



Manatee Library Board of Trustees Meeting Minutes

July 15, 2021

Central Library Auditorium, 2 p.m.

Roll Call

Present

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

Guests

- None

Call to Order

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

Approval of Minutes

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

Manager's Report / Library Updates / Status of Services

Elizabeth announced we have many things going on, such as the revised meeting room policy:

- The revised meeting room policy has been placed on the 7/27/21 Board of County Commissioners' agenda. Once approved, it will be implemented (aiming for 9/1/2021).
- We have a new online room scheduler. Previous users are being notified of the policy change.
- Partnering organizations won't have to pay since they fall within our offerings and programming goals such as genealogy and open kids' programs like 40 Carrots. However, there will be a few entities who must pay, such as HOAs.
- If an organization is holding a closed meeting, they'll have to pay.
- Any 501c3 organizations open to the public will be free.

- All Covid restrictions have been removed. While there are no time limits and no mask requirements, the potential for infection still exists. We must take precautions to keep people as safe as we can. The public agrees with this stance. Masks are encouraged but we are not allowed to ask vaccination status.
- Participants must register for programming to keep numbers down. Rocky Bluff Library held a ceramics program outside and participants were happy.

Library Manager's Report

- Island: has a makerspace cabinet in their meeting room for craft programming and story time.
- South Manatee: has a new makerspace to the left of the circulation desk behind the computer area. The door was removed which increased the square footage of the makerspace. Shelving and locking cabinets will be installed for tools.
- Palmetto: didn't need a makerspace, but they will have a 2-person study room (formerly an expanded closet). Although this is not ADA compliant in size, the makerspace is ADA compliant.
- Rocky Bluff: their projects are on the CIP wish list
 - Move public computers closer to circulation
 - Convert space into makerspace for now. This will be a mid-sized conference room.
 - Add 2 study rooms.
 - After 8 years, the full-service café will close and turned into a tech bar with staff to help patrons (Tech Time help time small group classes) or charge devices.
 - In-house Chrome books will be available for check out (stored at RKB)
- Central: the Programming Department (3 librarians) carved out a space in the Technical Services' area. The Makerspace will be re-opened soon with expanded hours. The Meeting Room houses a sound booth and recording equipment for podcasting. The rest of the Meeting Room will have sound absorption to benefit such programs as the ukulele class. A wall was also installed between the Friends' bookstore and Tech Services (staff area).
- School ID cards will now be all access cards to public libraries' services which will remove a barrier to resources and greatly assist our community). We are uploading nearly 60,000 students into our database and must build safeguards in to track lost items and make adjustments as we go.
 - Sept. 9 from 9-11am will kickoff the program with the County Administrator and Superintendent of Schools to announce the rollout of the program

Dashboard Statistics

- Material usage for June 2021 was up 46% from June 2020.
- The number of users is growing, and they are using more materials.
- Circulation is up 76% reflecting the restricted number of patrons allowed in June 2020 due to Covid.
- Christine requested that we expand dashboard statistics to indicate demographics - - who is using the library? We can determine activity based on zip code.

- Elizabeth stated that there has been no real strategic planning in place for a while. State Aid requires us to turn in an annual plan of service and long-range plan covering 2-3 years. The goal is to have one library with the same mission and vision at many locations to accomplish goals for our whole community.
- Tammy has upcoming meetings with the consultants for the Master Plan. Brad Waters will come in October to meet with the Board of County Commissioners. The Master Plan is intended to inform our strategic plan and will work with the County's comprehensive plan to make sure we abide by FL Library standards.

Staffing Update

- We have 2 new permanent, part-time Library Assistants (Draper Harris and Selena Palacios) and 3 new OPS Library Assistants (Joe Watson, Cara Gallo, and Amanda Gates) who joined us recently.
- The RKB Youth Librarian will start at the end of August.
- Currently recruiting for: Island and Palmetto Youth Librarians, Library Assistant at the LIT, and permanent part-time Librarian in Tech Services.

Braden River Library Renovation Update

- The renovation is on schedule. The Friends paid for the new carpet. The County will install new flooring in the lobby and work room.
- The expansion area is awaiting ceiling tiles.
- Grand re-opening is set for October 2021.
- Air conditioning renovation project is nearly complete.
- Braden River will be closed for 1 week in August for the installation of new flooring.
- Curbside service worked well.
- Sarasota's Fruitville Library and Rocky Bluff Library has seen increased traffic from the Braden River overflow.
- Braden River staff has worked at other locations during the construction.
- While we do have \$400,000 to pay for a new roof if we must, we are looking at other avenues to pay for it.

East County Library

- We are nearly 100% in planning. Permitting starts afterwards.
- Ground breaking planned for October 2021.
- Stairwell on the outside of the building will have an outside elevator.
- We are investigating the use of American Rescue Plan funds to pay

Palmetto Pollinator Garden

- Patsy complimented the staff for maintaining Palmetto's pollinator garden and said it looks fabulous!
- They are working on signage now.
- Serving as maintenance coordinator, Patsy gathers volunteers to modify the garden beds so that the County maintenance crews don't injure them.

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 3:03 p.m.