



Manatee Library Board of Trustees Meeting Minutes

April 25, 2019

Central Library Business Incubator, 2 p.m.

Roll Call

Present

- Glenda Lammers
- Artis Wick
- Patsy Ugarte
- Beverly Neville

Excused

- Myron Robinson
- Councilman Patrick Roff

Guests

- None

Call to Order

2:02 p.m. by Artis Wick, Chairperson

Approval of Minutes

Artis Wick inquired if everyone reviewed the minutes of March 21, 2019 and if there were any comments, suggestions or corrections. No corrections were made. Patsy Ugarte made the motion to approve the minutes as written. It was seconded by Beverly Neville. Therefore, Artis Wick announced the minutes were approved as written.

Library Manager's Report/Board Updates

- Glenda Lammers reported on the Board of County Commissioners' April 23 meeting in which the Infrastructure Sales Tax (IST) was discussed. Many animal shelter proponents and one proponent for the libraries addressed the Commissioners, persuading them to reallocate funding. After deliberations and hearing the public, it was decided that the Libraries will receive 2.4% of the IST (up from .8%) which will help build the East County facility.
- Ava Ehde and Glenda will travel to Columbia, South Carolina next week to attend a Library Journal-sponsored seminar. Architects and participants will collaborate to offer input into the design of the proposed library. They also visited four libraries in the

Tampa/Hillsborough area, the new Chickasaw branch in Orlando, and one in Winter Park. The Orlando Central Library was massive (with its 7 stories) and a sight to behold!

Braden River Expansion

- We now have funds for the Braden River expansion and renovation. Ava and Glenda are working closely with Property Management and Information Technology to re-evaluate plans drawn previously for the additional 4,250 square feet of space on the east side of the building. A second entrance is proposed. One goal is to enlarge the meeting room space to accommodate meetings when the library is closed, which garnered support from the Advisory Board members present. Patsy Ugarte inquired if a fee were charged presently. Glenda responded meeting rooms are free to reserve now, but she advocated for charging a fee in the future (based on meeting room size), allowing for-profit organizations to pay. We currently turn for-profit organizations away. Glenda stated that other libraries currently charge for room reservations.

Library Renovations

- Central Library's staff elevator is now renovated. The public elevator is next to be refurbished. The sliding glass door in the break room will be replaced soon. Property Management is working on the break room/balcony area renovation.

Staffing

- Assistant Library Services Manager interviews will be held. Thirteen candidates applied and four will be interviewed. Ava, Glenda and Debbie DeLeon (from Neighborhood Connections) will serve on the hiring panel. Glenda is seeking a candidate who will fit in with the current staff and who may complement her managerial style. Artis concurred, saying we are oftentimes with our co-workers more than our families.

Florida Library Association Conference

- The annual Florida Library Association conference will be held in Orlando in May. Several staff members will attend. Glenda will share her thoughts and what she learned at the next Board of Trustees meeting.

Library Usage Statistics

- The Dashboard statistics reveal we are ahead of last year's totals by approximately 1,000. Fortunately, monthly and cumulative totals of all branches are not dropping off. There are not as many activities in May (except for Asian Pacific American month) because we are gearing up for busy summer programming. The Island branch is the exception. Traditionally, Island staff take vacations or work on projects during this time now that season has ended. Artis commented that this mirrors what the businesses in the community do as well. Patsy urged all volunteers to tabulate their hours because it plays an important role for state aid (the more volunteer hours worked, the more funding is allocated).

Fines/Fees Policy

- The Libraries' proposed update to the Fines and Fees policy will go before the Board of County Commissioner on May 7. The policy change was precipitated by auditors, seeking to determine who is waiving fines. This policy clarifies that anyone may do so and must enter their initials into the patron record.

- Glenda indicated that fines couldn't be waived as originally drafted and intended because it doesn't have the support to be passed yet. Fines collected go to the County rather than staying with the libraries.
- The need to charge a \$3 processing fee for readying items for the shelf was questioned. Artis stated that this amount is very reasonable. She said that by comparison, Ringling previously charged a \$30 processing fee per item.
- All Board members liked the fact that there is no charge to replace a lost library card.
- Beverly Neville suggested several revisions:
 - Delete the third sentence in paragraph 1 because it is already stated in Basic Policy paragraph 4.
 - Change the word "may" to "will" in Basic Policy paragraph 5 to read, "Inter-library loan borrowing privileges will be suspended pending the return of any overdue items," to alleviate staff making an interpretation.
 - Replace section '2' with section '1' under "Fees – Damaged Library Materials."
- With these revisions, the Library Board of Trustees unanimously approved the Fines and Fees policy.

Florida Humanities Council App

- Glenda invited everyone to the Florida Humanities Council launch event held at the Manatee Historical Village on April 26. This phone app allows individuals to tour historical buildings and hear interesting facts.

Old Business

- None.

Citizens' Comment

- None.

Next Meeting

The next meeting of Library Board of Trustees will be held on Thursday, May 23, 2019, at 2 p.m., in the Central Library Business Incubator.

Adjourn

Chairperson Wick motioned to adjourn the meeting. The motion was accepted by Patsy Ugarte and seconded by Beverly Neville. The meeting adjourned at 2.49 p.m.