



Manatee Library Advisory Board Meeting Minutes

April 19, 2023

Central Library Conference Room, 9 a.m.

Roll Call

Present:

Marion Duncan
Tammy Parrott
Lyn Begraft
Christine Callahan
Patsy Ugarte
Jenny Daugherty
Jim Russell
Commissioner Amanda Ballard

Unable to Attend:

Guests:

Mall Chaney

Call to Order

9:02 a.m. by Chairman Marion Duncan

Approval of Minutes

Marion inquired if everyone reviewed the minutes of March 15, 2023. No corrections were made. Jim made the motion to approve the minutes as submitted, and Christine seconded. All were in favor; the motion carried. Therefore, Marion announced the minutes were approved.

Manager's Report: Library Updates, Status of Services, Staffing Updates, and Technology Upgrades

- Library Updates
 - We are still working on My PC. Tammy advised this is the public PC management system. Our old PC is no longer supported by the vendor we have

- been working with. The new one is going well; we have had some glitches that are IT related, but the project team is working together to fix these.
- Card readers will be going on the public printers. Tammy stated that the county clerk is working with Bank of America at this time. Once we have the merchant id it will take six to eight weeks to program the point of sales. Currently the staff is manually collecting money.
 - Self-check machines are in the works. Tammy advised the ones we had were older and the software could not be updated anymore. We are currently being presented self-check machines by three vendors. We want to have this in place by the time Lakewood Ranch opens. We are still having some supply chain issues so this may be a stretch.
 - Status of Services
 - Services are going well. Tammy advised we had an opportunity to rearrange the stacks with the new carpeting going into South Manatee. There is new vinyl flooring in a section so there is a place for patrons to take beverages in the library. The library is only so big, but we are making a place for teens, adding a wall to create a new makerspace, we are adding another wall and door so the branch manager can have a private office.
 - Tammy advised that the carpeting came from PMD, we had a known water issue. The other updates are coming from a gift that has been held for South Manatee for a few years.
 - Patsy advised that the video of moving the books was impressive. She stated that was the way to do it and probably made it so much easier.
 - Staffing Updates
 - We have had a normal amount of turnover. We had one resignation from the Little Discovery Center.
 - Tammy advised we recently interviewed interns for this summer, and they will be focusing on data and community mapping.
 - Technology Upgrades
 - We are continuing to move to all laptops for staff. Tammy advised there is no reason for employees to have multiple computers, desktop, and laptop. ITS is crediting us for some of our equipment. P/T staff will share a computer, they check emails on the desk.
 - In the future there is a possibility of having a laptop lending program.

Dashboard Statistics / Power BI

- We are continuing to see an uptick in circulation and library use. This is a combination number of computer use, logins, catalogs, and in house usage. Tammy advised people like reading around other people, we are seeing it again after COVID.
- We still believe this uptick is from our expanded hours and population increase.
 - Commissioner Ballard stated the expanded hours for working families is huge.
 - Tammy advised there was no push back at all from the public for the hour expansion.

Construction Updates

- We are still on track with no concerns for the September 5th completion. Tammy advised that is when we are planning book and furniture delivery. We would like to get staff there to start learning their building. We will also have a shelving party.
- There was a hard hat tour with the Lakewood Ranch Friends. They have been requesting to see their space to start thinking of furniture. Tammy advised more tours are coming and the Advisory Board will be one of the groups with other county leadership.
 - Patsy asked when the actual opening date was.
 - Tammy advised that there is no set date as of right now but thinking end of September, early October.
- Mira Denning will be meeting with the county team; this will be a county event for the opening.
 - Tammy asked Brooke to make a note to have Mira meet at the next meeting to go over upcoming campaigns. Tammy advised that for national library week, anyone that shares what the library means to them will receive a library. The testimonials will be shared unanimously.
 - Commissioner Ballard shared that she studied at the Sarasota library for 40 hours a week when studying for the bar. A quiet, dedicated space to use.

BoCC Workshop

- Tammy spoke about the Board of County Commissioners meeting that occurred yesterday. A motion was passed by the board to expand the advisory board by four members. Tammy stated if she correctly remembered Attorney Clague said that we needed to rework the ordinance.
 - Commissioner Ballard confirmed that it will go to Attorney Clague's office, they will work on drafting the ordinance and it will come back before the BoCC for approval.
 - Commissioner Ballard stated that she would like to see some more diversity on the advisory board. She would like to see a couple of parents involved, with school age children. She believes it is an exciting opportunity.
 - Tammy advised we should put the bylaws on the side while this is going through and then rework them.
- Tammy stated that a few months ago we put in our budget request, in this we asked for two collection development librarians. We have also asked for an additional \$100,000 in collection funding, we need to refresh our collection.
 - Commissioner Ballard asked if this was in the yearly budget request.
 - Tammy confirmed that it was. It is in and she has spoke with Lee.
- Tammy stated that another request that she may put in will be for a system librarian. This is for someone who works exclusively on cataloging the front and back of the house. The thought is to reclass a librarian I position that is open to a system librarian.
- Commissioner Ballard wanted to get thoughts on genera labels on kid's books. She doesn't necessarily want to bring it back before the board but can.
 - Tammy advised that she thought they could find a solution. Lyn has brought up gladding before, or neighborhoods in children's departments.

- Lyn advised in the past they took picture books, easy reading nonfiction books and put them together in glades. Every book would not be stickered then, but they would be in sections like transportation, ABC's, 123's.
 - Commissioner Ballard stated like book families.
 - Lyn advised yes, the very young users of the library who do not have computer skills yet or cannot look through catalog can find books on their own. This also helped increase circulation in the library.
 - Commissioner Ballard love the idea and has saw the idea previously.
 - Christine asked if the signage was graphic.
 - Lyn confirmed it was. It was a project and took a couple of months. The collection was weeded and then color coded with a key. The tops of the shelves were labeled for the sections.
- Tammy advised that we would work on putting together a memo that states we are going on this.
- Tammy stated that for parental approval for materials she has some thoughts. Our current registration has a place for parents to restrict things. We might be able to go to options. The idea needs to be rounded out and will be presented.
 - Commissioner Ballard stated that the next item she hopes to have before the board is a book mobile.
 - Tammy advised that Jim had left her some great information since he was in the automobile industry. She has been working on a memo for this also.

Old Business

- Tammy advised the first item is the bylaws which we have decided to hold off on for now.
- The book mobile we just spoke on. Tammy advised she will finish compiling the information and will put together a report for it.
- Museum passes is something that has been pending. Tammy stated the current system is unfriendly and patrons are not getting their passes in time. This in progress, an existing vendor had a module we could add on for \$600.00 and instead of getting in line you will be able to select the date.
 - Commissioner Ballard asked if Tammy could explain the program to her.
 - Tammy explained that we have some museum and farm discount/passes, every relationship is unique. The community can check these out from the library. We hope once the system is more usable, we can do more. This is still coming, Chelsea from circulation is who is working on this. She hopes to have all of these done before the end of the fiscal year.
- Tammy gave a reminder that the display and behavior policy would be upcoming.

New Business

- Tammy advised we have already spoken about the collection development librarian and collection fund under the BoCC workshop.

- Discovery Layer
 - Tammy advised this was attempted to be implemented ten years ago but could not be supported. We are going to go for it again. It will make it easier for the public to use the catalog.
 - Lyn advised we would be able to customize our own catalog. This will give you a more visual experience, a virtual bookshelf. It is much more interactive and user friendly.
 - Christine asked if this should increase circulation. Is this an expectation of the project.
 - Tammy and Lyn both advised yes.

Comments and Questions

- Tammy stated this year we were catching up on technology, next year will be about the collection.
- Commissioner Ballard asked about the weeded books, are these sold to the public.
 - Tammy advised that the donations go through the bookstore with our Friends. When something is weeded, we utilize sustainable shelves. We can scan the ISBN and it will tell us if it is of any value. If it is of value, they will take it and credit us on our book budget. If it is something that cannot be resold, they will recycle them for us.
 - Jim advised that he buys about thirty books a year from Better World Books. He paid around \$5.00 a hardcover, and some are never opened. Some are used heavily but it tells you before you purchase.
- Christine asked if volunteer is back.
 - Tammy advised yes, they are completely back, and we are looking to expand the volunteer program some. Special projects can have professional volunteerism.
- Patsy stated that the garden was completed at the Palmetto library. There was a good turnout, a lot of plants were donated.
 - Commissioner Ballard stated that she is working on a community garden initiative. There is some interest in the Palmetto library, but she is not sure how much space there is. She is looking for locations and it could be a mini garden.
 - Tammy advised by the sign there may be some space at the Palmetto library.
- Christine asked who maintains the gardening tools.
 - Tammy stated that was a good question, we would want to have a maintenance plan in place before we start.
- Lyn stated that Braden River has a beautiful back yard and they recently put in a small garden.
- Patsy advised that they are working on a water issue at Palmetto. They are trying to coordinate the schedule because of a timing issue. They are watering by hand currently.
- Tammy stated our next meeting is May 17 at 9am and it is set in the conference room, but she is looking to move it to the auditorium. We will let everyone know since there may be programs already scheduled.
 - Marion let Tammy know that the sound in the auditorium he sometimes has issues with.
 - Tammy advised we will keep it in the conference room.
- Marion asked if we were doing anything for the librarians for National Library Week.
 - Tammy advised that we will be doing something here but if the board wanted to send a message they can.

- Lyn advised that Tuesday is National Library Day.
- Guest Mal asked if anyone had visited the secondhand bookstore downstairs. She is a member of the friends of the library, and a lot of their funding comes from the bookstore. She thanked the board for allowing visitors, the meeting was very informative.
 - Marion advised he is a customer and thanked her for coming.
- Another guest joined at the end of the meeting. She inquired if we spoke about the BoCC meeting.
 - Tammy advised that we did go over the items already and did advise the minutes would be posted. Tammy went over a few of the ideas that we had gone over under BoCC Workshop.
 - The guest spoke about the parental consent forms and how do we control with the internet and access pass.
 - Commissioner Ballard explained that Tammy's staff is working on the parental form to possibly expand the section for restrictions.

Upcoming Meeting

- Will be held on Wednesday June 21, 2023, at 9am in the Central Library Meeting Room.

Adjourn

With no further business to discuss, Chairman Marion Duncan motioned to adjourn the meeting. Meeting adjourned at 10:03 am.