



Manatee County Library Advisory Board Meeting Minutes

September 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
Commissioner Amanda Ballard

Unable to Attend:

Guests:

Mall Chaney
Suzanne Seiter
Tiffany Mautino
Chelsea Baker

Call to Order

10:02 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 August 20, 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

- Fall Programming:
 - Lyn advised the library is working with DCCI and Tracy from CVS regarding memory cafes in two branches, South Manatee and Braden River. Location visited last week, and it is a valuable resource.
- Statistics:
 - Lyn advised we continue to see growth year to year. Material usage was up 55%, online resource usage way up.
 - Commissioner Ballard asked if there was any campaigning for this.
 - Lyn advised there has been more money in Libby, Press Reader is taking off. The Lucky Day Collection is also online and has been assisting with the queue.
 - Christine mentioned that she has used the Lucky Day Collection twice.
- Discussion:
 - The new application does not require to have patrons log out and back in. Possibly people are staying logged in which is causing the login number to go down.
 - Commissioner Ballard asked if there is a way to track by searches in catalog, vs the logins.
 - Christine mentioned there should be a standalone stat.
 - Chelsea stated that she believes everyone is on track with what is happening currently.

New Business

- Circulation Procedures:
 - Tammy advised that we previously planned for Chelsea Baker to speak, but she has been out of office and has not had a realistic timeframe to put this together. She will not be presenting today, but available for any questions.
 - Patsy stated that she has read this before and praised Chelsea.
 - We will reschedule Chelsea to present at a future meeting.
- BCC Workshop – Facility Plan:
 - Tammy advised that a previous BCC meeting directed this work session. Currently it is scheduled for 10/23/2025.
 - Tammy went over the presentation she has been working on for the workshop.
 - Expansion areas: Lecom, Myakka, Parrish.
 - Population growth trends.
 - Past plans: Master Plan (2018), Strategic Plan (operational focus), internal capacity now seen as sufficient.
 - Central Library updates post storms.
 - Ideas for co-location: libraries with retail, apartments, or rec centers (i.e. Milwaukee model).
 - Outreach: bookmobiles, library kiosks, books in laundromats, senior centers.
 - Commissioner Ballard noted potential library addition at Veterans Memorial Park in Parrish.
 - Board members discussed innovative, cost effective facility options.

- Tammy confirmed one more meeting before workshop and encouraged attendance.

Old Business

- By-laws
 - No changes at this time.

Action Items

- Annual Plan of Service:
 - Tammy explained that this plan is a part of our State Aid Application Packet.
 - Christine inquired about how the goals are selected.
 - Tammy explained that her first goal of the year is to come up with the goals for the year.
 - Commissioner Ballard went over the Advisory Board section at the BCC meetings. It is a nice way for the Commissioners to receive reports, but so far it has happened very minimally.
 - Tammy spoke about the summary memo that happens after our monthly meetings, we could look at including this to the Advisory Board.
 - Patsy asked if there was a motion to approve the Annual Plan of Service. Jim motioned to approve for BCC vote, Christine seconded.
- Room and Spaces Policy:
 - Tammy asked everyone if they had questions over the room policy after reviewing. The next step in the process if this is approved is to create a procedure piece.
 - Chelsea advised part of the reason this is, so long is because we have more offerings now, like our recording studios.
 - Tiffany mentioned that the new pieces are only three pages.
 - Commissioner Ballard inquired about unattended children; it states to contact law enforcement. Not locating information regarding law enforcement for adults in the document.
 - Tammy advised that on page 54, under violations of law. This section has the overall contacting of law enforcement.
 - Commissioner Ballard stated that once Mixon is open, we may have concerns with unattended children that are elementary school age. It is in a very walkable area for the children.
 - Tammy stated we will make a note for Mixon, it is a unique location, and we want safety for the kids.
 - Patsy inquired if children carry identification with age at the library.
 - Tammy stated it is limited information; with a library card we can verify information on record.
 - Christine motioned to approve for BCC vote, Jenny seconded.

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- Display Policy:
 - Tammy advised the Display Policy previously used for item holds, now more comprehensive.
 - Patsy stated the policy is very thorough. The reference in the display policy that has Board of Trustees should now be Library Advisory Board.
 - Christine motioned to approve for BCC vote, Jenny seconded.

Comment

- Mall Chaney:
 - Praised the reopening of the north entrance today, Mall stated she is very excited for it to be done after 11 months. The numbers have been low, parking is limited on the side that is open, so it has been hard for the elderly to travel the entire building.
 - Tammy apologized that it has taken so long to reopen.
 - Mall suggested that the \$250,000 requested for a study could go far with updates to the Central Library, instead of another survey.
- Sue Seiter:
 - Working to align Friends, Foundation, and Advisory Board communications.
 - Announced 11/14/2025 friend-raiser event at LWR with documentary screening, free for all.
- Tammy advised that the next meeting would need to change to 2pm.

With no further business to discuss, Christine motioned to adjourn the meeting. Meeting adjourned at 11:08 am.

- Next meeting: 10/15/2025
- Time: 2:00pm
- Location: Central Library – Administration Conference Room.