



## Manatee Library Board of Trustees Meeting Minutes

June 16, 2022

Central Library Conference Room, 2 p.m.

### Roll Call

#### Present:

Tammy Parrott  
Christine Callahan  
Jim Russell  
Marion Duncan  
Lyn Begraft

#### Unable to Attend:

Patsy Ugarte  
Jenny Daugherty

#### Guests:

None

### Call to Order

2:01 p.m. by Chairman Marion Duncan.

### Approval of Minutes

Marion inquired if everyone reviewed the minutes of March 17, 2022. No corrections were made. Jim Russell made the motion to approve the minutes as submitted, and Christine Callahan seconded. Therefore, Marion announced the minutes were approved.

### Introduction of Lyn Begraft, Assistant Library Services Manager

Tammy introduced Lyn as our new Assistant Library Services Manager who joined us on June 6. Tammy said that Lyn has a lot of experience in public service and has a 'very strong public facing customer service' approach to Libraries. The reporting structure will shift so that Lyn will be the dedicated point-person for the branches.

Lyn stated she has been working in Libraries for the past 24 years, starting as a children's librarian. She previously served as a Library Director. Lyn has family living in the area and is excited to be serving the community in this capacity. We welcome you, Lyn!

### Manager's Report / Library Updates / Status of Services

- **Island:**
  - Tammy announced we are continuing to receive delivery of the new furniture that the Island Friends' group purchased.
  - Parking is becoming an issue again (people are attending summer reading programs).
  - Island is one of two branches who needed to repost for expanded hiring.
  - We will be rolling out new expanded hours beginning on August 1 (not all branches will begin on 8/1 however).
- **South Manatee:**
  - has hired all of their new staff for expanded Library hours
  - SOM has been very creative in decorating for the summer reading program's theme of "Oceans of Possibilities." They have suspended the legs of a diver from the ceiling to create an underwater illusion!
  - System-wide, we have already surpassed the total number of summer reading program registrations from the previous year
- **Palmetto:**
  - Has decorated the top of the bookshelves to resemble coral reefs
  - The garden is wonderful!
  - Palmetto is getting a new sign. It will be wired to be electronic when the City of Palmetto allows it and will blend with the architecture of the intersection. A conduit must be installed to power it.
- **Braden River:**
  - Braden River staff and patrons love their new building!
  - All new staff has been hired; however, one person will not start until July.
- **LITtle Discovery Center:**
  - The LIT participated in the summer reading program as a small branch
  - SRP kickoff had over 100 kids! (the participants came and went, so as not to exceed building capacity)
  - LIT's theme: underwater kelp forest
- **RFID:**
  - Continuing with RFID tagging
  - Have selected a vendor and are awaiting Procurement to verify this vendor
  - RFID tagging will be implemented in 3 phases to tag books, aid in inventory and for use with self check machines
  - We are changing the PC reservation software to a new company that will enhance functionality (to enable remote printing, for example)
  - Adding services to enable us to work smarter, adding infrastructure in an automated fashion to divert staff time to public facing activities
  - Self check machines will be located at all libraries (these machines won't adversely affect any staff position). Staff will do more readers' advisory, programming and outreach.

## Staffing Updates

- Seeking 2 permanent, part-time Library Assistants within Programming. Candidates should be creative and have an interest in supporting the sound lab.
- Fiscal Specialist position was reclassified as an Administrative Specialist to take on administrative and fiscal duties within Library Administration. Recruitment is underway.

- The current Rocky Bluff Assistant Supervisor is leaving the County to work closer to her home. She is a terrific staff member with creative ideas and who accomplished many things here. We wish her well.
- We have high hopes for these currently posted applicant pools since we've had excellent candidates recently.

### East County Library Construction Update

- The construction crew is currently pouring concrete and tying together beams to add the second floor, the third floor and the deck for the third floor.
- Lyn and Tammy will be on-site for the next construction meeting (which occurs every other week).

### Rocky Bluff Library Construction Update

- We received funding from the Library Foundation. They have promised to donate up to \$125,000 to remodel a portion of the library to include:
  - a meeting room/makerspace
  - two study rooms
  - move public computers
  - reconfigure the staff workroom to give them a safer, larger workspace
  - Rocky Bluff's services are growing by leaps and bounds (demographics are drastically increasing).

### Dashboard Statistics

- Circulation continues to trend upward.
- We experienced a slight dip in February (but it still is higher than the previous year's numbers)
- This upward trend signifies the community wants to return to the library!
- All our summer makerspace camps are already booked. These will be held for 2 - 2.5 hours/day for one week. These programs are free. In the event a nominal fee must be charged (for supplies, etc.), then the Friends' groups or Library Foundation will provide funding.

### Status of Central Library

- Board of County Commissioners requested permission from the City of Bradenton to rezone the Central Library building, from 9 floors mixed use (currently) to 16 floors mixed use (proposed). Therefore, this desired waterfront property has the potential of being sold; however, it would likely be several years in the future.
- Any location of Central Library would need a dock and storage.
- Tammy indicated her desire to have a branch built by developers (which would be constructed the most economical way and show good citizenship) and would make strides to increase standards of service. Our county's system is still below FL standards.
- The Information Services' department proactively reviewed maps for potential new sites and a bookmobile.
- Tammy reiterated we will keep the Advisory Board in the loop regarding newsworthy items since the Board members are Library advocates to the BCC.

### Proposed Volunteer Policy

- The Board members discussed the proposed volunteer policy which was shared with them for their approval.
- Tammy noted that the big change is the proposed implementation of background checks on volunteers prior to starting. Currently, no volunteers must undergo a background check.
- The County Attorney's Office has already reviewed it.
- Jim stated that he believes background checks are a 'necessary evil' to ensure the safety of staff and the public.
- Once this policy is approved, a short-term committee will be formed for implementation.
- Jim made the motion to approve the volunteer policy as written, and Christine seconded the motion. All Board members voted in favor of accepting the volunteer policy's wording and implementation.
- Once filled, the newly reclassified Administrative Specialist position will be in charge of coordinating teen and adult volunteer forms.
- Marion reflected on his volunteer experience with Ringling. He suggested that we explore corporate sponsorships for incentives, based on the number of hours an individual volunteers.
- Jim suggested that we look into how an organization like One Blood rewards its donors with gift coupons for products and/or services.
- Christine added that when she has volunteered, she has entered her name into a container to be eligible for a weekly drawing. Perhaps the Friends or Library Foundation could provide prizes? This initiative would make volunteers feel appreciated.
- Tammy said that volunteer hours are turned into the State to qualify for state aid.
- Volunteers shelve books (we don't have paid shelvers). Braden River and Central Libraries have the greatest number of volunteer hours.
- All existing volunteers would not need to re-apply, only those who are new volunteers. However, any volunteers who have been inactive for 3 years must re-apply.
- For anyone aged 13-18 years of age, a parent must sign off on the application.
- Anyone age 19 and older must undergo a background check.

### Citizens' Comments

- None.

### Upcoming Meeting

- Will be held on July 21, 2022, at 2pm in the Central Library Conference Room.

### Adjourn

With no further business to discuss, Chairperson Duncan motioned to adjourn the meeting. The motion was accepted by Christine Callahan and seconded by Jim Russell. The meeting adjourned at 2:41 p.m.