



Manatee Library Board of Trustees Meeting Minutes

September 17, 2020

Zoom virtual meeting, 2 p.m.

Roll Call

Present

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

Excused

- Myron Robinson

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 July 16, 2020 and if there were any comments, suggestions or corrections. No corrections were made. Christine Callahan made the motion to approve the minutes as written. Patsy Ugarte seconded. Therefore, Artis Wick announced the minutes were approved as written.

Welcome to Elizabeth Partridge, Library Services Manager

Members took turns introducing themselves to Elizabeth:

- Artis Wick shared that she is the Chair of the Board and is a retired Librarian, having worked at Ringling for 23 years (although she said one never stops 'being' a librarian!). Artis has proudly served on the Library Advisory Board for 12 years.
- Patsy Ugarte recently retired from the architecture firm she and her husband operated in Palmetto. She anticipates it will take 6 months to wrap up her work. They will donate

office furniture to Habitat for Humanity. Patsy has proudly served as a Master Gardener for over 20 years and recently planted a demonstration garden at the Fairgrounds (along with Christine).

- Christine Callahan is a fellow Master Gardener. Since she is a retired software developer, Christine always thinks in terms of data. Christine is also an avid reader and lover of libraries.
- Marion Duncan enjoyed a 25-year career at the Sarasota County School Board as an educator. He and his wife are realtors and they have lived on the Island for 46 years. He enjoys volunteering at the Island Branch and even volunteered for Artis at the Ringling at one point in his career!

Status of Library Services during Pandemic

- Elizabeth stated that library operations have been going well considering that services were altered to be offered in a variety of ways. There has been no increase in service levels. We have not had in-person programming or volunteers since March. She commented that customers have been cautious as they have re-entered our facilities, in much the same manner that people behave in stores and restaurants. Some patrons have asked for increased time on the computers. Tammy stated that occasionally we have received complaints, but it is understandable, given the interim state in which we are operating.

Library Manager's Report/Board Updates

- Elizabeth announced we are at the end of the County's fiscal year. With the approved budget which was established 18 months ago, we will acquire 2 new full-time Library Assistant positions and 3 new permanent, part-time positions (a Librarian and 2 Library Assistants). Most staff members have returned to the workplace. A few staff members were ill, but all recovered. Staff is exercising good care and caution for themselves and their co-workers by wearing face masks, disinfecting surfaces, and maintaining social distance. In addition, we anticipate updating some systemic standard operating procedures for ease of management. These proposed changes will be coming before the Board of Trustees for consideration and approval.
- The State Aid to Libraries grant application will go before the Board of County Commissioners on September 29 for their consideration. The Library Board of Trustees had previously approved it. Once approved by the BCC, the documents will be uploaded to the Florida Division of Libraries' website by the October 1 deadline.
- On the dashboard statistics, the line dips in April to the present due to the pandemic. Despite this environment, statistics are close to the "regular" circulation numbers.

Braden River Library Renovation Update

- Braden River Supervisor Cathy Laird will coordinate the construction of her branch's renovation. We are set to go before the Board of County Commissioners on September 29 for approval to proceed with construction.

East County Library

- There have been no meetings since July.

Library Master Plan

- Elizabeth and Tammy have had lengthy discussions with the consultants and what is expected of them. There has been no new draft since December. Thus far, Library Administration has been disappointed with the product and wants to see Tammy's additions. However, Elizabeth and Tammy are confident that they will eventually get a usable final product.

Citizens' Comment

- None.

Next Meeting

Artis announced that the next virtual meeting of the Library Board of Trustees will be held on **Thursday, October 15 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 2:23 p.m.