on Thursday, March 19 at 2 p.m., in the Central Library Business Incubator.

### **Adjourn**

Chairperson Wick motioned to adjourn the meeting. The motion was accepted by Patsy Ugarte and seconded by Christine Callahan. The meeting adjourned at 2:47 p.m.