



## Manatee Library Board of Trustees Meeting Minutes

February 18, 2021

Central Library Auditorium, 2 p.m.

### Roll Call

#### Present

- Elizabeth Partridge
- Tammy Parrott
- Artis Wick
- Christine Callahan
- Marion Duncan
- Myron Robinson
- Patsy Ugarte

#### Excused

- None

#### Guests

- None

### Call to Order

2:00 p.m. by Artis Wick, Chairperson

### Approval of Minutes

Artis Wick called the meeting to order. Artis inquired if everyone reviewed the minutes of January 19, 2021 and if there were any comments, suggestions or corrections. No corrections were made. Myron Robinson made the motion to approve the minutes as written, and Christine Callahan seconded. Therefore, Artis announced the minutes were approved as amended.

### Library Manager's Report

- Elizabeth declared that the Libraries are still open and have not had many changes in terms of building capacity since the previous Board meeting in January 2021.
- There may be a potential for hosting outside programs soon; however, we must be cognizant of maintaining safety.
- We are continuing with holding classes and services online.

- We've received minimal pushback regarding time limits and wearing face masks. We will still mandate that customers wear masks even if the person has received their shots.
- Magazines will be made available and customers will use them at their own risk for 30 minutes, according to CDC guidelines. No extra furniture will be placed in the buildings.
- The policy for school cards to be used as permanent library cards has been sent to the County Attorney. We are awaiting the legal documents to submit to the school district to ensure requirements for both sides are compatible.
- We have had a few staff members test positive for Covid. We identify the person, send them home and get a rapid test, and do contact tracing. If positive, they remain at home and must show a negative test report to return to work. If negative, they may return to work immediately. We have been vigilant about testing our employees, sanitizing work spaces and public areas.
- Decision units for the next budget cycle have been submitted. The Board of County Commissioners is reviewing the budget and Capital Improvement Plan to determine which projects will be pursued.
  - An opening day collection (1-time expense) and request for staff have been included in the decision unit.
  - A desire to opening branches for longer hours will require additional staffing.
- Commissioner Servia received a resident's comments on her Facebook page regarding the libraries.
  - We are asking Board of Trustee members, Friends' groups and patrons to share their personal and positive stories in support of libraries with the Commissioners via calls and emails. Since these members already love their library because of their involvement, who is better to be a staunch supporter?
  - Goal: have library be more visible in positive ways.
  - Seeking community's vocal support of library's resources and programs and how they contribute to an overall positive quality of life
  - Showed advocacy video by Jeffrey Huggins, Community Engagement Manager, Tampa Hillsborough Public Library
    - ✓ Paint a picture of what the library's role is within the community
    - ✓ Send a note, tell your friend, call an official about your library story – what made a positive impact?
    - ✓ Say, "Thank you for supporting our community by funding our libraries."
    - ✓ If you don't say anything, they won't do anything
    - ✓ Good communication = good relationship
- **Action item:** For upcoming Board of Trustee meetings, identify which aspects of the Library you wish to have a consistent, meaningful report on.
- Budget requests for the next 2-year cycle were submitted. For the new East County Library, we are requesting:
  - One Librarian III (Branch Supervisor)
  - 21 part-time positions
  - Open internal opportunities will be available for existing staff
  - Opening day collection
  - Budget requests will be reviewed after 2/19

### **Dashboard Statistics**

- No statistics were furnished; they will be forwarded at a later date.

### Staffing Update

- We are seeking increased operating hours across the system.
- Proposed consistent hours at each branch: 9 am – 8 pm Monday – Thursday, and 9 am – 6 pm on Friday. Each branch's hours would increase weekly from 40 to 62.
- Additional programs would be held at night and be more available for families. Staff would be added to cover new hours.
- Two staffing requests were presented in the budget, depending upon if branches' extended hours were approved.
  - With **approval** for increased hours:
    - 5 full-time Library Assistants requested
    - 16 part-time Library Assistants requested
  - For East County Library
    - 1 Librarian III (Branch Supervisor)
    - 1 Librarian II
    - 2 Librarian I's (Youth and Teen)
    - 4 full-time Library Assistants
    - 9 part-time Library Assistants (to complete desk work – no class support)
  - Or, with **no** extended hours:
    - 1 Librarian III
    - 21 part-time Library Assistants
    - Staff may be moved from other branches to fill in gaps at East County branch
- Final staffing requests will be turned in on 2/19.
- The BCC will review in March.

### Braden River Library Renovation Update

- Walls have been built but no roof installed yet (waiting on rafter pieces)
- Renovation portion has not begun yet. In March – April we will close off the adult wing to complete HVAC renovations. The collection will not be accessible.
- 2<sup>nd</sup> phase May – July: we might limit the number of people entering. The youth side will not be accessible during the summer. Patrons will not be able to get to the book drop. Curbside pickup might be used.
- Staff workroom will be shut down. Staff will relocate to the meeting room.
- No actual dates have been given by the construction company yet.
- Increased signage on Natalie Way is needed. There may be temporary directional signage installed during construction.

### East County Library

- Location: Premier Sports Complex on Rangeland Parkway with approximately 25,000 square feet per floor.
- Construction status: almost at 60% in the planning phase. We should be moving forward soon since the interior colors have been chosen. A royal blue palette was chosen in favor of a yellow/green hue. Anticipated ground breaking: 2022.
- Anticipated opening: 2023. Estimated completed time of 425 days (from breaking ground to completion) might be extended due to the stairwell being added. Supplies are harder to obtain because of the pandemic.

- 2<sup>nd</sup> floor issue has been resolved. \$400,000 will be pulled out of reserves to cover the cost of building an indoor staircase (so that staff can access both floors) and to redesign the 2<sup>nd</sup> floor to support the load. Updated drawings will be shared soon.

### Citizens' Comment

- None.

### Next Meeting

Artis announced that the next meeting of the Library Board of Trustees will be held on **Thursday, March 18<sup>th</sup> at 2 p.m. in the Central Library Auditorium.** We will observe social distancing and will wear personal protective equipment.

### Adjourn

With no further business to discuss, Chairperson Wick motioned to adjourn the meeting. The motion was accepted by Myron Robinson and seconded by Christine Callahan. The meeting adjourned at 2:50 p.m.