



## Manatee Library Board of Trustees Meeting Minutes

September 15, 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:

Michele Demperio, Sweet Sparkman Architecture

### Call to Order

2:00 p.m. by Chairman Marion Duncan

### Approval of Minutes

Marion inquired if everyone reviewed the minutes of August 18, 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

- Patron behavior policy is not quite ready for Trustees' consideration. Will be given to Board members when available.
- Services are going well. We are exploring new services and providing oversight of programming at the branches.
- We've received much positive feedback from patrons regarding new hours and are seeing many new faces! Foot traffic is steady throughout the week.
- End of the fiscal year is upon us.

- All supervisors are busy writing employee performance evaluations, providing quality feedback and setting goals for their staff members.
- Preparing for Staff Development Day on 10/10/2022 (more information shared later in this meeting).

### Staffing Updates

- We currently have 4 openings:
  - Marketing Specialist
  - Permanent part-time Library Assistant at the Island
  - Permanent part-time Library Assistant within Youth Services
  - Programming Librarian at Central Library
- Overall, we have a low percentage of people leaving. But, it does cause a short-term difficulty for desk coverage.
  - Patsy asked if volunteers could fill in for staff. Tammy replied that volunteers perform other tasks (such as re-shelving). Typically, supervisors who have a larger number of employees (such as CL Circulation or Braden River) send staff to other locales for coverage.

### Lakewood Ranch Library Construction Update

- Construction is still on target
- Fabric is being selected for furniture, which is dependent upon the FFE budget. Furniture will remain at the warehouse until the delivery date is determined.
- Signage is needed for wayfinding
- Jim inquired if the supply chain is an issue to ensure items will arrive when needed. Tammy responded that they will need to make final selections prior to the end of the year, when prices are anticipated to rise.
  - We are still waiting for color copiers/printers/fax machines to be delivered for public use.
- During the design phase, shelving for the opening day collection was allocated to allow for 25,000 – 27,000 items.
- By comparison, Braden River has roughly 76,000 items and Central has 110,000.
- Consequently, we adjusted the furniture plan and identified where additional shelving can be placed to allow for a collection of 46,000 items (just on the 1<sup>st</sup> floor, clarified by Patsy).
  - The County has granted our funding request for a \$400,000 opening day collection. However, the current budget for shelving and materials has now climbed to \$990,000.
  - We will take funds from the standard collection budget to offset.
  - Lakewood Ranch Friends have started a fundraising campaign to “Fill the Shelves” to make up the difference. They have been very active supporters from the outset.
- We are evaluating internal processes and infrastructure, striving for smooth mechanisms in place for such things as ‘holds alert’ (if X number of people are waiting on an item, this should trigger a purchase alert for items to be added to the collection).
- With the new LWR Library and additional staff, we will be at 54% of the state’s recommended level for library services (based on population).
- Christine inquired if the new collection will be tagged from the start (RFID), and Tammy confirmed yes, it will.

## RFID

- We have tags and pads but are waiting for final shipment
- When a book is tagged, it will need to be encoded
- Testing processes have begun, then will move to self-check machines
- We want the self-check machines to be ready for opening day
- Testing might be completed at Central (where the staff who troubleshoot are located) before rolling out to Lakewood Ranch and other libraries.

## Staff Development Day

- Will be held in-person on 10/10/2022 at the Bradenton Convention Center from 8a – 5p.
- Libraries will be closed.
- This day is traditionally “reserved” for staff development training for libraries throughout the country
  - In fact, one of our speakers is presenting at 3 different staff development trainings nationwide on 10/10/2022
- Topics will include:
  - Intellectual freedom, privacy, access to materials, discussion of recently approved collection development policy (3 hour in-person presentation)
  - 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.
  - Patsy said this sounds like a fun and educational time, and others agreed!

## Town Hall Meetings

- Marion asked that an update be given for the on-going Town Hall meetings
- Our current long-range plan extends to the end of FY2024
- Town Hall meetings were set up to increase community input at all locations
- We ask 7 open-ended discussion prompts
  - **Action item:** share discussion prompts with the Board of Trustees prior to the October meeting
- Initial feedback:
  - Users enjoy the new extended hours
  - Patrons are very eager to have more programming options
  - Prior after-school camps/programs have been well received
- Christine inquired about the kinds of classes requested. Tammy responded that children’s classes are in high demand, as are continuing education classes for adults (such as computer training) and crafts for all ages (painting, cooking, knitting, etc.).
- We will offer additional town hall sessions in Fall 2023 but will use a different name to reduce confusion
- Attendance has been full at sign up but not everyone shows up in person

- 35 people attended the session at Central; 20 at Rocky Bluff; and 20 at Palmetto
- CVS Director Lee Washington has attended meetings to provide department-level perspective
- Outreach and Community Engagement Librarian, Charity Lees, takes notes at these meetings and collates this information

### Dashboard Statistics

- Business is good – we are seeing growth across the board.
  - Particularly, usage has increased for computer, online and eBooks.
  - We've spent a lot of money purchasing eBooks.
  - However, we have discovered that 2 out of 3 people prefer print materials.
  - Jenny commented that she'd prefer to see more new selections available in print material and that eBooks have a better selection of newer items. She mentioned she prefers print format, as did several others at the meeting.
- Traditionally, library business increases during times of economic distress.
  - This might be attributable to exciting programming being offered, along with the desire to navigate the community as Covid cases decline.
- Working on an enhanced collection development pathway to strengthen internal processes and procedures.
  - Would like to decrease friction points for providing services.
  - Ideally, we would hire more collection development librarians to be more purposeful about buying books (currently, we have 1 collection development librarian).

### Status of Central Library

- There is no update on the potential rezone of the Central Library.

### Road Work Near Island Library

- Road work is being performed on the island which will adversely impact access to the branch
- The project will begin 9/19/22 and is expected to last 6-12 months
- Traffic must be re-routed
- Staff are preparing signage to inform patrons

### Citizens' Comments

- None.

### Upcoming Meeting

- Will be held on October 20, 2022, at 2pm in the Central Library Conference Room.
- Upcoming policies for Board of Trustees' consideration and approval will address:
  - Patron behavior
  - Circulation
  - Emergency response

## 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 2:41 pm.