



Manatee Library Board of Trustees Meeting Minutes

October 20, 2022

Central Library Conference Room, 2 p.m.

Roll Call

Present:

Tammy Parrott
Patsy Ugarte
Christine Callahan
Jenny Daugherty
Jim Russell
Marion Duncan
Lyn Begraft

Unable to Attend:

none

Guests:

None

Call to Order

2:00 p.m. by Chairman Marion Duncan

Approval of Minutes

Marion inquired if everyone reviewed the minutes of September 15, 2022. No corrections were made. Patsy Ugarte made the motion to approve the minutes as submitted, and Christine Callahan seconded. All were in favor; the motion carried. Therefore, Marion announced the minutes were approved.

Manager's Report / Library Updates / Status of Services

- Beginning of new Fiscal Year.
- End of October is the deadline for submitting programs for the first programming season. Jyna is currently focusing on the wellness wheel.

Dashboard Statistics

- Business is good – we are seeing growth across the board.

- September had a 34% increase over August, and we saw a 66% increase over the previous September.
 - Increase believed to be from expanded and uniform hours across the board.
 - This number includes circulation, computer usage, online usage, check outs, eBook, catalog usage and in-house usage (pulls a reference book that cannot be checked out).
 - Christine asked if we look at the information by location to see if it is one or all that are spiking? Tammy replied that we do, and it is all locations, but Rocky has had a lot of growth.
 - Jim asked what we did from Dec to Jan, and Aug to September to get this spike. Did we do anything that relates back to why we had a spike? Tammy replied that the August to September she believes is largely to do with the hours but would need to look back to discussions from December to January. Christine asked if maybe it had anything to do with the influx of snowbirds coming down for the season, Marion also mentioned school kids on break using services could be apart of it.
- Statistical Analysis is moving to Brooke in Administration from Programming so we can dig deeper into our numbers to see what is going on.

Post Hurricane Ian

- All the staff came through fine, most had minor damage or yard cleanup.
- The buildings had some water intrusion.
 - Central had water come in on the north side entry and then in the Administration Office. Older windows allowed some water to come in along windows at Brooke's desk and the other two offices. Days of fans and dehumidifiers ran to dry out the admin area. Building was down for services for about 1 week.
 - Island had multiple issues where they had to open and close over two weeks; gas leak in area, toilets would not flush, power issues.
- Management and leadership team did well, everyone stayed in contact with each other to make sure everyone was safe. Some supervisors had staff at their homes for their first hurricane.
- Post Hurricane – staff was working safety shifts. Lyn is our backup ESF-15, Hal Harmon has been the lead for many years and is going to be stepping back.
 - Braden River is designated as the Volunteer Reception Center post event but was not activated for Ian.
 - Christine asked if we do we do reciprocal for individuals displaced by Ian staying in the area? Tammy replied with we would do this; it has not come across our radar, but we would come up with a procedure to get them a temporary card to use while they are here.

Staff Development Day

- Was a little touch and go to begin with, National Gard was staged at the BCC, so we had to wait for them to clear out. We did hold the event on Monday 10/10/2022.
- Topics included During Day:
 - Staff introductions – a lot of new staff have joined so we had them stand up and introduce themselves and where they work.

- Intellectual freedom, privacy, access to materials, discussion of recently approved collection development policy (3 hour in-person presentation)
- We had lunch provided by the Library Foundation.
- We provided shirts to all the staff attending – Tammy showed off our shirts we purchased and asked them to visit Brooke’s desk to get a shirt themselves.
- Staff bingo (to get to know our colleagues and new hires)
- Safety/security (1-hour virtual presentation by former Kansas City detective)
 - Presenter’s approach: customer service is the best security; learn techniques to increase awareness
 - Will instruct staff when to intervene and enforce a policy
 - Advises staff to intervene in tandem rather than approaching alone
- “Filling Your Cup” (1-hour virtual presentation by a life coach/professor at Montclair State University) on self-care, work/life balance.
 - Christine asked if presentations from S.D.D. can be shared with new hires. Tammy advised we can share with our new staff; presentations will be posted on our staff hub website.
- Finished day with “Would You Rather” and gave out gas cards as prizes.

Town Hall Meetings

- We had to cancel one due to the hurricane, we did hold it the following Tuesday.
 - We had 18 attendees at East County (Lakewood Ranch) Town Hall held at Braden River.
 - Heard more about homeschooling opportunities to people. We need to figure out how to incorporate that into our program as more and more people are homeschooling now. We need to understand what works for homeschooling and what times work.
 - Jenny homeschools and states the county does have programs around 3pm and it is a horrible time of day to do it. She would be happy to help with anything relating to this and has a lot of friends who are also homeschooling.
 - Tammy suggested maybe setting up a Homeschool Advisory Group while we navigate programs.
- We need to work on a survey for Town Hall Meetings. We need to get out to non-library users and figure out how to bring them in.
 - Jenny asked if we table anywhere. Tammy replied with we do; we are focusing on outreach now and want a few people to just focus on this. We table at the market but there are other events we could set a table at, fair for example.

Staffing Updates

- We currently have 5 openings:
 - Marketing Specialist – Videos coming in on 10/24/2022, four candidates.
 - Permanent part-time Library Assistant at the Island
 - Permanent part-time Library Assistant within Youth Services
 - Programming Librarian at Central Library – Interviewed and made an offer.
 - Permanent full-time at Central Library for Circulation.
 - Permanent full-time at Central Library for Information.

- Both full-time positions opened because of cost of living. They had a hard time finding housing.
 - Tammy has let Lee Washington know this information as it is important.
- Branch Manager posting for Lakewood Ranch will be coming soon.

Construction Update

- Construction is still on target – only two days of downtime due to the storm.
 - At the County level there are still discussions of what the 2nd floor will be used for. We still do not know what that means. If there are any change orders that could extend opening but right now, we are still set at September 2023.
 - Prices are going up for furniture and equipment so the locked in budget may not go as far as originally thought.
 - We are working on the opening day collection. Our Friends for Lakewood Ranch are campaigning “Fill the Shelves”. The county is funding but with additional shelves we need more funding to fill the shelves.
 - The Library Foundation has promised \$200,000.00 in matching funds.
- Lakewood Ranch is the only construction project on the table right now. Rocky Bluff CIP project and updates are on the books but not active projects currently.
 - Foundation pledged \$125,000.00 to contribute towards a small interim project. Another meeting room or study room but the cost went from \$160,000.00 to \$380,000.00 which we cannot do so we are focusing on staff areas to expand.

Future Thinking

- Tammy has been working on briefing materials for new commissioners.
 - Mission, vision, and types of programs for State Standards and County Comprehensive Plan.
- Florida State Statues
 - 257.14 - **Division of Library and Information Services; rules.**—The Division of Library and Information Services has authority to adopt rules pursuant to ss. [120.536](#)(1) and [120.54](#) to implement the provisions of this chapter.
 - 257.25 - **Free library service.** - Free library service shall constitute as a minimum the free lending of library materials that are made available for circulation and the free provision of reference and information services.
- Supporting Organizations – Library Foundation, each location has a friend’s group.
- Recent accomplishments
 - Expanded and standardized hours.
 - All Access Pass
- Biggest Challenge is our square footage - .6 sq ft per 1,000
 - With a 430,000 population you need 258,000 sq feet. With our new location we are at 145,000 sq feet or 56%. Most counties do not meet this, Sarasota did meet it last time checked.
 - We do not meet our collection numbers, but we are a lot closer because our buildings are tight, and staffing is getting filled.

RFID

- Starting in January, branches will be closed about three days to complete and then we can cleanup and move onto self-check machines.

Comments and Questions

- Jenny asked if Island has had a drop in usage from construction or lack of residents?
 - Tammy replied with not that we have seen, we seem to be holding steady.
 - Tammy thought about putting up a map of the word on ISL so people can pin where they are from.
- Marion brought up that if the elementary closed it could have an effect. 60% of the island elementary are from the mainland.
 - Christine advised there is still a lot of programming going on and that money is being put into the school still.

Upcoming Meeting

- Will be held on November 17, 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 Patsy Ugarte. The meeting adjourned at 2:47 pm.