



Manatee Library Board of Trustees Meeting Minutes

January 19, 2023

Central Library Conference Room, 2 p.m.

Roll Call

Present:

Tammy Parrott
Lyn Begraft
Marion Duncan
Patsy Ugarte
Jenny Daugherty

Unable to Attend:

Jim Russell
Christine Callahan

Guests:

Anne Ferrando-Klemet

Call to Order

2:00 p.m. by Chairman Marion Duncan

Approval of Minutes

October and November minutes are not able to be approved. Tammy inquired if we could circulate the minutes among the group via email for approvals needed. Patsy and Marion approved the circulation by email.

Marion welcomed our guest Anne Ferrando-Klemet who then introduced herself.

Manager's Report: Library Updates and Status of Services

- Biggest thing going on is RFID tagging. Tammy showed an example of a tagged book and explained the process each branch is completing.
- The tagged books will work with our self-checkout machines and reading pads. We intend to put self-checks in every location. This will not reduce our FTE's but save time for them, allow them to re-direct their time.

- Jenny stated that as a mom she thinks this is a great service.
 - Lyn and Tammy advised that kids love to work it also.
 - Tammy advised the RFID pad will be in the drive thru window at LWR.
- Jenny asked when it begins.
 - Tammy advised that the RFID tagging is the first step in the plan. There are three stages; the tagging is first, and we are at our third location. The second step is selecting the self-check machines and putting them in by August. Tammy explained what we need for the machines up and running data, electricity, and room.
- Patsy asked how much each machine cost.
 - Tammy responded with \$10,000.00 per machine.
- Jenny asked if each location gets one machine.
 - Tammy responded with one at each location except for Central which will have two, one for each floor. We can always add more if needed.
- Tammy continued with the third stage which would be an after-hours locker, some type of pick-up station for after hours or vending machine. The cost on these can be up to a quarter of a million dollars, but a fraction of a new branch.
 - Jenny asked if we already had or if there is already software in place elsewhere for a locker pickup/vending option.
 - Tammy responded with there is and they viewed it at a tradeshow they visited.
 - Jenny asked if it is mobile.
 - Tammy responded with it is not but can be moved to different locations.
- Internship program within the county and we have requested three types of interns for projects.
 - We are looking for someone to build a portal that our statistical information can be entered in. Then that information would automatically flow into the database. This will help us look for trends.
 - Dashboard system, or a library value calculator along with some choice statistics. Hillsborough County has shared the coding with us, and we would like to implement that.
 - Deep dive into our demographic makeup of the community. We would like to see mapping with cardholders, household income, language at home so we can work on our collections, age of population, population density and distance to nearest branch.
- We have made 5 Budget Requests for the next fiscal year.
 - \$25,000 a year to rotate around the library system for refreshing things that PMD does not already take care, or we cannot afford with the operating budget. Painting the outside or lobby of a building can come out of this.
 - Assistant Department Head for our Programming Department.
 - \$100,000 additional collection development funding.
 - Patsy asked if this was for all libraries.
 - Tammy advised yes and she showed some examples of books that have been weeded out of the collection recently. We want to refresh and refill our collection.
 - Jenny asked when we buy a book, do we have to pay extra for the book to circulate.
 - Tammy responded with both yes and no. We pay a little bit of an upcharge for library bindings and the preprocessing of RFID. With

eBooks and digital books there is a significant upcharge. Tammy showed an example of a book she bought on amazon for \$18.00. The eBook was \$85.00, and the eAudio was \$55.00 for 24 months then it goes away.

- Jenny asked if we pay attention to the ILL data and if it is used to offer authors or topics.
 - Tammy responded with we need to pay more attention to that.
- We requested two collection development librarians so they can keep a close eye on this stuff for us. We do not have a dedicated collection librarian currently.
 - Jenny asked if we see how much money we spend on an item, and if no one has checked it out will they stop with that area.
 - Tammy explained how we would proceed with a series if there were not a lot of movement on book one or two of a series.
 - Jenny asked if the ILLs cost money.
 - Tammy responded with yes and no. We pay delivery, which is about \$8,000 per year, it is partially offset by State Funds. It is not per book.
- We do not know if these requests will be approved but they have been approved by Lee Washington and moved forward.
 - Jenny asked if it is normal to ask for things mid fiscal year.
 - Tammy responded with we are preparing our request for the next fiscal year.
- We have three policies that will be coming before the board this fiscal year. The Display Policy, Circulation Policy, and Behavior Policy. Two of the items will be during the June 21st meeting, State Aid pieces will be at the August 16th meeting and another item at the October 18th meeting. If you cannot make a meeting, please look for an approval email.
- During RFID we kept the phones on and did curbside pickup. RFID did not interrupt programming.
 - Patsy asked how far along in the RFID process we had gotten.
 - Tammy advised that we are done with Central and Braden River. We started with the largest and they are still working on things that are coming in. Rocky Bluff is this week, Palmetto next week, then South and Island in February. We will complete Little Discovery and believe it will only take one day.
 - Patsy asked if we have had any issues or if it is going smooth.
 - Tammy advised it has gone smoothly. Andy and Chelsea preplanned the whole thing and it has gone well.

Dashboard Statistics / Power BI

- Circulation continues to go up. Every point of contact that we can count as a service point.
 - The first 3 months of this FY are 1.2 million.
 - Our jump still seems to be from our expansion of hours.
 - Tammy explained to our guest what our hours were and how we went to a universal schedule.
 - Jenny said it may not so much be the change of hours but the constancy across the board. You do not have to look it up or think about it now before going.

- Tammy still has requests for Sunday hours, we can continue to revisit it but not something we are looking at now.

Staffing Update

- Ongoing, we have had no change in turnover. We have only had one person resign due to cost of living in the area.
- We have selected a candidate for the Lakewood Ranch Manager, but we cannot announce it while awaiting the background. This person will start taking over collection development for their location and building their team.
 - Patsy asked when the opening was occurring.
 - Tammy advised completion will be September, so we are hoping for October 1st opening.
- As soon as the new Manager gets here, we will post for Assistant Manager, then follow with librarians.

Construction Update

- Construction is ongoing. Construction end date set at September 5th and opening October 1st.
- Tammy was at the worksite yesterday and was able to see paint on exterior.

Orientation

- Tammy connected her laptop and presented slides for the new hire orientation presentation we show.
 - Patsy stated she was impressed. She liked that the information is there for the new employees to know. It seems like it would make it easier to come on board and know what is expected of you.
 - Tammy thanked Patsy and passed around a schedule for new hires.
 - Marion asked if a copy of the presentation could be emailed.
 - Tammy advised yes. We will conclude that in the minutes.
 - Patsy asked if every department has a presentation like this.
 - Tammy advised that she was not sure. Lee has started doing it with CVS, each dept head has their orientation in place.

Board of County Commissioners Representative

- Years ago, we had a commissioner liaison, but it has been a while.
 - Patsy spoke about some advisory boards she previously had been on that had a commissioner present. It was a lot of boards for the commissioners to be on, so they did cutbacks years ago.
- Commissioner Ballard will be joining us as our liaison. She will be joining next month's meeting. Commissioner Kruse will be our backup.
- Due to Commissioner Ballard joining us we are going to need to change our meeting dates, every Thursday they have a meeting.
 - Jenny asked if she was coming to all meetings going forward?

- Tammy advised yes.
- Instead of the third Thursday she can do the third Wednesday at 9am. There are a couple of times that she will have to shift it to 10am or 11am. Tammy will cancel the appointment series and send a new one out.
 - Patsy advised Wednesday are okay.
 - Jenny stated it is not ideal but can make it work.
 - Marion stated it works for him, he will not be present at the next meeting though.
 - Jenny asked when the next meeting was.
 - Tammy responded with the 15th, and it would be at 11am.
 - Tammy will also send out an email with a list of dates and times. Policy approval meetings will be highlighted.
- It is going to be good for the library to have a commissioner join us.

Comments and Questions

- None

Upcoming Meeting

- Will be held on Wednesday February 15, 2023, at 11am in the Central Library Conference Room.

Adjourn

With no further business to discuss, Chairperson Duncan motioned to adjourn the meeting. Meeting adjourned at 3:07 pm. Patsy will be running the next meeting.