



Manatee Library Board of Trustees Meeting Minutes

November 17, 2022

Central Library Conference Room, 2 p.m.

Roll Call

Present:

Tammy Parrott
Jim Russell
Marion Duncan
Lyn Begraft

Unable to Attend:

Patsy Ugarte
Christine Callahan
Jenny Daugherty

Guests:

None

Call to Order

2:00 p.m. by Chairman Marion Duncan

Approval of Minutes

Only two present, October minutes are not able to be approved. Marion advised the minutes will be approved at the next meeting. We will not have a meeting in December and will meet again in January.

Manager's Report / Library Updates / Status of Services

- Busy week, part of this at the HR level.

Dashboard Statistics

- Services are busy – increase in people and activities at branch Tammy and Lyn were at in the morning.
 - Marion asked which branch they were at. Tammy advised they were at South Manatee.
 - Staff is advising that they do not feel as busy, but they are doing more.

- We want to be open when it is good for our customers.
- Jim asked if we feel that we are still going this way? Tammy answered yes, that is our feeling.
- Jim stated people are working together a lot more than before. Things are clicking and you are doing a tremendous job.

Post Hurricane Nicole

- We did close for ½ day.
 - A few staff members that live across the Sky Bridge left early the day prior in case it closed.
- The day of the storm we were contacted by Lee to see if we could open, we did and were back open to the public at 1:30pm.

Staffing Update

- Programming Librarian has been hired. Aaron Drake was an internal hire and is coming from the Island Branch. He has already started as of November 5th but is working at Island still since they are short staffed.
 - Marion asked if he was at the convention with Tammy. Tammy advised that is him and he is very active.
- We have an offer out for the Marketing Specialist. It is an internal candidate, and we are awaiting the background check to come back.
- Perm P/T Assistant – Island and Palmetto, interviews just finished today. Offers will be made this afternoon.
- Perm P/T Assistant YS – candidate has been selected; background check is underway.
- Branch Manager at LWR – taking applications currently. We want to get as many applicants as possible and we are advertising nationally through ALA.
- Librarian I in Info Services – applications are being accepted through 12/16 to include recent graduates.
- We received a resignation from a Youth Librarian at RKB. We are sketching out the posting for that.
- OPS Library Assistant for Island and RKB – we have posted for temporary staff to help them out. Season is not a good time for them to be understaffed.
- F/T Library Assistant in Circ, Island and BR – internal moves have made openings.

Construction Update

- Construction is coming along and still on schedule.
 - We are set for completion early September, opening the beginning of October.

Orientation

- Tammy joined the Tampa Bay Library Consortium as a new Board member, 12/02 is the orientation.

- We have an orientation for our staff but in January would like discuss possibility of a Board Orientation. This could be an annual meeting to go over what is going on or the state of Libraries.
- Tammy is going to talk to Lee about him joining us, possibly a member from the Board of Commissioners also. This could strengthen the connection between us, the B.O.T. and B.C.C.
- Jim stated that his HOA recently did this, they brought everybody onboard, and it worked out well. Since this process has started everyone feels like they are a part of something, and they are growing with the organization. They are only six months in but can really see the growth, more people want to know what is going on with the board.

Comments and Questions

- Talked bout meeting at RKB for a meeting. Brooke will check with Hal to see if January will be available.
- Follow-up from October, increase in patrons visiting.
 - Jan 2022 – minutes showed that impacts from snowbirds visiting, COVID numbers were high, but we did not stop any programs.
 - Dec 2021 meeting was cancelled.
 - August to Sept 2022 – expanded hours, Mondays are busy, but staff is not as overwhelmed as before. Staff commented that they have seen patrons on Monday's they have never seen before.
- Lyn was at RKB and during early voting the branch registered 300 new members!
 - Tammy stated that we need a second branch north of the river. There has been an area identified near two schools, population in that area is growing.
- Tammy advised that we are implementing new things, we are tracking expenditures since our internal systems do not speak. We have created a spreadsheet to track this now and can break down what is spent and where during a specified time.

Upcoming Meeting

- No Meeting in December.
- Will be held on January 19, 2022, at 2pm in the Central Library Conference Room.

Adjourn

With no further business to discuss, Chairperson Duncan motioned to adjourn the meeting. Meeting adjourned at 2:20 pm.