



Manatee Library Advisory Board Meeting Minutes

December 20, 2023

Central Conference Room, 9 a.m.

Roll Call

Present:

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

Unable to Attend:

Jenny Daugherty

Guests:

Lee DePalo
Kathern Groulx
Mary Foreman
Chelsea Baker
Cynthia Martens
Harold Uriarte
Derrick Evans

Call to Order

9:03 a.m. by Chairman Marion Duncan. Marion took attendance and read the mission statement.

Approval of Minutes

Marion inquired if everyone reviewed the minutes of November 15, 2023. No corrections were made. Commissioner Ballard 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.

Library Services Updates & Information

- Tammy thanked everyone for their time this past year.
- Tammy went over November statistics. November over November was steady, year to date we are a little higher. Services are still strong, and staff is motivated.

New Business

- Tammy advised The Library Foundation will be funding the outside vendor on our strategic planning, the first meeting will be in December. The current plan ends FY24.
- Staff Presentation – Tammy explained some changes have been made to the circulation policy.
 - Circulation Policy – Chelsea Baker explained the changes that have been made to the circulation policy. There is a note that there are some electronic resources we may not be able to fully restrict. We removed the mention of explicit cd's, we do not have any explicit cd's, so it was not a concern with our collection. We have updated the confidentiality section; the self-checkout machines allow patrons to scan or manually type their library card number so the circulation desk will allow this also.
 - Commissioner Ballard stated that if someone lost their library card, what are the chances that they would know their number.
 - Tammy advised that there are some that do remember it, but not many.
 - Bookmobile – Tammy presented two plans of bookmobile specs we currently have.
 - Guest asked if we already have this type of vehicle in our fleet.
 - Tammy advised no; it may be similar to vehicles we have.
 - Commissioner Ballard asked if cost wise, are we concerned that the second option would be over budget.
 - Tammy advised we are right at budget.
 - Tammy advised we would like the bookmobile to be utilitarian, have extra charging stations and space for people to use during a storm situation.
 - Marion mentioned that the exit doors are on the same side, is this a safety issue.
 - Tammy advised that it was designed this way because of the generator but will inquire.
 - Tammy advised that neither of the vehicles presented require a CDL.
 - Tammy advised that the automobile strike did slow us down some, we originally planned 18 months, but it is looking more towards 24 months.
 - Jim asked how we decide which books will be on the bus.
 - Tammy advised that it depends on the audience, if we are going to a lobby stop, we may have more large print.
 - Patsy asked if patrons could request certain books if the bookmobile is coming to their area.
 - Tammy advised that we hope to be able to do that.
- Credit Card POS and Microtransactions – Tammy advised that it has been quite the process, we went with a new PC management system since the one we are using is no longer supported. We are getting ready to roll this out.
- Budget Requests – Tammy advised that we have a CIP request for the second floor at the Lakewood Ranch location. We would like to add study rooms and to expand the

collection. We would like to add more CVS offices on the second floor, and possible space for remote workers to use.

- Commissioner Ballard stated that this is an excellent service for people.
- Tammy advised we have other requests, a collection development librarian, and a systems librarian.
 - Commissioner Ballard asked how a systems librarian differs from a collection development librarian.
 - Tammy stated that the collection development librarian will pull information, the systems librarian is more technology side.
- Tammy stated that we have another budget request for custodians. We have the county services at night but with how many patrons we have coming in we would like someone here during the day.
- Tammy advised that the final request is for the observation deck at Lakewood Ranch. People are asking if they can host fundraisers, but this requires a liquor license and more staff.
- Custom Website – Tammy advised that library websites are like retail sites, our county site is going under a redesign. Under the contract there is a provision for individual units within the county for custom websites. We have kicked this off and will be going with a custom website.
- The Library Foundation – Tammy stated that for the first time in their history, they are hiring an executive director. They are working on their donor base, they have recently received a 1 million dollar donation.
- Lakewood Ranch Grand Opening – Tammy advised that we have a date, January 12, 2024. The Advisory Board is invited and there will be emails coming out.
 - Commissioner Ballard stated that her aide Derrick would be interested in meeting with The Library Foundation on literacy.

Old Business

- Picture Book Reorganization – Tammy stated that we have an example of this at Lakewood Ranch, we are piloting there. If everything works, we will be rolling it out to the other locations, most likely in August.
- User Types/Material Types – Tammy advised the work is going well, better than we expected.
 - Chelsea advised we are in the process of mapping it all out. We are going to implement it in chunks. We are on track to be done by the Lakewood Ranch opening. Chelsea advised this is a great example of a project out systems librarian would do.
- Discovery Layer – Tammy advised this is another piece that will make our catalog work more like Amazon. This is an example of something that a systems librarian could work on. This is still coming; the contract is in legal review right now. To keep our discount, we need to have this executed by the end of the year.
 - Commissioner Ballard asked how the discovery layer and the app work with the new website, are there any concerns.
 - Lyn advised that everything should work nicely together.
- Goals Planning – Tammy advised that we are working with staff to make sure all goals are interlocking this year. We are focusing on the collection, weeding old books, repurchasing, catalog cleaning. The teams have already started working on their goals.

- Commissioner Ballard asked if she mentioned holding the weeding books for Under One Roof.
 - Tammy and Lyn advised yes. We also are planning on having the bookmobile visiting.
- Rocky Bluff Expansion – Tammy advised that the conversations and meetings have started. The current building has some challenges, but we are very excited.
- Advisory Board Applications – Tammy confirmed with Brooke that the applications close today (12/20/2023).
 - Brooke advised that is correct.
 - Tammy advised that we have applications for all seats.
 - Brooke went over how many applications have been received for each seat.

Action Items

- None

Public Comment

- Guest shared a meme with the group, she also explained why she visits these meetings.
 - Lyn thanked Kathryn for attending our meetings.
- Guest stated that she had read that Charlie Bishop stated the renewal of the ALA membership would probably not be renewed. Guest suggested that the board make a recommendation to the BoCC.
- Guest stated that Hillsborough County has discontinued their membership with the ALA because of concerns of the focus of the group, it has not gotten very good press. We need to look at what we are getting out of it.
 - Tammy thanked guest for her comments.
- Patsy asked what the ALA does for our library.
 - Tammy advised that we receive discounts on trainings, and access to professional literature. This is something that we can pursue individually. The cost annually is about \$1,500, we more than make up for that with the discounts. If it costs more to get staff to training it may put us behind expense wise, but it not a huge amount of money.
- Patsy asked if there is annual recertification for our librarians.
 - Lyn advised no, once you got it, you got it.
 - Tammy advised that we do not know what FLA will do, it is a chapter of ALA.
 - Tammy advised her and Lyn have personal memberships so they can vote for the president.
- Commissioner Ballard asked if we receive a vote as a county.
 - Tammy advised no.
- Guest stated that a lot of the institutions we have looked at have gone down. The ALA is a 501C3 and make money by memberships and booklists. We have to look at whether or not they may have been tainted by the money that comes from the publishers. What was once a great and noble organization can go down the wrong path at some point and time. We need to be careful and look at what they offer.
- Tammy stated that we are planning on something for the whole Advisory Board to go through to learn about the profession.
- Patsy asked who reviews the applications and makes a decision.

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- Tammy stated that we assemble the applications, we submit it to the BoCC, and they decide. The meeting in January will be the last meeting of this board.

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