



## Manatee Library Advisory Board Meeting Minutes

February 15, 2023

Central Library Conference Room, 11 a.m.

### Roll Call

#### Present:

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

#### Unable to Attend:

Marion Duncan

#### Guests:

### Call to Order

11:00 a.m. by Chairperson Patsy Ugarte

### Approval of Minutes

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

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

- Library Updates
  - Central Library is in the process of creating a digitalization lab. People can come in and complete scanning, digital transfers, etc. It will be connected to our Eaton Room with our Information Services department.
    - Jenny asked if this will be all free.

- Tammy advised that it will be.
- Braden River is in the process of getting additional chairs.
  - Tammy advised that we should look into purchasing the chairs for Palmetto also.
- Rocky Bluff renovations are on hold due to the costs escalating. This has been pushed for several years and looks to be pushed two more. Old CIP numbers estimated \$1.3 million, but this budget would need to be looked at again post COVID.
  - Lyn advised new card registrations are high at Rocky Bluff.
  - Tammy stated a new branch and renovation is needed in this area.
  - Since we are not completing the renovation right now another option is to put up a temporary wall. The staff is working in a small space, about 1/3 the size of the conference room.
    - Jim asked how many people are staffed in that room.
    - Tammy answered about five.
  - If we create the wall, put in some desks, and turn the little room into where the children's staff will work, this will help.
    - Patsy stated that she is glad we are figuring out a way to enhance what we have instead of letting it go.
- Commissioner Ballard arrived. Tammy introduced Commissioner Ballard to the Board members then recapped what has been presented so far.
  - Island we are in talks with the Friends, an artist and PMD about creating a mural on the exterior wall.
    - Commissioner Ballard asked if we had any idea of subject matter.
    - Tammy advised that it will be a little bit bookish, a cute octopus with glasses or a manatee are some thoughts.
  - Tammy advised that her and Lyn will be drafting a memo with responsibilities and maintenance.
  - Construction in area is getting better but then picks back up.
  - We are looking at taking down the temporary barriers at the front desk and getting something more permanent. Possibly even tearing the desk out. We need to look at a quote for this.
    - Commissioner Ballard commented, if it is installed, it does give people a welcome feeling.
  - South Manatee has had some moisture issues for years. The tiles are peeling, and concrete is sweating, this means we need a special kind of carpeting. We have approval to move forward and can start in the next month. We will send a link out with the minutes for a video of how they re-carpet a library without removing the books from the stacks.
    - Commissioner Ballard asked if this is a specific vendor for libraries, to be able to lift the stacks like that is very specific job.
    - Tammy advised that he works with many libraries and has been recommended. He does other work for the County too. He is quick and easy to work with.
    - Tammy advised there is small gift fund for South that they are thinking of using in the children's area upgrades. Toys with moving parts, wood blocks or cubes.
      - Commissioner Ballard stated that her children love the puppets.
    - Tammy advised that we will send out the demographics with The Master Plan as it is a large document.

- Palmetto has nothing going on internally.
  - Patsy advised that externally there would be some landscaping coming with new flowers and plants. The Master Gardeners have gotten involved, items have been donated by the Sweet Bay Nursery, Patsy and Patrons of the Library Mary Foster have grown things, very little must be purchased. This will be installed in March. Patsy is working with Megan on this.
- Little Discovery Center is a very specific age group, so we are working on creating a crafting space. They are also receiving a small electrical upgrade. They have had some parking issues.
  - Christine asked if they share parking with Veterans.
  - Tammy advised no. Staff has been working with the Church for overflow during their programs.
  - Tammy stated that this is the same issue that Central is having. She has met with Lee to work on solutions.
    - Commissioner Ballard asked if we have looked into the arms with tickets, have them come into the library.
    - Tammy advised that is one of the options we have looked into as a solution, but installation costs are high. There are four solutions on the table now.
- Status of Services
  - We recently launched 1,000 Books Before Kindergarten, a campaign by Marketing.
  - We are looking into other programs for Middle School and High School.
  - Adult Reading Program will be launching in spring, All Booked Up.
    - Christine mentioned the Next-Door app, she has not noticed us on there.
    - Tammy advised Mira is working with Community Connections who is heavy into the Next-Door app.
  - Demographics, our programming department, and outreach librarian are looking at who we are reaching, diving into children's programs, and getting back to the homeschooling program.
- Staffing Updates
  - Turnover stands the same, no big changes.
  - Hiring of Lakewood Ranch staff upcoming.
  - New Branch Manager for Lakewood Ranch starts 03/20/2023.
    - Commissioner Ballard asked where the new manager is coming from.
    - Tammy answered Missouri.
    - Lyn advised she is very good at training and is coming in with a goal of having everyone ready for day one.
  - Completion for Lakewood Ranch is September 5<sup>th</sup> and furniture can start delivering then. Next is grand opening scheduling.

## Dashboard Statistics / Power BI

- Tammy went over statistics print out of Power BI. We are still seeing an increase overall in usage. We are down in January, but we were closed for RFID at all locations for multiple days. We are still up over 2022. Overall YTD our usage us up.
  - Tammy advised we will send Joshua the link to this.

## Interns

- All three of our intern topics have been approved.
  - The first one is to deep dive into the demographic makeup of our service community. We want to fit the program to the community needs.
  - The second one is for a performance dashboard that the public can use. Hillsborough County uses this and is willing to share the codes with us.
  - The third one is for statistics. We want to bring them more automated, a process in place for Brooke to continue with.
    - Commissioner Ballard asked if they will be college interns or high school.
    - Tammy advised they will be college and or graduate.

## Construction Updates

- September 5<sup>th</sup> furniture can deliver, and we need to pick grand opening date.
- We have a tentative location visit for The Friends of the Library on March 23, 2023. We may have to do more than one visit. 3:30pm is a good time to go in, sheetrock is up.

## Documents

- Tammy provided handouts pertaining to the board and bylaws we have on file. Tammy suggested everyone review them and we can discuss any changes at the next meeting.
- Tammy provided a copy of the comprehensive plan that is on the table to be revised.
- Performance measure for 7.2.2, the ratio of .6 sq feet per capita, and we are currently at 53%. This is not a mandate but what is recommended. With the new library we will be around 56%.
- Goal 12.33 talks about operating school facilities for potential shared use.
- Article 5 are the ordinances.
  - Tammy advised Commissioner Ballard that we can email these to Josh, so they have them electronically.
- Conduct Policy is included because we be reviewing this year, access to building and obstructing entry fits into this.
- Sales tax is included because it references the library.

## Comments and Questions

- Patsy verified that Tammy wants the board to review the bylaws for any changes.
  - Tammy advised yes.
- Tammy verified everyone received the new meeting dates and the topics being covered at specific meetings for our three policy reviews.
  - We will be reviewing the Circulation Policy, Conduct Policy, and Display Policy. They are all in place but have hit three or more years old.
- While reviewing the documents Tammy noticed the word Trustees is not used and there is no trust. For the website, the name can be changed to Library Board.
- Commissioner Ballard mentioned some areas that are underserved in her district. A lot of people from the community are stating that they would like more access to the library. The Book Mobile program went away in 2010 but really wants it to come back. This is the best way to get the services out to those who need them in a cost-efficient way.

- Jim advised that we discussed this about eight or nine months ago. Jim has worked in the automotive industry, and we can talk to some of his contacts for a vehicle.
- Tammy and Lyn feel like we need a Book Mobile, Book Buggy for the beaches or a Book Bike for fairs. We do not want to overlook a maintenance plan with the county.
- We will need staff to run this. We are adequately staffed but we would want two people to go out for safety purposes. For an impactful outreach we may want three people.
- Christine inquired about the self-serve check out. She received a book with a RFID tag and another without.
  - Tammy explained the three steps of RFID and showed a book with a tag. We are refreshing the collection. Tammy let everyone know we are at our last location this week and tagging items as they return.
- Christine asked if we have an upcharge for the new books coming in already tagged.
  - Tammy advised there is a small upcharge for this.
- Chelsea Baker is the county's Employee of the Month.

### Upcoming Meeting

- Will be held on Wednesday March 15, 2023, at 9am in the Central Library Conference Room.

### Adjourn

With no further business to discuss, Chairperson Ugarte motioned to adjourn the meeting. Meeting adjourned at 11:55 am.