



## Manatee Library Advisory Board Meeting Minutes

May 21, 2025

Braden River Meeting Room, 10 a.m.

### Roll Call

#### **Present:**

Patsy Ugarte  
Christine Callahan  
Ashley Dawson  
Tammy Parrott  
Lyn Begraft  
Commissioner George Kruse

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

Jenny Daugherty  
Jim Russell

Guests:

### Call to Order

10:06 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 April 16, 2025. Christine made the motion to approve the minutes, and Ashley seconded. All were in favor; the motion carried. Therefore, Patsy announced the minutes were approved.

### Library Services Updates & Information

- Tammy went over conferences that Lyn Begraft and herself have attended recently.
  - Winter Park with Lyn and Molly, for Trends in Library Design. Property Management recommended this conference, big take away ideas and hopes. We are doing good, existing spaces could use some modern design.
  - After being home for two days, attended the Governor's Hurricane Conference with Tiffany Mautino. Tiffany is our current lead ESF-15 for volunteers and donations, Tammy

is the backup. This was all day workshops with certifications. Previously Lyn was the lead, but Tammy and Tiffany are taking over.

- Patsy inquired if any of the libraries are used as shelters.
  - Tammy advised no, BR would be good for a volunteer service center though.
  - Commissioner Kruse stated that the Braden River room was used for FEMA last year. There was discussion of Lakewood Ranch, Palmetto, and the Island Branch being a huge part of recovery.
- Leaving the Hurricane Conference; Tammy, Lyn and Tiffany attended FLA for a couple of days working with existing vendors.
- Tammy let everyone know that the Library App has launched.
  - Christine advised that it is fabulous, currently has it on her phone. Christine inquired if we have any data back from the app yet.
    - Brooke advised not yet, but we do have access to it.
- Tammy discussed the Rocky Bluff Library remodel/expansion. Currently meeting with architects to over the design.
  - Christine asked if there was an update on Central Library.
    - Tammy advised yes, the branch currently has a temporary roof still, but remediation was done. As of last Wednesday, walls are starting to go up. We are doing new carpeting and paint next. We are doing as much as we can but being cost efficient.
  - Christine asked when the north entrance will be open.
    - Tammy said hopefully soon, it was completely tore out.
      - Christine stated that it is a hard walk for some of our elders.

## New Business

- Board Orientation
  - Library Funding Summary - this document was created by Ericka Dow for us. Tammy went over the funding summary with the group.
  - Manatee Library millage rates - 1973 thru 2024 handout provided.
  - Section 2-9-44. – Authority to levy tax for public library purposes, Chapter 71-760, House Bill No. 2284, and Chapter 81-429, House Bill No. 505 documentation provided.
  - Budget by Fund – funds account for the Library millage levy and operating costs of the Central Library and County branch libraries, including Eaton Trust Historical and Library Gift fund.
  - Manatee County Public Library State Aid Organization Details handout.
    - Tammy advised that the State Aid awards are used for print collection.
    - Christine asked if closed means done.
      - Tammy advised the closed means done, funded means that we have been approved/paid. For example, 2025 shows funded, but we are awaiting the check.
      - Brooke advised that 2023 will show closed next year.
  - Tammy went over The Library Foundation and their donating. They have previously matched for Lakewood Ranch's collection; they also provide funding for our Summer Learning Program. They are looking into an opening day collection fund for the Bookmobile.
    - Commissioner Kruse asked when the Bookmobile was coming.

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- Tammy advised January 2026.
- Tammy spoke about moving the Little Discovery Center to Central and Bookmobile to Little Discovery Center, but not official.
  - Ashley asked if Little Discovery Center would still be appointment only if it was at Central.
    - Tammy advised no, we would want to move away from that.
  - Commissioner Kruse asked why we have appointment only still, parking is available downtown and if a parent is willing to park in the parking garage and walk, they should be able to.
    - Tammy advised it has not been relooked at since it went to appointment only.
  - Commissioner Kruse stated that Mixon could be a good opportunity, plenty of parking available.
    - Tammy stated that it is a good option, she is working with Molly on different ideas.
- Tammy advised we are trying to incorporate more Sunday hours. We will know more when budgets are complete for the next fiscal year.
  - Commissioner Kruse stated we could shift days too, open on a Sunday, close on a Tuesday for example.
    - Patsy mentioned that we just set the standardized hours for all.
  - Tammy stated that the survey we previously sent out leaned towards Braden River extending hours, with the existing staff, we may be able to do this soon. We may lean towards a branch on a transit line, Central or South Manatee branch.
- Tammy discussed Rocky Bluff's renovation/expansion, and how it is funded. She advised that there will be more information regarding Mixon to come.
- Tammy mentioned that we have been focusing on the collection, but we do have extended holds. We are hoping that the Lucky Day Collection will help.
  - Christine asked where we keep backup books.
    - Tammy stated that we keep them on the shelves.
  - Commissioner Kruse asked why we don't have a warehouse with backups, instead of having five books on the shelf of the same item.
    - Tammy and Commissioner Kruse discussed some different options that may be available in the future for warehouse spacing.
  - Commissioner Kruse inquired about why we have so many platforms.
    - Tammy advised there are different features with each one.
  - Christine asked if we know how many books we have, that may have eighty holds.
    - Tammy stated that we have about a dozen we are focusing on.
  - Commissioner Kruse asked if the cost or storing of books was the issue.
    - Tammy advised that it is the storing/space that causes an issue. This is the reason that we do not take donations, only our Friends groups.
  - Commissioner Kruse mentioned a possibility of reimbursing patrons if they have a book that we have a lot of holds on.
- Tammy went over the material usage for April 2025 reported.
- Tammy advised that we have two interns this summer. James is going to be working on a dashboard for the library, and Elle is working with Veronica, our Marketing Specialist, assisting with social media and the Summer Learning Program.

## Old Business

- By-law Ongoing Work
  - Christine stated that the officer section needs some information, four years is a long term. If something occurs, and someone needs to step down, what are those steps.
    - Commissioner Kruse advised that vacancies are filled in real time.
  - Tammy stated that before the next meeting the by-laws can be edited and approved at the next meeting.
  - Patsy asked if there is a term limit for officers.
    - Tammy answered that there currently is not, and the group discussed different term options that may be entered.
    - Christine stated that she wants to encourage people to step up to be an officer, not be afraid of term timeframes.
  - The group discussed keeping staggered roles, limitations to serving as an officer wording.

## Action Items

- Drafting of By-laws for next meeting.

## Comment

- Patsy advised that she has received feedback regarding the Palmetto branch. When entering the branch, there is no greeting from staff.
  - Tammy thanked Patsy for her feedback.
- Commissioner Kruse asked if we are going to have committees for the board. There has been a lot of discussion on big things, we could bring in some friends group members to work on feedback to give to the board.
  - Christine asked if the size of the committee is limited.
    - Commissioner Kruse advised that is up to the Advisory Board, summer is a good time to get the committees together.
- Ashley asked if we use pip system, it is more for backhouse and storage.
  - Tammy advised that we do not.

With no further business to discuss, Patsy motioned to adjourn the meeting and Christine seconded. Meeting adjourned at 11:18 am.

- Next meeting: 07/18/2025
- Time: 10:00am
- Location: TBD