



Manatee County Library Advisory Board Meeting Minutes

August 20, 2025

Central Library Conference Room, 10 a.m.

Roll Call

Present:

Patsy Ugarte
Christine Callahan
Ashley Dawson
Jim Russell
Jenny Daugherty
Tammy Parrott
Lyn Begraft
Dana Summers, representative for Commissioner Kruse

Unable to Attend:

Guests:

Ericka Dow
Mall Chaney
Meaghan Darling
Donna Mathias
Chelsea Baker

Call to Order

9:58 a.m. by Chairwoman Patsy Ugarte. Patsy took attendance and read the mission statement.

Approval of Minutes

Patsy inquired if everyone reviewed the minutes from July 16, 2025. Christine made the motion to approve the minutes, and Jim seconded. All were in favor; the motion carried. Therefore, Patsy announced the minutes were approved.

Library Services Updates & Information

- Ericka showed the stats on the monitor, Tammy had printouts for Board.
 - Tammy advised we are within a heartbeat of last year's total material usage with two months to go in the FY. This includes CL not being at full power and with Hurricane closures.
 - Tammy needs to play with Dashboard before presenting it at the monthly meetings. Our usage overall is up 36%, the only notable down is our patron numbers and volunteer hours.
- Tammy stated that at yesterday's BoCC meeting, Commissioner Siddique had reimagine Central Library on the Agenda. He was requesting \$250,000 allocated funds to start the study of the project. It was not approved, but it was not an unfruitful conversation. Now there is direction to have a workshop for the overall library system. Commissioner Siddique would like to come to the LAB meeting next month; we will be adding him to the Agenda if he is able to. The date of the workshop will be 12/3 or 12/5, we will get the official date to you when we know. We have already contacted The Library Foundation, TJ (President) will be at the workshop. Hopefully others will be there as well. We would like the president of every friend's group. The goal is to present information, more context for them to give us direction.
 - Patsy – asked if there was a Master Plan completed in 2022?
 - Tammy – it was from 2019 – 2022 (delayed due to Covid). The Master Plan was included in the request to the Board. We have addressed many of the things in there already. Standard hours/Technology for example. We are slowing down in sq footage, understandable since it is so much.
 - Patsy – that study was done; a lot has improved. Instead of starting again, go back and see what has improved and go from there.
 - Tammy – They did reference a study; our study is not old enough to be out of date. I believe we have the tools to complete this in-house.
 - Patsy - agree, we already have a lot of information. New library, bookmobile is coming along too.

New Business

- Organizational Chart
 - Tammy went over a simplified organizational chart that includes internal committees and teams, committees and teams are not organizational chart driven. Committees are a way for staff from different locations to work together. Within the county, we have departments, then divisions, within these divisions are sections.
 - Tammy provided a brief synopsis of each library committee.
 - Library Leadership team is our Branch Supervisors, they meet monthly.
 - Tammy advised that after our Advisory Board meetings, we complete a summary memo for County Administration, we will be posting this to our staff hub for staff to view.
- Policy Review Process
 - Tammy started the committee; Ericka has been the chair of the committee for the past few years. Chelsea Baker, Circulation supervisor is also on the committee.
 - Ericka showed our old policy and procedure manual (big red manual) and compared them to the new binders that have been updated, we have been merging and simplifying, while also digitalizing. Ericka showed the staff hub to the board, showed them where our policies are posted. We have been working on eliminating some of the

old policies, and the policy review committee tracks the progress. We have separated policies from procedures, if a procedure needs updating, the whole policy does not need to be updated.

- Ericka showed old items, how they are notated. We do not want to delete things; we want to keep records. We are careful keeping track of approval dates and edits. A lot of cases we had multiple policies into one that covers everything. Notes are made for items that were superseded.
- Ericka provided a handout with procedures for the committee and reviewing any policy. The document is shared, line by line edits. At the end of that process, we send to administration, staff, back for review, administration (including Molly), to the Advisory Board, to the County Board, back to staff to distribute to staff and training.
 - Christine stated there are a lot of documents, I see the one we are working with here has supersede dates.
 - Ericka showed the Library Use Policy so we could see the superseded items.
 - Christine asked if it is only BoCC approved items.
 - Ericka stated yes.
 - Christine asked if this applies for the county as well.
 - Ericka advised yes; for example, the County has a trespass procedure, we follow that. We also refer to federal/local/state laws.
- Library Use Policy
 - Tammy advised the Room Use Policy is going to be added to the Library Use Policy, it is cleaner than having a second policy and this is the direction we would like to go. We would like your feedback on this; it is being drafted.
 - Programming Policy, Display Policy and Collection Development– we want to work it to a collection, recent events have shown us that we are curating displays and programs also. We will present these as three policies.
 - Tammy stated that Molly has asked that we do this as quickly as possible, would like all three to be one Agenda item if possible.
 - Patsy stated she really likes where the end is summarized.
 - Patsy inquired about page 59, taking images of patrons, there is a question mark next to it.
 - Ericka advised that audio is illegal to record, but images are not. We have issues with YouTubers recording pranks in the library. We do not want our patrons to fear being recorded when they are coming in.
 - Tammy stated we are going to pause the Library Use Policy, fold in the other parts and then bring it back to the board for approval.
- Lakewood Ranch, Second Floor
 - Tammy advised we are close to getting designs. We intend for study rooms to be up there; we have not been involved much. It is creating space right now; it is very bare bones and probably won't be the entire second floor. There is another meeting next week regarding it. This is funded through library reserves.
- Mixon
 - Tammy advised the county is purchasing the property. Two million dollars of library funds are going to the purchase; this is coming from reserves. We are going to have a library there since library funds are being used. Initial walk around has been done, we are not sure if it will be renovated, or a tear down and rebuilt. Events will be starting there right away; some have already signed contracts. Playground will still be there, but it does need updated. The other spaces will be referred to other people.

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- Tammy advised that the bookmobile will be housing at Mixon. The existing building as it stands has sure power, safety for the vehicle, and there is a shelter at the loading dock. We are now looking at April for the bookmobile. This will give us time to get Meaghan's team ready, and collection preparations.
- Tammy stated that The Foundation has donated \$25,000 to fund the bookmobile collection.
 - Patsy asked where the books will be stored while we await the bookmobile.
 - Tammy advised as soon as we can get on the Mixon property, we can start storing there.
- Tammy advised we have been in talks with Bradenton Beach regarding taking care of the Tingly Library. It is located between the Island Branch and Longboat Key; it is not very big. We will keep you informed, this is still in talks. It is funded currently by a gift, it was left to the town, and the money doesn't last forever.
- Recent Complaints
 - Recently we have had some complaints on materials. It was not a request for reconsideration but going to the commissioners. We are seeing more complaints where they are not following the request for reconsideration.
 - Tammy explained the difference between Display and Face Out - Display is curated. Face-out is books out on display.
 - Patsy asked if there is a procedure in place for reconsiderations.
 - Tammy advised yes.

Old Business

- By-laws
 - Tammy and Christine have been working on the by-laws. Christine has a great outline, the highlighted items in green are items that were in the original framework.
 - Tammy stated that she may have Brooke reformat, so we do not bottleneck. Tammy would like everyone to look at and give feedback.

Action Items

- Library Use Policy

Comment

- Mall Chaney, Friends Bookstore Manager, asked if she could have a copy of the last two handouts.
 - Lyn and Tammy advised that the draft of the Library Use Policy could not be handed out until it has been approved, Mall was provided the guide that Ericka brought with for Library Policy Committee Procedures.
- Donna Mathias, Bradenton Concerned Citizens, Stated that she attended the BoCC meeting yesterday. Bradenton Concerned Citizens do have an online petition for the Central Library that started in 2022, when initial talks of selling started. Currently it has 12,000 signatures. Donna stated that we need to appreciate the library that we have. A news report was done in 2022; it is a very good video done for Sunday Morning news. Donna provided a copy of the news article for Tammy to share at the next meeting. Some leadership believe libraries should be media centers,

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and it was advised that a media center could replace the library at one time. It does show how some other locations have faced the same issues. Thanked everyone for what they are doing.

With no further business to discuss, Christine motioned to adjourn the meeting, Jim seconded. Meeting adjourned at 11:04 am.

- Next meeting: 09/17/2025
- Time: 10:00am
- Location: Central Library – Administration Conference Room.