



## Manatee Library Board of Trustees Meeting Minutes

January 17, 2019

Central Library Conference Room, 2 p.m.

### Roll Call

#### Present

- Glenda Lammers, Interim Library Services Manager
- Artis Wick, Chairperson, County at Large
- Patsy Ugarte, City of Palmetto
- Beverly Neville, Island Communities

#### Excused

- Myron Robinson, Unincorporated County
- Councilman Patrick Roff, City of Bradenton

#### Guests

- None

### Call to Order

2:04 p.m. by Artis Wick, Chairperson

### Approval of Minutes

Artis Wick inquired if everyone had a chance to review the minutes of October 18, 2018 and if there were any comments, suggestions or corrections. No corrections were made. Beverly Neville made the motion to approve the minutes as written. It was seconded by Patsy Ugarte. Therefore, Artis Wick announced the minutes were approved as written.

### Library Manager's Report

- Glenda Lammers announced that she is the Interim Library Services Manager. Ava Ehde has been officially confirmed as the Neighborhood Services Department Director. Glenda's former position as Assistant Library Services Manager will not be advertised until the Library Services Manager position is filled. Patsy Ugarte commented that it is good that the libraries are still under Ava's department.

### Central Library Balcony, Break Room and Circulation Workroom Remodel

- Library Administration is working with the Property Management Department to remodel the Central Library balcony and staff break room. The goal of the project is to update

this underutilized space and make it available for events and work group meetings. A portion of the balcony will be covered by an awning to provide shade and protect the area from rain. The County and Library Foundation are providing the funding. The Circulation workroom will also be renovated to improve the work flow, upgrade the cabinetry, countertops and storage, and create ergonomical work stations for staff. Ava and Glenda met with individuals from Ugarte Architecture to create a design criteria package. This process will help when the County puts the job out to bid. This project is anticipated to be completed in 2019.

### **Staffing**

- Glenda announced that the Library is fully staffed with the exception of the Assistant Library Services Manager role. The Fiscal Technician position will be reclassified to a Library Assistant within Central Library. Two new positions have been added for the 2019 budget: Technology Librarian I in Technical Services to handle the overload, and a Technology Librarian I to develop programming for adults in Area 52 with extended hours, and to work with branches in their makerspace areas. Since no one was hired in the initial round of interviews, these vacancies will be re-advertised. Beverly Neville commented that it is difficult to determine staff members from volunteers since name badges aren't worn. Glenda said that she likes the idea of wearing badges with the staff member's first name to promote customer service. Judy Mullen, Assistant Supervisor of Braden River, will retire in early February, and Terri Simon, Library Assistant at South Manatee, will retire in mid-March. Both employees will be sorely missed and have made many wonderful contributions to the libraries and community. Artis shared that she had the pleasure of attending library school with Judy.

### **Library Board Updates**

- Glenda requested that all of our branches create escape rooms for teens and tweens to come into the library. In the game, a team of people sign up to be locked in a room and must find clues and solve puzzles to successfully escape the mission. It is not a room per se, but unlocking clues and mysteries in a locked box. These escape rooms are available to be swapped with the other branches. So far the activities have been very successful and well-attended.

### **Voyager Trip**

- The Manatee Central Library Voyagers are back from their 8-day excursion to Spain, with stays in Madrid, Toledo, and Barcelona. The Voyagers will next travel to Greece in October.

### **Winter Fun**

- Braden River and South Manatee Libraries hosted fun winter 'Snowbrations' in which kids created their own snow, sipped hot chocolate and frolicked in the winter wonderland. Beverly liked the creativity of the events and could even imagine it occurring.

### **Library Materials Usage/Statistics**

- The Dashboard statistics indicate that we are on target to do the same or better than last year. It is interesting to note that the cumulative for 2017-2018 is nearly identical

between items checked out and who came in from this year to last year. Glenda noted that it is tough to predict attendance at programs in December due to the holidays.

### New Business

- Collection Development Policy: Glenda shared a draft collection development policy that Kevin Beach wrote in 2017, to which she made amendments. The previous collection development policy was approved by the Board of County Commissioners in 2012. Once approved by the Board of Trustees, it must go to the County Attorney and BOCC. Artis commented that the draft policy addresses a lot of the issues and procedures that the Board of Trustees has been talking about, and she said that this document is beneficial to show patrons to explain our collection development policies and procedures. In particular, it is helpful to elaborate that reference materials become obsolete quickly and must be replaced with the newest edition, which may be a costly process. Others cautioned that we should be mindful to not remove primary sources of art, history and literature. Glenda also shared that when adding materials to the collection, it is our responsibility to represent both sides of the spectrum on a topic and remove personal biases when purchasing. Items are weeded from the collection based on its condition, relevancy and circulation. However, Beverly inquired about the process of weeding items purchased in memory of an individual. Glenda replied that book plates are removed before the item becomes for sale. Patsy suggested that a donor might be contacted to see if he/she wanted it before it is removed, given to the Friends for sale, or sent to a second-hand online reseller. After a discussion, the Library Board unanimously voted in favor of accepting the Collection Development Plan as written, and the motion to adopt was passed.
- National Library Week: Artis reminded everyone that we will once again celebrate National Library Week (this year to take place April 7-13) and to gather donations and items for library staff goodie bags.

### Citizens' Comment

- None.

### Next Meeting

The next meeting of Library Board of Trustees will be held on Thursday, February 21, 2019 at 2 p.m., Central Library Conference Room.

### Adjourn

Chairperson Wick motioned to adjourn the meeting. The motion was accepted by Patsy Ugarte and seconded by Beverly Neville. The meeting adjourned at 2:39 p.m.