



Manatee Library Board of Trustees Meeting Minutes

October 21, 2021

Central Library Auditorium, 2 p.m.

Roll Call

Present

- Tammy Parrott
- Artis Wick
- Christine Callahan
- Patsy Ugarte

Excused

- Myron Robinson
- Marion Duncan

Guests

- None

Call to Order

2:04 p.m. by Artis Wick, Chairperson

Approval of Minutes

Artis Wick called the meeting to order. Artis inquired if everyone reviewed the minutes of July 15, 2021 and if there were any comments, suggestions or corrections. No corrections were made. Patsy Ugarte made the motion to approve the minutes as written, and Christine Callahan seconded. Therefore, Artis announced the minutes were approved.

Status of Library Services Manager position

- Tammy announced that Elizabeth Partridge has resigned from her position, effective October 1, 2021. She and her family are returning to Washington state.
- Tammy has been serving as Interim Library Services Manager and filling both roles. This is doable since she and Elizabeth worked very closely together, and Tammy has not been presented with any new tasks that she hasn't completed before.
- The LSM posting will close on November 4.
- Ava had selected an interview panel but Interim NSD Director Lee Washington may change its composition.

- Tammy has physically moved into the LSM office because there are large easel pads posted on the walls to guide projects and meet deadlines.

Manager's Report / Library Updates / Status of Services

- The fiscal year has finished, and we've begun a new fiscal year as of October 1.
- Self check machines were removed from the floor because they were out of date and compromised due to a bug.
- Tech Services' Supervisor Andy Sulavik has been working with vendors to get bids for new self check machines that will scan bar codes and RFID tags while we tag the collection. Eventually we will be moving to only RFID tags.
- New copy machines have been purchased that can copy, fax, scan and print (with a color option). We would like to have print release stations in the future.
- Makerspace construction has finished except for Rocky Bluff Library. Unfortunately, renovations came in over budget because we had to add a room, change the sprinkler system, HVAC, lighting and a study room. We hope to assemble a funding package from many sources (gift fund, Library Foundation and perhaps monies from the County) to complete the Rocky Bluff makerspace and study room project to enhance services.
- Programming has resumed system-wide.
- We are now renting meeting room spaces and it is working well.

Construction Updates

- East County:
 - The Library will occupy the 1st floor (25,000 square feet)
 - The 2nd floor and 3rd floor deck will be occupied later
 - Library funding has been enveloped into the Premier Sports Campus funding package, to be addressed at the 10/26 BCC meeting
 - Soon, Library furniture will be chosen
 - Approval for a \$400,000 opening day collection has already been confirmed
 - Existing collection will be shifted from other branches to balance resources
 - Approval has been given for 17 new staff (including part-time positions)
 - Operating hours have not been established
 - No ground-breaking date has been set
 - Construction is anticipated to take 425 days, but this timeline will be updated at the next construction meeting
- Braden River:
 - Expansion has been completed.
 - Ribbon cutting date has not been determined
- Central Library:
 - All interior projects have been completed
 - Makerspace walls were removed to allow for more open classes; however, a rolling wall may be used to divide the room when needed
 - Reel electrical cables were installed (hanging from the ceiling) to increase safety and avoid a tripping hazard

Dashboard Statistics

- Material usage for September 2021 was up 2% from September 2020.
- This number may not be as robust as normal because of the Library closure for several weeks in August and early September.
- The East County Library is expected to be very busy due to the number of residents in the eastern portion of the County.

Staffing Updates

- Aileen Valdes was promoted from Palmetto Library Librarian II to Island Library Librarian III
- 2 OPS Library Assistants (Joe Watson and Amanda Gates) and a permanent, part-time Library Assistant (Selena Palacios) were promoted to full-time, regular Library Assistants
- Currently, we are recruiting for:
 - Librarian I in Technical Services
 - Librarian I in Information Services
 - Library Services Manager
 - Librarian II in Rocky Bluff
- Ava Ehde resigned as NSD Director. Previously, she served as Library Services Manager and Island Library supervisor

All Access Card

- Initiative has been successful
- Staff did a great job planning and implementing it
- Library staff participated in a Manatee School District principals' meeting in which educators expressed excitement about Tutor.com, an electronic database their students may use for one-on-one tutoring with All Access cards
- If a student already has a library card, 2 separate accounts will be created
- All Access cards expire when an individual turns 19 years old and can be converted to a 'regular' card

Library Board of Trustees' Appointments

- Terms will expire on 1/31/2022 for:
 - Artis Wick, representing Manatee County At-Large
 - Myron Robinson, representing Unincorporated Manatee County
- Vacancy announcements will be posted soon via a press release
- Appointments to the Library BOT must be confirmed by the Board of County Commissioners at their January 2022 meeting

Citizens' Comment

- None.

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 2:43 p.m.