



## Manatee Library Board of Trustees Meeting Minutes

February 17, 2022

Central Library Conference Room, 2 p.m.

### Roll Call

#### Present

- Tammy Parrott
- Christine Callahan
- Jenny Daugherty
- Jim Russell
- Marion Duncan
- Patsy Ugarte

#### Guests

- None

### Call to Order

2:01 p.m. by Tammy Parrott, Library Services Manager. She mentioned Lee Washington, Director of Neighborhood Services Department, was invited but may not be able to attend due to his busy schedule.

### Welcome and Introduction of Staff and Board members

- **Tammy Parrott** announced she started in September 2019 as the Assistant Library Services Manager and was promoted to Library Services Manager, effective January 1, 2022. She has fifteen years of experience in Library Administration and holds an MLIS from the University of Missouri Columbia and a Master's in Public Administration from the University of Missouri Kansas City. She and her husband hail from the Midwest but most recently relocated from New England. Tammy is happy to be here and excited to continue to do 'wonderful things' for the community!
- **Patsy Ugarte** retired in 2020 and has been a member of the Board for 4 ½ years as the City of Palmetto representative. Her passions include volunteering at the Library and with the Master Gardeners. She oversees the upkeep of the pollinator garden installed by the Master Gardeners at the Palmetto Library and invites everyone to please visit.
- **Jim Russell** and his wife moved to Florida 35 years ago from Cape Cod, MA. He had managed car dealerships in the Sunshine State. His wife recently retired from Wells Fargo. Their first great grandchild was just born in December! He is looking forward to this opportunity to give back to the community.

- **Christine Callahan** is also a Master Gardener in Manatee County. She also serves on the Sunshine Community Compost Board. She has served on the Board of Trustees for the past 2 years as the City of Bradenton representative. Christine is an avid reader and uses the library on a weekly basis.
- **Marion Duncan** represents the Island communities. He has been retired for 22 years from the Sarasota School Board and has lived on Anna Maria Island for 47 years with his wife. They have 2 daughters. Marion volunteers at the Island Library and previously volunteered at the Ringling Library.
- **Jenny Daugherty** represents Manatee County at Large. She was born and raised here and grew up coming to the Central Library. She is a 3<sup>rd</sup> generation resident and her husband, a Manatee County sheriff's deputy, is an 8<sup>th</sup> generation resident! Jenny is a self-employed CPA. She and her husband have three children, in 7<sup>th</sup>, 5<sup>th</sup> and 3<sup>rd</sup> grades. They are avid campers.

### Selection of Chair and Vice Chair, Library Board of Trustees

- Marion Duncan was nominated by Patsy Ugarte to be Chair. The motion was seconded by Jim Russell. All voted in favor. Therefore, Marion will serve as Chair for a term of 1 year and will run the monthly meetings.
- Patsy Ugarte was nominated by Marion Duncan to be Vice Chair. The motion was seconded by Christine Callahan. All voted in favor. Therefore, Patsy will serve as Vice Chair for a term of 1 year.
- Lorrie See will continue as Secretary, taking minutes of the Board meetings.

### Approval of Minutes

Marion inquired if everyone reviewed the minutes of January 20, 2022 (note: they were emailed to new Board members prior to the start of today's meeting). No corrections were made. Christine Callahan made the motion to approve the minutes as submitted, and Patsy Ugarte seconded. Therefore, Marion announced the minutes were approved.

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

- Tammy thanked Board members for giving us their time.
- She has been reviewing policies that haven't been updated recently. For instance, the volunteer policy is drafted but more research is needed regarding the community service portion to determine parameters.
- Additional policies will be brought forward to the Board of Trustees for their review. Policies involving money or staffing will need to also be brought before the Board of County Commissioners for approval.
- Staff are well and feeling comfortable in the work environment.
- Services are thriving and growing.
- Attendance at story times is picking up. Snowbirds are returning to the area and the library. We are not at pre-Covid numbers yet, but we anticipate resuming there soon.
- Patrons are happy that libraries are fully opened without any restrictions. However, if there is an outside agency presenting a program that has a restriction, we will abide by those measures.
- Summer programming will return in full this year.

- We are in the process of posting new positions so that we can expand our operating hours (which will be consistent for all locations):
  - Monday – Thursday, 9am – 8pm
  - Friday & Saturday, 9am – 6pm
  - This change will be completed in phases so as not to overwhelm anyone and to train appropriately. As staff is fully trained, we will expand hours.
- We will be moving forward with RFID technology (placing stickers in books to enable patrons to check out their items via self-check machines)
  - RFID will aid in determining the number of times an outside device connects to our Wi-Fi.
- Power BI link was shared with Board members.
  - Can view live County performance dashboard.
  - Circulation numbers are considerably up for January 2022.
  - The pre-Covid in-person door count revealed that nearly 1 million people entered a branch in Manatee County during the fiscal year! This indicates the library is an important destination for our citizens.
  - Patsy agreed that this was impressive and strongly advocates the widespread sharing of this information.
  - A dashboard indicating foot traffic is in the works.
  - Different people use the library in different ways:
    - Digital users
    - 'Frequent flyers' who come in for story time
    - Computer users
    - People who come in daily to read newspapers
- We are changing the format of items on the hold shelf. Currently, the hold slip reveals the last name of the patron. It will be changed 3/1/2022 to identify the first 4 letters of a patron's last name + the last 4 digits of their library card, to increase privacy.

### Staffing Updates

- A Librarian II position has been reclassified as an 'Outreach and Community Engagement' Librarian position. The focus will not only be outreach, but also determine what library-appropriate needs the community has. The incumbent will help to reintroduce people to the library and our services and programs. The goal is to be the Library that citizens want us to be.
- As a result of Aileen Valdes' promotion to Island Library Supervisor/Librarian III, we backfilled her position.
  - The Palmetto Library Assistant Supervisor/Librarian II was selected (an internal candidate). He is undergoing a background check as part of his conditional offer process.
- There were 12 qualified candidates for the Assistant Library Services Manager position.
  - Incumbent needs prior supervisory experience because this person will manage all branch supervisors. This was also a recommendation from the Master Planner.
  - Central Library/Librarian III supervisors will continue to report to Tammy since they have a system-wide view.
- Interviews for the Rocky Bluff Youth Librarian will take place beginning on March 1.

### East County Library Construction Update

- Estimated completion date is still anticipated as July 2023

- Location: Premier Sports Complex off State Road 70 (several miles east of I-75)
- Naming survey is underway. We are listening to the community, but ultimately the Board of County Commissioners will choose its name.
- It will be a 50,000 sq. ft./2-story building:
  - The Library will occupy 25,000 sq. ft. on the lower level.
  - The 2<sup>nd</sup> floor will be a ‘placeholder’ for future County needs (i.e., potentially a combination of Library and/or County space)
  - This location will be larger than any other branch.
    - By comparison, Braden River’s public facing size is currently 18,000 sq. ft.
    - Central Library is approximately 48,000 sq. ft. but this includes “back of the house” operations such as Tech Services and Library Administration.
- East County will feature a drive-through for easy drop off and pick up of items. This is a customer-service friendly feature that will aid those with mobility issues, or parents with small children.
- It was suggested to have the Board members attend a pre-ribbon cutting “sneak peek” at the library. Tammy will consult with Lee Washington on this possibility, and if so, what safety precautions would be undertaken (such as wearing hard hats).

### Rocky Bluff Library Expansion Update

- Rocky Bluff Library will add a makerspace and several study rooms. This project has been on the Capital Improvement Plan for a while.
- We have support of the Library Foundation for partial funding.
- The location was formerly a restaurant. Removal of the bar will open a lot of space.

### Citizens’ Comments

- Marion announced that the Island Friends will be hosting a book sale next weekend and invited everyone to attend and advertise this information with others.

### Adjourn

With no further business to discuss, Chairperson Duncan 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.