



## Manatee County Library Advisory Board Meeting Minutes

December 17, 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

#### Unable to Attend:

### Guests:

Hal Harmon

### Call to Order

10:00 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 November 19, 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

- Statistics and Staffing Updates:
  - Tammy advised that the Island Branch is seeing seasonal growth.
  - Statistics for November are not available due to staff illness. Brooke will provide them at a later date.

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- Tammy advised staff postings will open the first week of January.
  - Positions posted for Mobile Services (Bookmobile). The team will be at the Central Library for the time being. The end goal is Mixon, but they will not be there temporarily. The Bookmobile and collection will be at Mixon, in a climate controlled pod. Books by mail and homebound will need to be available to the staff.
- Facility Updates:
  - Rocky Bluff:
    - Patsy asked if groundbreaking was still planned for spring.
      - Lyn advised yes.
    - Patsy asked if a decision to close during the remodel was decided.
      - Tammy and Lyn advised it would be closing, it would be less expensive, and construction will move faster. Programming will not be scheduled past April.
  - Lakewood Ranch 2<sup>nd</sup> Floor:
    - Tammy advised the buildout is continuing; room dividers and items have been put on pause. County Commissioners are reevaluating the budgets. We will continue to watch how it develops.
      - Patsy asked if the budget review is because of the audit done.
      - Tammy stated that it may be a part of it.

## New Business

- Board Seats:
  - Tammy went over the deadlines; applications are open and due on January 5, Brooke will be uploading the agenda item on January 6 for January 27, 2026, BoCC meeting. Brooke will send out invites for this meeting. Brooke will also be sending invites for the January 6, 2026, BoCC meeting. We will have the Collection Development and Library Use Policy voted on during this meeting.
- Tammy advised that January will be Tal's first meeting as Chair. The Advisory Board commissioners will change; Commissioner Ballard will serve next year.
- Final meeting with the current Advisory Board is January 21; new board begins in February.
- Staffing Changes:
  - Lyn announced that this would be her last meeting with the Advisory Board, she has accepted a position in Hillsborough County as the Director of Brand Initiative. Lyn's last day with Manatee County is January 2<sup>nd</sup>.

## Old Business

- By-Laws:
  - A working meeting has been scheduled for January 7<sup>th</sup>, a 90 minute meeting with the goal of presenting updated By-Laws to the Advisory Board in January. Tammy, Brooke, Dana and Christine will be meeting.
- Follow-up Items:
  - Age restriction clarification: Children under 12 must be accompanied by a parent/guardian; 12 is the minimum age to be alone in the library.
    - Patsy asked if we have a problem with this.

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- Tammy advised some locations report issues with enforcement.
- Jenny mentioned that South Manatee has an issue with this.
- Catalog Logins: the log-in count is still down for statistics, and it is due to the new mobile app. Staff are working on a breakdown from the mobile app.
- Digital Services: Hoopla has been discontinued; Kanopy will launch within two days. Kanopy is cost effective and can use app on T.V.
  - Marci advised that users receive 15 monthly tickets, with content costing between two and four tickets.
    - Tammy advised that the plans can be adjusted.
  - Patsy asked when the tickets were reset.
    - Marci and Tammy advised monthly.

### Action Items

- None

### Comment

- None

With no further business to discuss, Christine motioned to adjourn the meeting, Jim seconded. Meeting adjourned at 10:32 am.

- Next meeting: 01/21/2026
- Time: 10:00am
- Location: Central Library – Central Library Meeting Room