



## Manatee County Library Advisory Board Meeting Minutes

June 18, 2025

Palmetto Meeting Room, 10 a.m.

### Roll Call

#### **Present:**

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

#### **Unable to Attend:**

Commissioner George Kruse

#### **Guests:**

Molly White  
Terry Leonard  
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 May 21, 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

- Summer Learning Program:

- Over 1,000 participants registered before official launch.
- Total registrations to date: 2,660 sign-ups, 252 below last year's total.
- Most registered group: 1st graders (age 6).
- 355,072 minutes read and logged.
- Social media engagement is strong, driven by summer intern
- Summer Interns:
  - One supporting SLP and social media.
  - One developing a Value Dashboard with clean data, for both internal use and public viewing.
    - Christine asked if the interns are in College and if they are paid.
    - Tammy advised yes to both questions.
- Facilities and Projects:
  - Central Library: painting and renovations ongoing. Noth entrance is still closed at this time.
    - New circulation desk planned at Island (current desk is deteriorating).
    - Palmetto may receive a desk reimage.
  - Rocky Bluff renovation: 70–90% design complete; final meeting with vendor pending; branch will remain open as much as possible during construction. We are ready to finalize so we can break ground, but there is no official groundbreaking day yet.
- Statistics:
  - May statistics are delayed due to possible data duplication. Staff is working on; we will bring forward at next month's meeting.
- Lucky Day Collection:
  - "Lucky Day" collection is reducing hold times, Libby is down by 34 holds. We may add more titles.
    - Chistine asked when we will do the print collection.
    - Tammy advised that we have started already, the carts are in the branches.
    - Christine inquired where they are located.
    - Brooke advised that they vary at location, but Central it is located right in front of the Circulation Desk.
  - Hal reported that Lucky Day has good turnover at Palmetto.

## New Business

- Board Orientation
  - Librarianship:
    - Libraries remain nonpartisan; focused on equity of access, not advocacy.
    - Collection development tools like LibraryIQ help fill content gaps.
    - Parental choice is respected—parental choice cards are seen as empowering, not restrictive.
    - Room-use for programs is content-neutral; one-sided info sessions may require balance.
  - Professional Training:

- IT recently went to a data management workshop. Andy from our Technical Services went for the library, he does a lot of coding in the back for the library.
- Reader's Advisory and Collection Development efforts are being centralized. Readers Advisory is constant for staff including Tammy.
- Research/Reference Services praised—Ericka's team consistently delivers full responses for any requests received.
- Digital Literacy: one on one support offered, including bilingual help.
- Staff are trained in de-escalation; safety protocols are in place; 911 called if necessary for removals if staff interventions are not successful.
  - Patsy asked if it is policy to reach out to emergency services to get someone to leave.
    - Tammy stated that some branches have an officer on duty, but if not, they can be asked to leave. We do need a police officer to issue a trespass.
- Staff must follow all applicable policies and laws.
- Professional Organizations:
  - Not currently members of ALA or PLA but remain aligned with standards.
  - FLA membership is active; includes networking and staff training opportunities. This is an annual membership. Staff attended this year, and one staff member received a scholarship.
- Tammy asked everyone if they wanted to stop here and pick up the next points in July.
  - The group agreed.

## Old Business

- By-law Discussion
- Revisions Underway:
  - Changing terminology from "Trustees" to "Advisory Board".
  - Clarifying purpose and duties.
    - Patsy inquired if the website states review and recommend.
    - Tammy stated we will verify with all of the recent website changes.
  - Reviewing term limits (1-year, consecutive terms – may simplify or remove).
  - Planning to use a simplified version of Robert's Rules for governance.
  - Clarifying committee roles; move away from recruited, add member of public, or non-board member.
  - Updating Executive Officer description as non-voting role. This is the Library Services Manager.
  - Amendment section title may use "Amendment and Restatement".
    - Christine advised this seems correct, will double check.
- Next Steps:
  - Christine noted need for a simple, maintainable structure.
  - Review website content.
  - Tammy will bring updated version for continued review

## Action Items

- Remaining orientation topics on handout to continue in July.
- Tammy to bring forward updated bylaws.

## Comment

- Terry (Friends of Palmetto):
  - Reflected on past library experience and praised educational value of meeting.
  - Requested more public visibility for the Advisory Board now that it has returned.
  - Suggested sharing budgets/workflows of Friends/Foundation to better coordinate funding support.
  - Interested in being involved earlier for programming needs.
  - Noted that each branch operates differently; centralizing communication would help.
- Tammy:
  - Agreed on need for a comprehensive funding workflow.
  - Centralized programming efforts are underway.
  - Suggested inclusion of workflow in future board handbook.
- Molly:
  - Shared information from the Board of County Commissioners Budget meetings.
  - Approved requests:
    - Staffing for Bookmobile (4 positions) and staff for the Rocky Bluff expansion.
  - Not approved:
    - Sunday hours (more data requested by the board; summer intern's dashboard may help revisit in the future).
  - Upcoming:
    - Lakewood Ranch second floor discussion on July 29.
  - Budget Detail:
    - FY26 total library system budget is \$13 million.
    - Millage rate remains unchanged.

With no further business to discuss, Christine motioned to adjourn the meeting. Meeting adjourned at 11:13 am.

- Next meeting: 07/16/2025
- Time: 10:00am
- Location: Central Library – Administration Conference Room