



Manatee Library Advisory Board Meeting Minutes

April 16, 2025

Lakewood Ranch Meeting Room, 10 a.m.

Roll Call

Present:

Patsy Ugarte
Christine Callahan
Jenny Daugherty
Jim Russell
Ashley Dawson
Tammy Parrott
Lyn Begraft
Commissioner George Kruse

Unable to Attend:

Guests:

Call to Order

10:04 a.m. Tammy asked Patsy if she would run today's meeting. Patsy agreed and read the mission statement.

Approval of Minutes

Patsy inquired if everyone reviewed the minutes from March 19, 2025. Christine asked for an update to a name in the minutes, Matt from Master Gardner's should be Mack Lessig. Jenny made the motion to approve the minutes with the updated name, and Jim seconded. All were in favor; the motion carried. Therefore, Patsy announced the minutes were approved with update.

Library Services Updates & Information

- Tammy welcomed Marci Books, our new Administrative Specialist, who just joined the Administration team.

- Tammy advised that extended hold times have been a complaint. We are introducing a Lucky Day Collection. This collection will not be available for patron holds. If you check out an item from the collection, it is a one week checkout. We will have both a Libby collection and physical collection. The physical collection will be on a green cart in every branch, the carts have been ordered.
- Patsy introduced Commissioner Kruse to the group.
- Christine asked for more information on the Lucky Day Collection, how do you know if a book is a part of the collection.
 - Add info about LD HERE
- Tammy advised a patron can check out one Lucky Day item at a time.
 - Christine asked if there will be one copy at each branch.
 - Tammy advised yes, we will be starting with Adult Collection.
- Tammy let everyone know that the Library App is launching today. It is available in the app store. It is still testing, so the announcements have not been made yet, but testing the app is available. The Library App includes location, hours, events, eBooks, remote printing, room reservations, scan ISBN feature which means you can scan a book elsewhere to see if it is available at the library.
 - Christine asked if there would be an email for release.
 - Tammy advised yes.
- Tammy went over the Beanstack Reading Challenge platform. It will house the 500 books, 1000 books and Summer Learning Program. It is an age based program, and kids receive badges for hitting milestones. The platform will be launching soon. Next year the library hopes to work with the School District for Summer Reading.
- Tammy went over Library IQ, data analytics that we can customize for the health of our collections.
- Tammy advised that Andy Sulavik has been heading our projects, and they should be final within the next six weeks.
- Christine mentioned that the search is still not working the best.
 - Tammy advised that it is because our catalog needs to be cleaned up. It could also be due to some of the tagging internally. We currently have staff working on cleaning up the catalog.
- Tammy let everyone know that the Central Library is still torn up. We are working on the walls. Once we have the walls done, we can begin the flooring and painting. Little Discovery Center will move to Central; The Outreach Department and Bookmobile will move to Little Discovery Center.
- Tammy went over how the impact of IMLS funding will impact us. IMLS gives funding to the state, the state then distributes funding to local level. Locally, we would have no more funds coming from the state which would impact our ILL service. We pay one third and the state pays two thirds through TBLC, TBLC may have trouble continuing the service.
 - Patsy asked if the Bookmobile would help with ILLs.
 - Tammy stated, most likely not. We can look into buying things for collection.
- Tammy advised we are averaging 357 ILLs a month, these are nationwide requests that can be textbooks.
 - Christine asked if they are repeat items.
 - Tammy advised no, not normally.
 - Commissioner Kruse asked if it is repeat users putting in the requests.
 - Tammy stated that it is a good question, we do have some repeat users.

- Jenny stated that she and her sister use ILLs, they both homeschool their children.
- Tammy stated our one third is approximately \$8,000 per year.
- Tammy mentioned that Chenoa in our Tech Services is doing a great job at cataloging.

New Business

- Board Orientation
 - Meeting dates, times and locations – Brooke Frasca went over the calendar. We will be continuing with the third Wednesday of each month at 10am. The current invitations will be updated with locations as they are booked. Brooke will work on adding the year schedule to the county calendar on the county website.
 - Government-in-the-Sunshine – Lyn advised that she located a document for everyone, but it will have to be digital due to the number of pages being 360 for one print out.
 - Membership Roster – Brooke included a current listing of Board Members and their seat with term dates.
 - Conflict of Interest Form – Brooke advised the form is used for voting conflicts among the board. It is not a common occurrence, but available to file if needed.
 - MC Free Library Act Jan 1972, MC Ord 2-9-41 and MC Ord 25-07 and BoCC Appointment Approval - Tammy went over the Manatee County documents pertaining to the library system.
 - During conversations of Ordinances, Tammy did let the board know that we will be using some reserve funds for Central repairs and the Bookmobile move, which will need approval from the current board.
 - Current Bylaws – Tammy stated that the last version was the revision from 1984. These need to be updated, possibly with some of Roberts Rules, simplified.
 - Patsy advised that she has completed a draft and will send it to Tammy.
- Commissioner Kruse advised the board that we can let him know if the library would like to present at a County Board Meeting and he can add us. We can have a five minute section under the Advisory Board to speak about the new Library App, Federal funding, Annual Reporting, etc.
 - Tammy mentioned in January possibly present the Annual Report for the past fiscal year.
- Tammy let everyone know that Molly White will try to make as many of the meetings as possible. We will use Old Business next time for questions from today.

Old Business

- None

Action Items

- Lyn stated that nominations would be a good thing to add this month.
 - Christine motioned to nominate Patsy for Chair; Jenny seconded the motion.
 - Patsy motioned to nominate Christine for Second Chair; Jenny seconded the motion.
 - Christine motioned to nominate Jim for Secretary; Jenny seconded the motion.

Public Comment

- None

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With no further business to discuss, Christine motioned to adjourn the meeting and Jim seconded.
Meeting adjourned at 10:03 am.

- Next meeting: 05/21/2025
- Time: 10:00am
- Location: Braden River Branch