



Manatee Library Advisory Board Meeting Minutes

March 15, 2023

Central Library Conference Room, 9 a.m.

Roll Call

Present:

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

Unable to Attend:

Marion Duncan
Commissioner Amanda Ballard

Guests:

Call to Order

9:15 a.m. by Chairperson Patsy Ugarte

Approval of Minutes

Patsy inquired if everyone reviewed the minutes of February 15, 2023. No corrections were made. Christine made the motion to approve the minutes as submitted, and Jim 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
 - We are wrapping up RFID, the only items left are audio, DVDs, and disks that need to be completed. Due to the backlog in Technical Services from RFID we are giving them a month to catch up and then they are hitting these items.
 - My PC is in place. The previous system was no longer supported and kept crashing.

- We are still awaiting the POS system to be set up. There is a slowdown in the clerk's office getting the merchant ID setup so we can swipe credit cards at the desk. Microtransactions (under a dollar) are going to be a part of this also, patrons will be able to swipe their card at the printer.
 - Jenny asked how much annually this would be.
 - Tammy advised looking across the whole library system, \$30,000.
- Tammy advised once this part is set up, we can promote remote printing that will be coming. We are going to be charging ten cents a page for cost recovery.
 - Jenny stated that a lot of homeschool moms complain about how much they must print and how expensive it gets so they will appreciate this.
- Self-check machines are going to be tested so we can decide and have them in place before the new branch opens.
- Summer Reading Program is upcoming. Marketing pieces are being finalized right now. We also have 1,000 books before kindergarten currently going on.
 - Jenny asked if there is anything for the ages in between, the older kids?
 - Tammy advised she does love the idea of this. There are a couple of sister programs for middle school and high school that we would like to roll out as well.
- Status of Services
 - Library business is good. With everything happening at school level there is nothing concrete happening here. We are having patrons reach out and the friends' meetings are having a lot of new individuals.
 - On 02/14 we went to the BoCC meeting for Chelsea Baker being the Employee of the Month. During this meeting we accepted a donation to go towards our collection and Commissioner Ballard had a question on if there were any restrictions on purchasing. Commissioner Satcher was concerned about how the library was operating which prompted our work session.
 - On 02/21 there was a work session regarding the library. Tammy recommends watching it to be aware of what the library has going on.
 - Tammy asked that we include the Collection Development Policy with the minutes and April agenda.
 - Tammy advised that we have not had any requests for reconsideration.
 - Tammy stated we have not had anyone in the building being confrontational with staff.
 - Tammy went over what it means by banned books. A book can be banned if it has been banned anywhere. Nothing has been banned here or taken off the shelf.
 - Patsy stated banned books on a shelf in school can be a felony. She asked if that was the same here.
 - Tammy advised that does not apply to us.
 - Jim asked who decides what a banned book is.
 - Tammy advised that there is not a clearing house, if a school had to pull a book it would be considered banned. She believes that the ALA keeps record of all. At the end of the day, it is a local decision.
 - Jenny asked this is an issue right now, is anyone waiting to respond to something.
 - Tammy advised no.

- April 1st has been selected for the carpet replacement at SOM. We will be closed for three days.
- Staffing Updates
 - Everything is good, we have had a couple resignations but nothing outside of the normal.
 - The Lakewood Ranch Librarian starts Monday. Tammy advised her name is Tiffany Mautino and she will be at our next meeting.
 - Jim asked when individuals resign, do the supervisors speak with them and find out why.
 - Tammy advised that the supervisors normally know why, their resignation letter often explains.
- Technology Upgrades
 - Tammy wanted her first year to focus on technology upgrades.
 - Comprise was failing at times and people were having issues with the internet.
 - Self-check machines had to be removed from the floor, no longer compatible.
 - The next focus is on collection, cleaning up the catalog.
 - All along we have been working on facility upgrades.

Dashboard Statistics / Power BI

- Our numbers bounced back from RFID closures and are overall up.
- We are up everywhere in Circulation.
- Volunteer and public service hours are down slightly.
- Computer usage is back up. Island was down some but it was due to connectivity issues.
 - Jenny asked if we have one branch that consistently has more usage.
 - Tammy advised that it goes back and forth between Braden River and Central but currently Central has the most.
- Tammy and Lyn have been working from a branch for a day.
 - They worked from South Manatee during Game Day, and it was busy.
- The Island branch had a jewelry sale instead of book sale this year and that was busy.

Construction Updates

- We are still on track for the September 5th completion date and October opening. During the time between these dates the furniture will be going into place and the shelves will be stocked.
 - Patsy asked what the plan was to get the books on the shelf.
 - Tammy advised the books will deliver to the branch and they will already be RFID tagged. There will be about 45,000 books to go on the shelf and this will be done by staff.

BoCC Workshop

- We went over this in Status of Services under Manager Report.

Collection Work

- This is our next focus; we have a preliminary plan drawn up for this. When we have our annual plan of service this will be shown.
 - Christine asked what our new lab for digital conversion was called.
 - Tammy advised Digitization Lab. We have purchased equipment, walls are being painted, data lines are being installed so it is almost there.

Bylaws

- Tammy asked if anyone had any thoughts or wanted to make changes to the bylaws.
 - Patsy passed out a draft she created for a first stab at it.
- Going forward we will have a place in our agenda for new business and old business, this will be on there for old business so we can come back to it next month.
 - Patsy stated that she could not find was chapter 71-760, it is referenced but did not see it.
 - Tammy advised that we would look into, and review for next meeting.
 - Christine advised that we could refer to another document in the bylaws, that way we do not have to define, and it just has the reference. If their reference changes, we do not have to change the bylaws.
 - Tammy advised we will talk more about this next month, so everyone has time to review all the documents.

Comments and Questions

- Commissioner Ballard contacted Tammy the other day and wanted to know a ballpark figure on what it would take to get a bookmobile. They are thinking it will be around \$400,000. Commissioner Ballard thought there may be some funding available through a third party.
 - Jim asked Tammy to get him information on what we think we want for a bookmobile. He would like to research and gather some information; he believes some dealerships may work with us; it is advertising for them.
 - Tammy believes when it happens, we will have a funding package, maybe some grant money, gift money, something from the Foundation, buy in from the county. Our Fleet Services have already agreed to complete maintenance.
 - Tammy advised we already have outreach items that can be used, things like tables and chairs.
- Jenny asked if we were looking at expanding our museum passes. Can we partner with other counties?
 - Tammy advised yes. What we are currently working on is making the checkout user friendly, allowing dates to be selected instead of just going on a waiting list. Once it is user friendly, we will try to build more passes.
- Christine asked if we limit the passes, do you have to have a library card?
 - Tammy advised that you do have to have a library card, some have the paid card if they are not local or living here full time.

- Patsy made a comment that she has not noticed a change in the meetings from the transition from Lorrie to Brooke, the transition was done very well.

Upcoming Meeting

- Will be held on Wednesday April 19, 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 10:10 am.