



Manatee Library Board of Trustees Meeting Minutes

May 21, 2020

Zoom virtual meeting, 2 p.m.

Roll Call

Present

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

Excused

- Myron Robinson
- Tammy Parrott

Guests

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

Call to Order

2:05 p.m. by Artis Wick, Chairperson

Approval of Minutes

Artis Wick inquired if everyone reviewed the minutes of February 21, 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. Christine Callahan seconded. Therefore, Artis Wick announced the minutes were approved as written.

Library Manager's Report/Board Updates

Libraries' Temporary Closure

- Cathy said that we were in a 'holding pattern' as directed by Manatee County Administration. We are evaluating the biometrics that the County requires us to consider in order to maintain a safe environment for staff and (eventually) customers. Staff has cleared off all countertops except for a desktop computer and telephone which are easy

to wipe down. All non-laminated signage, flyers and brochures have been removed. Any materials that cannot be stored in cabinets have been covered in wipeable plastic. Markings have been placed on the floor to indicate traffic patterns. The County review team has toured and evaluated all County facilities to determine when we may re-open to the public. As of today, libraries may have 50% staff within the buildings to prepare for curbside services beginning on June 1 at the downtown Central Library and on June 2 at the branches. We will have one week's worth of curbside pickup of materials before we open our facilities to limited occupancy. We anticipate having a staff member at the entrance(s) to keep track of the number of customers entering and exiting the building. County Administration is monitoring the number of positive Covid-19 cases and are looking for 14 consecutive days of a downward trend in order to move into phase 2 of the re-opening process.

Library Usage Statistics

- Cathy reported that we have been doing a lot of remote work since our closure on March 18 and have in fact been busier than ever! Library staff has created videos, movie reviews and story times that are posted on our website. Cathy discussed statistics during the entire closure, including the number of new library cards that were issued (1,155), the number of Hoopla users (780), and the number of audiobook users with RB digital (157). Our foreign language online database, Mango, had 1,020 language sessions for those wishing to learn. Additionally, customers logged into Lynda.com and viewed over 3,500 videos. We even had over 2,600 You Tube views for our original content videos. We noticed a huge increase in analytics from the website as compared to the same time last year. For instance, there is an 88% increase in 'Connect with Us,' a 69% increase in research, a 79% increase in obtaining a library card, and a whopping 198% increase in Ask a Librarian email or chat responses. Artis commented that she is very impressed by our results and noticed that we have received national recognition by a library organization. Librarian Jyna Johnson interjected that a fellow librarian, Stephanie Katz, garnered a 'Mover and Shaker' award from Library Journal for her online literary journal, *805*. She even has plans to publish a book in September.

Braden River Library Renovation Update

- Plans for Braden River's renovation have been completed. It will be going out for bid now. They will start the actual building work soon thereafter, projected to be in early summer.

East County Library

- This project is in the planning phase. We will invite the public to a virtual meeting soon and will post information online so that community members may review the plan and provide input regarding what they like and do not like in the plans. Cathy and Tammy continue to participate in weekly meetings with the design/build team.

National Library Week 2020

- Artis mentioned that National Library Week occurred in April; however, it was not observed due to Covid and the libraries' closure. She has been busy gathering bookmarks, can koozies and gift certificates. Artis will also contact John Horne of Anna Maria Oyster Bar for their very generous annual donation of restaurant gift certificates (once they re-open to diners). She suggested perhaps we gather the first week of July to pack goodie bags. Patsy volunteered that Ugarte and Associates will provide scented soap bars, tissue packets, seed packets and a wildflower publication.

Cancellations due to Covid

- The Florida Library Association conference was cancelled due to Covid. Additionally, the annual Voyager trip overseas has been postponed.

Questions/concerns:

- A question arose about due dates and the processing of materials. Cathy responded by saying that we encourage customers to keep their items at home. We have extended all of the items' due dates so that fines will not accrue. When checking in items, staff members wear gloves and face masks. Materials are placed on book trucks which are then quarantined in a vacant meeting room for 3 days before the items are returned to the shelf. Book drops are available 24/7.

Citizens' Comment

- None.

Next Meeting

The next virtual meeting of the Library Board of Trustees will be held on **Thursday, June 18 at 2 p.m. via Zoom**. A calendar invitation with the Zoom link will be sent out a week prior to the meeting.

Adjourn

With no further business to discuss, Chairperson Wick motioned to adjourn the meeting. The motion was accepted by Christine Callahan and seconded by Patsy Ugarte. The meeting adjourned at 2:33 p.m.