



## Manatee Library Board of Trustees Meeting Minutes

July 21, 2022

Central Library Conference Room, 2 p.m.

### Roll Call

#### Present:

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

#### Unable to Attend:

Christine Callahan

#### Guests:

Charity Lees, Outreach and Community Engagement Librarian

### Call to Order

2:01 p.m. by Chairman Marion Duncan.

### Introduction of new staff members: Lyn Begraft and Charity Lees

Tammy introduced **Lyn Begraft** as our new Assistant Library Services Manager who hails from northern New Jersey. Lyn started in Manatee County on June 6. Lyn is a longtime library user. She began her career as a part-time shelver and soon became a children's librarian. Prior to her current role, Lyn was the director at a library in Basking Ridge, NJ. Lyn has long connections to this community and is happy to be here!

**Charity Lees** joins us from Oklahoma in the newly created role to coordinate outreach services and enhance community engagement, in the hopes of fostering a cohesive unit. Charity has lived in many places but resided in Oklahoma the longest. She has been a librarian for 12 years and has focused on outreach and senior services since earning her MLIS degree. Charity will also head up the books by mail program. Since Lyn has experience in this area, she and Charity have been collaborating on brainstorming ideas.

We welcome both ladies to the library team!

## Approval of Minutes

Marion inquired if everyone reviewed the minutes of June 16, 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

- **Expanding Library hours:**
  - A press release was communicated, which announced consistent library hours:
    - Monday – Thursday, 9am – 8pm
    - Friday & Saturday, 9am – 6pm
  - Increased operating hours will expand programming and available meeting room spaces (which have been at a premium)
  - Libraries' expanded hours will be phased in over 3 different dates in August.
- **RFID:**
  - Have a signed contract
  - In 3 weeks, we hope to receive materials to start tagging our collection
  - Phase 1 entails placing a sticker in each book that is encoded with information which will work with the new check out machines
  - To do this, each branch will close roughly 2-4 days so that the branch's staff, members of Technical Services, and possibly volunteers can tag all materials. This is the quickest and most thorough method to tag items. Otherwise, the tagging process might take months if our library remains open while performing these tasks.
- **South Manatee:**
  - To fix a potential safety issue, South Manatee will be getting new carpeting due to an ongoing maintenance issue of flooring squares popping up. We suspect the floor wasn't sealed properly several years ago.
  - We are awaiting a quote.

## Staffing Updates

- We are hiring many people to ramp up for extended operating hours and to fill existing vacancies. For example, we are hiring 13 new employees (both full and part-time) who will start next Monday.
- To ensure a solid foundation, we have implemented a new 2-day Library on-boarding orientation for all new hires. This initiative stresses the function of each department as well as how the Library Division fits into the overall County government structure.
- Tammy and Lyn have collaborated with supervisors to determine new schedules which include opening shifts, closing shifts, mid-shifts, lunch schedules and incorporated permanent, part-time staff.
- Scheduling goal: to ensure everyone works 1 night per week and 1 Saturday in a rotation (to be most equitable).
- The County is also implementing a new timekeeping system.

## East County Library Construction Update

- The construction remains on target.
- The same design/build team that worked on Braden River's expansion is performing the work at the East County location.

- Once the sub-contractors were committed, they adhered to the construction schedule.
- Tammy, Lyn and Technical Services' supervisor are working with Baker and Taylor for the opening day collection. Since this is specific to Library services, this does not need to go through regular procurement channels.
- We will have 45,000 items in the collection if funding holds true. These items will be fully processed and ready to shelve on opening day.
- Furniture has been selected and finishes (fabrics and vinyls) are being considered.
- Tile and carpet have been purchased.
- Paint has not been chosen yet.

### Summer Reading Program Update

- The summer reading program is going very well!
- We've had a 50% increase in participation over last year.
- Last year the program was almost entirely remote but still had 1,200 kids registered.
- This year, we made a concerted effort to promote it.
  - Utilized a different approach and featured a prize (mug) for parents and/or caregivers to acknowledge their effort in aiding their kids to participate
  - Might have a winter reading program geared for adults

### Dashboard Statistics

- Material usage numbers continue to look very good!
- Anticipate having a door count table added to the Power BI dashboard.
- The high door count per hour statistics indicates a pent-up demand for services.
- We expect visits to significantly increase after expanded hours go into effect.
- However, the one dip in the dashboard from this year to the last year may be attributed to the Covid variant health scare occurring after the holidays and our community's reluctance to visit a library in-person
- Several staff have tested positive for Covid but fortunately have had milder cases.

### Status of Central Library

- Jenny Daugherty inquired about the viral petition on Facebook to save the Central Library.
- Tammy explained that the Board of County Commissioners have asked the City of Bradenton to look at rezoning the Central Library.
  - CL is currently zoned as mixed commercial use
  - The BCC is requesting that the building be rezoned to mixed commercial / taller to be higher than the adjacent hotel.
  - If this happens, it is very possible the site will be sold and then this library would need to be relocated.
  - For comparison's sake, the budget for our new library location is roughly \$14 million (including a 2<sup>nd</sup> floor and 3<sup>rd</sup> floor deck) but excluding the property it sits on
  - Tammy responded that as County employees, we mustn't comment on proposed plans. We will support whatever the Commissioners decide.
  - Jenny remarked that West Bradenton has a coverage gap.
  - Tammy commented that, based on the Master Plan, we aren't as big as we should be (based on FL Library standards).

- Also, a potential new location doesn't have to be a new building. An existing structure could be remodeled.
- We would like to have a location north of the Rocky Bluff Library since that is where the population is growing within the County. This might include a joint collaboration with schools that don't have a library nearby.
- While mobile outreach services are needed, we still need a physical footprint in the community.

### Proposed Policies

- The Board of Trustees approved our volunteer policy. This document does not need to go before the Board of County Commissioners.
- The proposed collection development policy will be presented to the Board of Trustees for consideration during the August meeting, and then submitted to the Board of County Commissioners for their approval.

### Citizens' Comments

- None.

### Upcoming Meeting

- Will be held on August 18, 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 Patsy Ugarte and seconded by Jim Russell. The meeting adjourned at 2:43 pm.