



Manatee Library Advisory Board Meeting Minutes

August 16, 2023

Central Library Meeting Room, 10 a.m.

Roll Call

Present:

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

Unable to Attend:

Marion Duncan

Guests:

Kathryn Groulx
Chelsea Baker
Michelle Demperio
Deanna Brinkley

Call to Order

10:00 a.m. by Chairperson Patsy Ugarte.

Approval of Minutes

Patsy inquired if everyone reviewed the minutes of July 19, 2023. No corrections were made. Jenny made the motion to approve the minutes as submitted, and Christine seconded. All were in favor; the motion carried. Therefore, Patsy announced the minutes were approved.

Dashboard / Power BI

- Tammy stated that our numbers are way up this month. Brooke has been digging into the numbers and the main increase is our online database usage. There is one main database, Mergent, that has been picking up.
 - Chelsea Baker explained that Mergent is mainly for business. Users can go in and look up companies with certain parameters.
 - Tammy stated that it is used a lot to create a business plan.
 - Christine asked how we promote the databases as she just started using them.
 - Tammy advised that we have some public classes on how to use them and what they are. Staff at the front desk and our information services team is good at promoting. It is more of a one-on-one item.
 - Commissioner Ballard asked if we have databases for academic use.
 - Tammy advised that we do, some are provided by the state and some our purchased by us.

Managers' Report

- Tammy stated that our FY ends the end of September. We are in a really good point with our budget and all of our projects will be taken care of.
- In our new FY we have three new staff members coming on. We will have a department head for the programming department, one F/T library assistant to help the outreach department, and a collection development librarian. We did ask for two collection librarians, but the second one will be next year.
- Policy Updates: Tammy advised that we have three currently being worked on. The circulation policy which we reviewed last month, this will come to the board for advisory board approval and then the BoCC for adoption. We have the display policy and library use policy which are awaiting staff input currently. Tammy stated her and Lyn are meeting with a vendor on incident tracking, this will assist with the behavior policy. Transit is invited to view the demo also.
- Website: Tammy advised the library has a sub page on the county website. The Foundation has offered to pay for a stand-alone website for us. This will make our website more accessible and easier to find databases.
- Lakewood Ranch: Tammy stated there are no changes, we are expecting completion on Oct 30th. There are event planners under Molly that are working on the grand opening event, we are thinking the first week of January. The current staff that has been hired for LWR are out in other branches working.
- EPEs: Tammy advised we have 103 employees to write goals for. We have been talking about goals and the focus will be on collection. We do not want holes in our series and fresh books.
- Leadership Manatee: Tammy advised she has been accepted to Leadership Manatee. Lyn will be running the meetings for us during this time.
- Re-organization: Tammy advised we are looking to create more of a career path. Tammy went over librarian I, II and III, we are thinking of creating tiers.
 - Jim asked if this would be a stair step for our employees.
 - Tammy advised right now it is very flat. It is important to look at this with our expanded hours.
 - Patsy asked how often we contact emergency services.

- Lyn advised yes, every other day, we see heatstroke, medical issues, and drug related issues. It is mostly medical; drugs are only a small portion.
- Commissioner Ballard asked if our staff is trained to use AED machines or if they have to wait for emergency services.
 - Tammy advised that staff will be trained. If someone does not feel safe or comfortable, they do not have to do this.
- Tammy advised that we are trying to emphasize that we are a library system. We have been standardizing story times, focusing on 0-5 age group.
- Commissioner Ballard advised that story boards are going into Lincoln Park. It is going to be called A Walk Through the Woods.
 - Patsy asked what effect Mira had on stats.
 - Tammy advised that she is a large part of the increase.

Old Business

- Bookmobile: Tammy advised that Mathew Case from fleet is very excited for this. He is currently on vacation but when he returns, we will start. From start to finish we are looking at 18 months, it is a custom build.
 - Guest asked how it works, is there a path, stops etc.
 - Tammy advised we are not sure yet, possibly set up times at a location or at some community centers.
 - Jim stated there is a great advantage to planning out where it will go. Possibly Publix parking lot, visit the bookmobile and save \$10, some sort of promo. It will benefit them and the library.
 - Guest inquired if this will only be for district 2.
 - Commissioner Ballard advised no, it will be county wide and focus on areas that do not have a library.
 - Tammy advised that we would have a minimum of two people on the bookmobile and will have Wi-Fi available.
 - Guest asked if we would have voter registration available.
 - Tammy stated that is a good idea, we have it in the branches so we should.
- Glades: Tammy advised that we have been thinking of how to brand this and decided not to brand it, it will just be reorganized. The headings are being worked on currently by Lyn. We will be launching this at Lakewood Ranch.
 - Commissioner Ballard stated that this helps kids be independent.
- User types: Tammy advised that this is apart of the circulation policy. There have not been any substantial changes after an attorney review. Everything is moving forward as planned.
 - Guest asked about ages on the restricted cards.
 - Tammy, Commissioner Ballard, and Chelsea spoke on the restriction types and the ages with the restrictions.
- New Library Advisory Seats: Tammy advised this is still pending with the county attorney. Tammy will contact attorney today to see where we are at.
 - Guest asked what the library board does.
 - Tammy advised that they do policy review and community feedback have been the main focus.
 - Commissioner Ballard asked how this compared to other boards.

- Tammy advised that we are similar to Dunedin, Hillsborough, and Sarasota but all boards are different based on location. Tammy gave some examples of other boards she has worked with.
 - Gust asked what the plans or areas are we are going to change.
 - Tammy stated there will be changes to the bylaws and subcommittees can be formed for tasks or standing.
- Discovery Layer: Tammy advised we have identified a vendor we are already working with. This will be implemented next year with our library app.
- Museum Passes: Chelsea went over museum passes, launch date is September 5, 2023. We currently have 500 people to move to dates from the waiting list. LWR staff is going to be helping with these calls.
 - Jenny asked if there are more attractions added.
 - Tammy advised no, not yet. We want to wait until it launches before we expand.

Comments and Questions

- Guest asked about purchasing books. Is there a collection department.
 - Tammy advised it is not a department, there is one person that is working on the purchasing. Tammy went over how purchasing books works, multiple people can build carts and the cart goes to the one collection employee to purchase. An example was provided for our Spanish speaking books and how they are purchased.
- Guest asked if our budget is quarterly or yearly.
 - Tammy advised that it is annual and is spread out over a year.
- Guest asked what kind of parameters for purchasing.
 - Tammy advised economics, non-academic, medical, how to do your taxes, real estate, etc. We have to evaluate on each subject.
- Jim asked what the life expectancy of a book in the library.
 - Tammy advised it depends on the binding and popularity of the book.
- Jim asked if we have an expectation of how long it will last.
 - Tammy advised no, we have to keep checking and pulling books if they are not used.
- Guest asked if we have multiple copies or just one.
 - Tammy advised for popular items we have more than one copy. If it is an academic read most likely we will have one.
- Guest asked if we use ALA or School Journal for reviews or recommendations.
 - Tammy advised we will look at reviews with new series or subjects that we are not familiar with.
- Guest asked how the reconsideration process works.
 - Tammy advised there is a form that has to be completed, once we receive it, we get back within 30 days. It could just be a location issue and the book may need to be moved.
- Guest asked how we define literary value.
 - Tammy advised popular reads hold high value for individuals reading them.
- Guest asked about reads harmful to children.
 - Tammy stated that we would not have anything on the shelves that was harmful with children. If someone wanted to use that phrase in a reconsideration form, we would investigate further.

Upcoming Meeting

- Will be held on Wednesday October 18, 2023, at 9am in the Rocky Bluff Meeting Room.

Adjourn

With no further business to discuss, Chairperson Patsy Ugarte motioned to adjourn the meeting. Meeting adjourned at 11:10 am.