



Manatee Library Board of Trustees Meeting Minutes

March 17, 2022

Central Library Conference Room, 2 p.m.

Roll Call

Present:

Tammy Parrott
Jenny Daugherty
Jim Russell
Marion Duncan
Patsy Ugarte

Unable to Attend:

Christine Callahan

Guests:

None

Call to Order

2:02 p.m. by Chairman Marion Duncan.

Approval of Minutes

Marion inquired if everyone reviewed the minutes of February 17, 2022. No corrections were made. Patsy Ugarte made the motion to approve the minutes as submitted, and Jenny Daugherty seconded. Therefore, Marion announced the minutes were approved.

Manager's Report / Library Updates / Status of Services

- Tammy Parrott announced that she is still evaluating the collection development and volunteer policies.
- Programming is getting more hits.
- Attendance for story time has been steadily increasing.
- Jenny Daugherty shared that her kids have enjoyed the Makerspace Tween programming and described it as "amazing!" The Makerspace has been moved from the Technical Services' area to Programming. Outward-facing services more appropriately belong to Programming to feature Makerspace activities.
- Tammy would like to have "Creating with the Commissioners."

- Neighborhood Services Department has been reorganized into “Community and Veterans Services” for direct assistance to the community. Additionally, the affordable housing staff has been added to CVS. We are excited to have Lee Washington continue as Department Director.
- Power BI link was shared with Board members.
 - Can view live County performance on the dashboard.
 - Circulation data remains steady. The February blip could be attributed to post-holiday Covid anxiety.
 - A dashboard indicating daily door count is being worked on.
- Tammy, Hal Harmon, Renee Stokes and Aaron Drake will attend the upcoming Public Library Association conference, a division of the American Library Association. Upon their return, they will brief staff on library trends and share what they learned.
- Rocky Bluff Library will host a Touch a Truck event. It will have food trucks and Commissioner Satcher intends to visit.
- The Central Library parking lot will have maintenance work done to repair plumbing. The work will stretch from the side of the building to the street. Interior plumbing work has been completed when the public wasn't here.
- Property Management is also re-mortaring exterior brickwork to fix a water leak.
- Marion asked if we will pursue book mobiles since they are back en vogue. Tammy indicated she would like to do this since it would be cost effective until the County is able to build a branch. We have a vehicle that can tote books to an event. Patsy would like to gauge if/where there is a need within the community. Jim suggests that a book mobile could deliver items that patrons have placed on hold as well as serve patrons on-the-spot. He also suggests that maybe a car dealership or business could donate a vehicle to be converted to a book mobile. Tammy shared that a book mobile would fall under the Outreach Librarian's purview (and an Outreach Department might be created).

Staffing Updates

- The Rocky Bluff Youth Librarian has been chosen and will start on May 9. She is relocating from the Panhandle.
- The Assistant Library Services Manager has been selected and passed her background check. She and her family are relocating from New Jersey and will begin work on June 6. She previously was a Library Director in her home state.
- 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. Charity Lees has been hired and will start on April 11. She is relocating from Oklahoma. She will connect the community to serviced they want, such as working closely with the homeschool community and gauge if they want increased afternoon programming.
- We have 7 postings for full/time and permanent part/time Library Assistant positions within our Central Library sections and in the branches. We are seeking to hire 24 employees (both full/time and permanent part/time). After the new staff have been hired and trained, we anticipate expanding library hours to be consistent system-wide.

East County Library Construction Update

- The survey to name the new branch came back – there were over 1,200 entries.

- The results were forwarded to Lee Washington, Deputy County Administrator Rob Reinshuttle, and County Administrator Hopes for consideration. We are listening to the community, but ultimately the Board of County Commissioners will choose its name.
- Tammy is benchmarking the Braden River collection to determine how many shelves are needed per genre. This analysis will help when ordering items to fill gaps and ensure there are enough board books and picture books in the collection.
- The certificate of occupancy is expected in July 2023. This anticipated completion date would be ideal before the start of school in August.
- Self-check machines and upgraded technology are needed.

Citizens' Comments

- None.

Adjourn

With no further business to discuss, Chairperson Duncan motioned to adjourn the meeting. The motion was accepted by Patsy Ugarte and seconded by Jim Russell. The meeting adjourned at 2:38 p.m.