



## Manatee Library Board of Trustees Meeting Minutes

August 18, 2022

Central Library Conference Room, 2 p.m.

### Roll Call

**Present:**

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

**Unable to Attend:**

none

**Guests:**

Michele Demperio

### Call to Order

2:00 p.m. by Chairman Marion Duncan.

### Introduction of Guest

Michele Demperio, a representative from Sweet Sparkman Architecture and Interiors, attended today's meeting. She indicated that her organization's proposal was not selected as part of the design-build team for the new Lakewood Ranch Library. She wants to learn more about Manatee Libraries to be a stronger proponent of services and be in a better position to bid for possible upcoming contracts.

### Approval of Minutes

Marion inquired if everyone reviewed the minutes of July 21, 2022. No corrections were made. Patsy Ugarte made the motion to approve the minutes as submitted, and Jim Russell seconded. All were in favor; the motion carried. Therefore, Marion announced the minutes were approved.

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

- **RFID (Radio Frequency Identification Tag):**
  - Received RFID tags.
  - Over the next 6 weeks, we will begin phase 1 of implementation plan by tagging items in the collection.
  - Phase 2 will involve getting self check machines.
  - Tammy and Lyn will attend training to learn how to tag and link items (which involves a reader pad and software).
  - Patsy and Christine inquired about the inventory/transition process, to which Tammy responded that 1 or 2 people can tag between 2,000 – 2,200 items per day using tagging machines.
  - Each location's tagging will be completed in a couple of days. Braden River will require 3 days, and Central will require 4 days.
  - CVS Director Washington has tentatively approved closing the buildings during this process; however, curbside service for hold pickups will be offered, along with programming (depending on how the building is configured).

## Staffing Updates

- We have now hired all expansion staff.
- All but one location has implemented its expanded hours' schedule.
  - Island Library's new operating hours will be effective 8/27/22
  - It has been difficult to reschedule staff meetings due to evening shifts.
  - Admin and Technical Services work M-F, 8a – 5p.
  - Every staff is scheduled one evening and one Saturday shift to maintain equity.
  - We intend to hire the Lakewood Ranch branch supervisor, assistant branch supervisor, youth librarian and teen librarian prior to the new branch being opened in the Fall 2023 (so that they may work on collection development).
  - Patsy inquired where the new LWR staff will be located. Tammy responded they will more than likely be placed in Technical Services, but that is not final.
- Brooke Frasca, the new Administrative Specialist, will start on 8/22. Her position was reclassified from a Fiscal Specialist to provide more administrative support and infrastructure.
- We started work on the new opening day collection for the Lakewood Ranch library.
- We continue to grow our services.
  - While not adding new databases, they are now easier to find via a discovery layer, displaying them alphabetically by title.
  - There are 111 databases, of which 1/3 are free via the State of Florida.
  - We must do analysis to ensure we have the most appropriate databases for our users and raise awareness that these resources are available. Many community members might be unaware we have useful databases such as Morningstar and Consumer Reports, to name a few.
  - These databases are similar to a virtual 'reference room' and are linked through our website (must use library card).

## Collection Development Policy

- The policy's last revision was 2019.
- Patsy Ugarte noticed a typographical error on page 2, bullet point 7 (redundant words were omitted).

- The language was ‘cleaned up’ and procedures were pulled out.
  - The ILL format restriction was lifted, so borrowers may now check out DVDs or AV materials.
  - Library card holder may only submit a request for reconsideration.
- Marion Duncan asked if there were any corrections, additions or deletions. No changes were submitted.
  - Christine Callahan made the motion to adopt the collection development policy as presented, with the afore-mentioned corrections. Patsy Ugarte seconded the motion. All members were in favor. Therefore, Marion declared that the motion carried, and the collection development policy was approved.

### East County Library Construction Update

- The construction completion date remains on target (July/August 2023).
  - The ‘substantial completion date’ must be determined. This decision will dictate when furniture and materials may be placed in the building and when staff may safely work in the building.
- We have accelerated the schedule for furniture meetings.
- Tammy is excited for the great opportunity to open a new facility!
- This LWR library will be the first in the system to feature a manned drive-through to process returns and retrieve holds.

### Summer Reading Program Update

- The summer reading program has been super!
- The two previous SRP summers were greatly impacted by Covid, so the participation numbers were lower than they should have been.

### Dashboard Statistics

- We continue to grow in circulation.
- With the expanded hours, Mondays are busy, but staff is not as ‘overwhelmed’ as before. There has been a steady number of patrons throughout the day.
- Palmetto staff commented that they have seen people on Monday they’ve never seen before!
- Christine suggested that it would be meaningful if the dashboard statistics were broken down to reflect electronic formats versus print.
  - The tracking of statistics will be under the direction of Lyn Begraft and performed by the Administrative Specialist. We hope to differentiate/break out the statistics in the future.

### Status of Central Library

- There is no update on the potential rezone of the Central Library.
  - Based on her experience, Patsy believes it would take at least 6 months to get the rezoning in place amidst Board of County Commissioners’ workshops.
- Members of the community are working on a petition to ‘save’ the Central Library.
- Tammy is keeping Lee Washington apprised.
- We wanted to do a small renovation to expand the Eaton Room (using an estate gift) but that has yet to be decided if plans will proceed. Digitization equipment and large format

scanners would be added to the Eaton Room. However, should the Central Library be rezoned, any equipment would be transferrable to another building.

- Christine inquired if there were a requirement to relocate this collection based on the community it serves. Tammy didn't believe so.
- However, Tammy said that we will need to replace a loading dock for system-wide delivery of materials (comparable to what we currently have at Central Library).
- The Master Plan recommended the Library should have branch representation in our current geographical location (in addition to other neighborhoods).
- Tammy reiterated that we would follow the directive of the Board of County Commissioners.

### Citizens' Comments

- None.

### Upcoming Meeting

- Will be held on September 15, 2022, at 2pm in the Central Library Conference Room.

### Adjourn

With no further business to discuss, Chairperson Duncan motioned to adjourn the meeting. The motion was accepted by Jim Russell and seconded by Patsy Ugarte. The meeting adjourned at 2:32 pm.