



Manatee Library Board of Trustees Meeting Minutes

January 21, 2021

Central Library Auditorium, 2 p.m.

Roll Call

Present

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

Excused

- Patsy Ugarte

Guests

- None

Call to Order

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

Approval of Minutes

Artis Wick called the January 19, 2021 meeting to order. Artis inquired if everyone reviewed the minutes of November 19, 2020 and if there were any comments, suggestions or corrections. No corrections were made. Myron Robinson made the motion to approve the minutes as written, and Christine Callahan seconded. Therefore, Artis announced the minutes were approved as amended.

Library Manager's Report

- Elizabeth declared that the Libraries are still open and have not had many changes in terms of building capacity since the previous Board meeting in November 2020. We are still requiring temperature checks upon entry, wearing face masks, maximum 30-minute lengths of stay, and extensions on computers for those people requiring extra time for employment, educational and economic reasons (i.e., job applications).

- Several food bank donation barrels were removed from a few branches for reasons unknown. Since no staff will be in contact with the donation barrels, the decision was made to return all food barrels to the locations.
- Although no periodicals have been made available for patrons since the start of the pandemic, two local newspapers are now available for people to read while in the library. Library Administration will explore the balance between providing enough periodicals while mitigating the chance of spreading germs using shared high-touch items. Elizabeth said that we don't want to give the impression that this environment is safer than it is. According to the weekly Manatee County dashboard, the positivity rate was above 10%, dropped several percentage points and now has begun to climb once again. We must be vigilant to not contribute to an upward positivity trend.
- Artis inquired if we are accepting book donations, and Elizabeth replied not at this time since staff must process book donations by hand (unlike food donations that remain untouched by staff). Tammy added that we only have 2 volunteers at a time in the buildings who process the donated materials after staff touch them. Volunteers must follow stringent safety precautions to sign in/out and abide by travel restrictions.
- We have had several staff members test positive for Covid. However, we've done a good job of quarantining them as soon as we are alerted. If a staff member shows Covid-like symptoms, we send them for rapid testing. If positive, they remain at home and must show a negative test report to return to the building. Additionally, employees have shown much concern and respect for each other and don't want to infect their co-workers.
- Internal work teams have been identified and will be redesigned for:
 - ✓ Marketing
 - ✓ Youth Services
 - ✓ Safety/Emergency Management (to implement fire drills, CPR training, Code Adam for missing children and hurricane/disaster preparedness and staff emergency response roles)
- Working on having school ID cards be used as library cards. We are awaiting a response from the County Attorney's office regarding our Request for Legal Services to determine its feasibility and the agreement's language. If so, we will coordinate with the School District. It would be a tremendous gain for students, teachers and libraries.
- Budget requests for the next 2-year cycle were submitted. For the new East County Library, we are requesting:
 - ✓ One Librarian III (Branch Supervisor)
 - ✓ 21 part-time positions
 - ✓ Open internal opportunities will be available for existing staff
 - ✓ Opening day collection
 - ✓ Budget requests will be reviewed after 2/19
- Elizabeth and Tammy engaged with Friends' groups, asking them to participate in an advocacy campaign. Elizabeth shared with them a video that discussed how to be an advocate to promote the Library's services and raise constituents' awareness. The video will be shared with the Board of Trustees at the February meeting.

Dashboard Statistics

- Elizabeth reported on the dashboard statistics. There were no questions or comments.

Staffing Update

- Our Youth Librarian at the Rocky Bluff Library resigned to work closer to her home in Venice. We are recruiting for her replacement.
- Internal candidates are interviewing for the Programming Librarian position within our new Programming Department.
- Candidates for the Technology and Collection Services Librarian III have submitted 1-way video interviews. From this group, candidates will be selected to continue with 2-way virtual interviews. This is a critical position because the incumbent manages the catalog, acquisitions and interlibrary loan functions.

Braden River Library Renovation Update

- Lighting fixtures have been selected in the improved ceiling and new areas.
- Conduit for fiber wires has been placed.
- Fencing is up which has blocked the original entrance. Customers must use the entrance by the Highway Patrol building. Elizabeth will seek DOT approval to have a permanent library sign installed on State Road 70.
- Construction should be completed by summer 2021.

East County Library

- Location: Premier Sports Complex on Rangeland Parkway with approximately 25,000 square feet per floor.
- Although we are nearing 60% during the planning phase, the project is currently in a slow down phase. At the end of November, it was discovered there is no ready access to the 2nd floor from inside of the building for staff to use.
- We also discovered another discrepancy: the architect's report didn't intend for loaded book shelves to be placed on the 2nd floor. As drawn, the floor was engineered to support a 'standard' load including furniture, rather than being able to support loaded book shelves. The architectural firm mistakenly believed County offices and an auditorium would encompass the 2nd story.
- To resolve the issue, Property Management and the architects will make adjustments to have the floor support the load before any further work can be done. County Administration must also assign new funding sources to accommodate the necessary changes to the design before we move forward. We hope to learn how much of a budget we have been allocated to help us make informed decisions. Myron Robinson suggested that Library Board of Trustees, Library Administration and architects have a meeting; however, it was reiterated that Property Management Department owns the buildings.
- Library Administration will make additional choices for carpet on the 1st floor.
- Target completion: 425 days from start of construction.
- The County and the architectural firm have had 3 meetings with Lakewood Ranch residents and have incorporated their input into the design.
- An advocacy video and the proposed East County Library's floorplan will be shared at the February meeting.

Goodie Bags

- Artis Wick inquired about distribution of goodie bags to staff.

Citizens' Comment

- None.

Next Meeting

Artis announced that the next meeting of the Library Board of Trustees will be held on **Thursday, February 18th at 2 p.m. in the Central Library Auditorium.** We will observe social distancing and will wear personal protective equipment.

Adjourn

With no further business to discuss, Chairperson Wick motioned to adjourn the meeting. The motion was accepted by Christine Callahan and seconded by Myron Robinson. The meeting adjourned at 2:51 p.m.