



## Manatee County Library Advisory Board Meeting Minutes

November 19, 2025

Central Library Conference Room, 10 a.m.

### Roll Call

#### Present:

Patsy Ugarte  
Christine Callahan  
Ashley Dawson  
Jim Russell  
Tammy Parrott  
Lyn Begraft  
Commissioner Aide - Dana Summers

#### Unable to Attend:

Jenny Daugherty

### Guests:

Mall Chaney

### 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 October 15, 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:
  - Tammy advised we had a great month to start the fiscal year.
  - Christine made note that last Oct was the storm.

- Tammy shared the value calculator data for fiscal year 2024: FY24 Budget: \$10,461,783, delivering \$45M in services to the community.
- Staffing Updates:
  - Tammy mentioned that we are promoting a lot within the library system. This will continue to happen.
  - Island Branch: Assistant Supervisor position filled by former Youth Services Librarian.
    - Ashley stated that Savanah is great.
  - The Youth Librarian role that Savanah was in is being reclassified to Coordinator, pending HR approval.
    - Jim inquired on the candidate pools we are receiving.
      - Tammy advised overall larger applicant pools, but Librarian pool remains small.
      - Jim asked if the library gives opportunities for the hires to grow into their positions.
        - Tammy stated that the county does have a Tuition Reimbursement program; staff do take courses and use the program.
- Facility Updates:
  - South Manatee:
    - no significant updates.
  - Rocky Bluff:
    - PMD reviewing cost benefit of full closure vs. partial closure during construction.
    - Fully closing could shorten the timeline; limited services if we do stay open. Some staff will be moved to other location temporarily.
    - Groundbreaking planned for spring 2026, estimated duration is about one year.
  - Palmetto:
    - Removal of old acrylics/slate walls, painting, collection weeding, shifting ranges to add a teen space (furniture included).
    - Improved path to garden; fence installation delayed.
    - New carpeting for Youth Room.
    - Meeting room furniture upgrades underway.
    - Plans to update auditorium flooring/furniture and adjust circulation desk footprint.
  - Braden River:
    - Supervisor Cathy Laird retired; Susan (internal) promoted.
    - Former Island Asst. Supervisor now in the same role at BR.
    - Potential “slow refresh” similar to PAL.
  - Lakewood Ranch:
    - High program attendance; continued growth.
    - Second floor build out progressing (sprinklers, carpet, then furniture/study rooms, partial collection move).
  - Central:
    - Progressing slowly; conference room door still pending repair.
    - Ongoing furniture updates.

- Digital Services:
- LinkedIn Learning is still down due to procurement delays, nearing resolution.
- Kanopy is coming soon to replace Hoopla. Kanopy is a streaming service with movies and documentaries. It will bring more than Hoopla with better pricing.

- Staff training underway; parental controls available.
- Programming:
  - Continued centralization of programming processes.
  - Performance contracting transitioning to programming team.
- Friends Groups & Mixon:
  - Meeting with all Friends groups tomorrow regarding MOUs.
  - Public meetings scheduled (Nov 20 & Dec 8) to gauge interest for a Mixon Friends Group.
  - Mixon event was viewed positively by attendees.
  - Mixon Site:
    - Outreach & Mobile Services originally planned for farmhouse, no longer feasible.
    - Need to locate bookmobile and staff elsewhere on site.
    - Still plans for a library presence/branch at Mixon due to use of library funds.
  - Patsy mentioned that she heard the Mixon event was well organized, there was a lot going on, but it moved well.

## New Business

- Library State Statute:
  - Commissioner Ballard has an initiative that would move our State Statute to Local. Population wise, it does not make as much sense as before, and we could expand.
  - Tammy had Brent join the board on Teams to explain the process of the legislative initiative.
    - Simple modification: eliminating current state language.
    - Bill expected to move between now and March; likely to be finalized with June budget signing.
    - Once state law changes, county can define board structure locally by resolution.
    - Previous attempt in 2024 to update seats stalled because local changes were not permitted without state modification.
  - Tammy offered to send Brent the language we used previously when we were trying to add additional seats.

## Old Business

- Library Use Policy, Open Carry Update:
  - Tammy advised she is waiting for the County Attorney to get back to us on the open carry language, this may affect our policy.
- BCC Briefing:
  - Tammy stated that all briefings have been completed except for one, tomorrow is the final briefing with Commissioner Rhan.
- By-Laws:
  - Tammy asked the group if we are keeping the by-laws as is for now. After discussion the decision was to make a small committee to work on the by-laws as we move from state to local ordinance. The committee will be Dana, Christine and Brooke.

### Action Items

- Collection Development Policy:
  - Patsy stated the policy is well written; noted clarity on parental responsibility for children's materials.
  - Approved unanimously for submission to BoCC.
- BoCC Meeting scheduled for 12/16/2025 for Policy and MOU.

### Comment

- Mall Chaney:
  - Mall inquired how we are doing with incorporating new vendors with Baker and Taylor.
    - Tammy advised that we will be up to speed pretty soon, already have things coming in. We did spend more on the collection last year.

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

- Next meeting: 12/17/2025
- Time: 10:00am
- Location: Central Library – Administration Conference Room.