



## Manatee Library Board of Trustees Meeting Minutes

January 20, 2022

Central Library Conference Room, 2 p.m.

### Roll Call

#### Present

- Tammy Parrott
- Artis Wick
- Christine Callahan
- Marion Duncan
- Patsy Ugarte

#### Excused

- Myron Robinson

#### Guests

- Dave Wick

### Call to Order

2:03 p.m. by Artis Wick, Chairperson

### Approval of Minutes

Artis Wick called the meeting to order. Artis inquired if everyone reviewed the minutes of November 18, 2021 (there was no December 2021 meeting) and if there were any comments, suggestions or corrections. No corrections were made. Christine Callahan made the motion to approve the minutes as submitted, and Patsy Ugarte seconded. Therefore, Artis announced the minutes were approved.

### Manager's Report / Library Updates / Status of Services

- Tammy Parrott announced that she has been named the permanent Library Services Manager (with the rousing approval of the Board members present!). Tammy is pleased to continue in this role and is looking forward to the next step of hiring an Assistant Library Services Manager. This ALSM will play a pivotal role, serving as liaison to the new East County Library and supervising the branches. We anticipate a robust applicant pool (the deadline to apply is 2/14).
- Despite the recent increase in Covid numbers, we have not altered services in any way. Tammy communicates with staff, asking if they are still comfortable with the level of

services we provide. If anyone feels uncomfortable, attendance would be adjusted as necessary rather than canceling programs outright. However, no adjustments/cancellations have been made because people self-regulate.

- We are seeing the impact of snowbirds coming into the library and attending programs. In fact, Island staff report that they are creating numerous visitor cards.
- Services are picking up, which are reflected in our statistics.

## Construction Updates

- East County:
  - Project continues on track.
  - Construction meeting scheduled for next week.
  - July 2023 is still slated as date of substantial completion (punch list is anticipated to be completed then)
  - Tammy must now evaluate furniture, fixtures and equipment and shop for the opening day collection
  - Shelving count must be completed (linear feet of collection space) – internal collection development team met to discuss these plans
  - \$400,000 has been budgeted for the library's opening day collection
  - Collections will be shifted also since some locations are 'tight'
  - Items per square feet and turnover rate will be evaluated too
- Rocky Bluff:
  - A funding package is being assembled for a Makerspace and 2 study rooms.
  - RKB has money set aside but the Library Foundation might be willing to fund the project, along with our funds.
  - Relocation of HVAC and sprinkler system is expensive
- Central Library / Eaton Room:
  - Exploring possibility of expanding the Eaton Room (located on the 2<sup>nd</sup> floor)
  - Incorporate the space between the room and the outer wall
  - Relocate Information Services' staff to the 2<sup>nd</sup> floor because the collection they manage is located here
  - Include a digitization lab
  - A sizeable gift donated years ago can be used for this funding

## Staffing Updates

- Staffing has been approved for the new location. County Administration is still trying to determine staffing for the library's extended hours.
- If approved, the library's standard hours (i.e., across the board) will be:
  - 9a – 8p Monday – Thursday
  - 9a – 6p Friday & Saturday
  - No longer will operating hours differ from branch to branch. This standardization should reduce patrons' confusion regarding scheduling.
- Post-holiday, we have had a few staff who tested positive for Covid or who were exposed, but fortunately no one was seriously infected
- As of January 2022, current vacancies include:
  - Assistant Supervisor (Librarian II) at Palmetto
  - Youth Librarian at Rocky Bluff in Ellenton

- Outreach Librarian II (which will play an important role to visit places where we are currently not already connecting with and to increase the library's visibility)

### Volunteer Policy / Patron Conduct Policy

- Upcoming desired revisions to the Library volunteer policy will require approval by the Library Board of Trustees but won't need the consent of the County Administrator.
- The Patron Conduct Policy is also being revamped. It will need Library BOT approval and must be reviewed and accepted by the Board of County Commissioners.
  - It will consolidate policies for patrons' physical conduct, internet usage, and unaccompanied children (left behind, after the library has closed) so that staff have concrete policies to follow

### Library Board of Trustees' Appointments

- Terms will expire on 1/31/2022 for:
  - Artis Wick, representing Manatee County At-Large
  - Myron Robinson, representing Unincorporated Manatee County
- Tammy shared the candidate matrix of the fourteen individuals who have applied for the BOT vacancies.
  - Some individuals are eligible to be considered for both the At-Large seat as well as the Unincorporated Manatee County seat because of residency requirements.
- All applications are available to be viewed by the public.
- While Library staff was involved in advertising the vacant seats, the Board of County Commissioners are solely responsible for selecting 2 representatives at the 1/25/2022 meeting.
  - Lee Washington and Tammy will be present at the meeting, should any questions arise.
- Tammy presented Artis with a plaque and certificate of appreciation (it was noted that we wished Myron Robinson were present since this was his final meeting as well).
  - Tammy thanked Artis for her extensive time commitment, her 'quiet' approach, thoughtfulness, and the 'fire' she brought to this Board.
  - Tammy expressed that Artis' participation was extremely important to her, the staff and the citizens.
  - Artis remarked that it is an important job that needs to be done and said that everyone should be involved in their library and the work of the County since it is for the benefit of every citizen. Artis has enjoyed her time on the Board and was honored to be a part. She will also provide the contact information for Nicole, John Horne's assistant at Anna Maria Oyster Bar, for our annual recognition during National Library Week.
  - Artis' fellow Board members thanked her for her service and support, saying she "made it easy."
  - Marion noted that John Horne will be speaking in February at the Island's lecture series.
- At the next meeting (2/17/2022), the Library BOT will select a new chair and vice chair. These terms shall be 1 year in length, but they are 'renewable.'

### Citizens' Comment

- None.

### Adjourn

With no further business to discuss, Chairperson Wick motioned to adjourn the meeting. The motion was accepted by Christine Callahan and seconded by Patsy Ugarte. The meeting adjourned at 2:41 p.m.