



## Manatee Library Board of Trustees Meeting Minutes

March 18, 2021

Central Library Auditorium, 2 p.m.

### Roll Call

#### Present

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

#### Excused

- Patsy Ugarte

#### 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 February 18, 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 doing well! We have the same restrictions since the previous Board meeting in February. However, we will add language to signage requiring mask wearing even after one receives a Covid vaccination because an individual might carry Coronavirus and make others sick.
- Proposed time limit extensions to 60 minutes per visit will be discussed.

- We are investigating hosting outside programs. The Friends of the Island Library lost their storage space, so they will have a book sale on 4/10 in their parking lot (with safety precautions in place). If this is successful, we might proceed with more outside programming. Artis agreed that it should be general knowledge by now that all attendees should wear masks.
- We anticipate the return of inside programming in fall/winter 2021 because of the vaccine roll out but will abide by prevailing health guidelines.
- Braden River's construction is anticipated to be finished by October 2021.
- National Library Week will be celebrated April 4-10.
  - A proclamation will be read at the 4/6 Board of County Commissioners' meeting. Artis and Myron will accept the proclamation and provide comments.
  - To increase awareness and involvement, all Commissioners are being videotaped reading pre-school age stories that will be posted on YouTube and Facebook. They will be invited to record more stories throughout the year.
  - Posters with the Commissioners' photos will also be produced.
- Although privatization was brought up at a BCC meeting, Elizabeth indicated this would not have a positive impact for libraries.
  - We already have a tight budget and there would be a reduction in staff and services.
  - There is one company in the U.S. that offers privatization of services for 20 libraries in the nation. Osceola and Sumter Counties are privatized in Florida.
  - Disadvantages to privatization include a collection not specific to the local area and a significant reduction in volunteer hours. Since we use volunteers for re-shelving, this task would become a staff function. Additionally, Friends' groups and the Library Foundation are not in favor of fundraising if the library system were privatized.
  - However, privatization would allow for increased buying power in materials.
- A recent Polaris software upgrade has been completed and went smoothly.

### **Dashboard Statistics**

- Statistics are slightly down from 2020 but not significantly so.
- eBook circulation has increased 137%.
- Christine identified an error in the dashboard statistics.

### **Staffing Update**

- A 25-year Palmetto Library Assistant employee is retiring at the end of April. Her replacement will be recruited for in the same vacancy announcement with a South Manatee Library Assistant position.
- We are also seeking:
  - Youth Librarian I for Rocky Bluff Library
  - Librarian II Cataloger at Central Library/Technical Services
  - Business Librarian I at Central Library/Info Services
  - 3 Library Assistant OPS (temporary) positions
- The Technology and Collection Services Librarian III has been chosen and will start on May 11<sup>th</sup>. He will be added to the Librarian II Cataloger interview panel.
- Two permanent part-time Library Assistants will start on April 12<sup>th</sup>. They will primarily work on the desk and use their technology skills to assist customers to navigate the

website and complete job applications. Our staff now has a nice mix of part-time and full-time employees.

### **Braden River Library Renovation Update**

- The new 4,000 square foot extension now has a roof, walls and windows.
- In April, we will shut down the adult collection side and complete the HVAC renovation.
- In June, the children's side and staff workroom will be shut down for the HVAC renovation.
- We will potentially offer curbside service at this time. Staff will relocate into the meeting room.
- Displaced Braden River staff may work at other branches.
- The book drop will be fenced off so alternate ways to return items will be explored.
- The exterior and interior of the library will be repainted.
- The BR Friends' group has given \$61,000 to purchase new carpeting. This will be completed at the end of the renovation project.

### **Lakewood Ranch Library**

- Location: Premier Sports Complex on Rangeland Parkway with approximately 25,000 square feet per floor.
- The Board of County Commissioners are discussing the budget and plans (to include the 2<sup>nd</sup> floor, hopefully using funding from library reserves). We are awaiting their direction.
- Property Management Department is coordinating the construction process while the Financial Management Department coordinates funding.
- The Friends of the Lakewood Ranch Library plan to fundraise for the 2<sup>nd</sup> story.

### **Citizens' Comment**

- None.

### **Next Meeting**

Artis announced that the next meeting of the Library Board of Trustees will be held on **Thursday, April 15 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.