



## Manatee Library Advisory Board Meeting Minutes

November 15, 2023

Central Conference Room, 9 a.m.

### Roll Call

#### Present:

Patsy Ugarte  
Lyn Begraft  
Christine Callahan  
Jenny Daugherty  
Commissioner Amanda Ballard

#### Unable to Attend:

Tammy Parrott  
Jim Russell  
Marion Duncan

#### Guests:

Mall Chaney  
Kathern Groulx  
Judy Showalter  
Alicia Long  
Mary Foreman  
Deanna Brinkley  
Tracie Adams

### Call to Order

9:03 a.m. by Chairperson Patsy Ugarte. Patsy took attendance and read the mission statement.

### Approval of Minutes

Patsy inquired if everyone reviewed the minutes of October 18, 2023. No corrections were made. Christine made the motion to approve the minutes as submitted, and Jenny seconded. All were in favor; the motion carried. Therefore, Patsy announced the minutes were approved.

### Library Services Updates & Information

- Lyn introduced guest Tracie Adams to everyone at the meeting.
- Micro Transactions at Public Printers

- Lyn advised everyone that they self-check machines are on the loading dock and awaiting to be sent out. This is the next phase in our RFID project.
  - Patsy asked where these will be located.
  - Lyn advised that at Central there will be one on each floor, LWR will have two, BR will have two and the rest will have one each. They will be located near the circulation desk.
  - Jenny asked if there are any sensors to deter people from stealing.
  - Lyn advised that we did utilize these, but we do not now.
- Lakewood Ranch Business Alliance
  - Lyn advised the books were delivered on 45 pallets, 37,000 books on Halloween.
  - Lyn advised that the Business Alliance and Commissioner Turner did a walk through of the branch. Many people spoke to the group during this visit.
  - Lyn stated they are touching up some paint, staff is all present. We are working on IT items now throughout the building.
- Lakewood Ranch Second Floor
  - Lyn advised that we do not know what is happening with the second floor at this time. We did receive word that we would be in control of the observation deck. This can be used as a meeting space and overlooks Lakewood Ranch. Currently the second floor is just a shell, a large concrete space that is open, it is 2,500 square feet and is stabilized.
- Rocky Bluff Expansion
  - Lyn advised this has been in the works for many years. We have now received approval to move forward. Preliminary conversations are being started.
- Request for Reconsideration
  - Lyn stated that these were presented at the last meeting. Tammy has put together a response and it has a deadline of November 18<sup>th</sup>. The certified letters will be going out today. There is no action to take at this point, this is just a response to the items and addressing the concerns.

## New Business

- Lyn thanked Commissioner Ballard for her kind words yesterday regarding the work that went into the circulation policy. We feel positive about the new policy and the parents' choice cards.
  - Patsy asked how often this is reviewed.
  - Lyn advised generally every three years.
- Library Use Policy
  - Lyn stated that this is the next policy we will be working on to bring forward. Library use means patron behavior, what is acceptable in the library and how do we manage it.
- New Board Seats
  - Lyn advised that this is moving forward. We have been working with the communities for reinstatements and openings.
  - Brooke went over the dates for the postings, the applications will open on 11/22/2023 and close on 12/20/2023. After the postings have closed the applications will be placed in a matrix and go before the board the second meeting in January, so will have our new members ready for our February meeting.
  - Lyn went over the current open positions on the board.
    - Jenny asked if seat three was Marion's seat.
    - Lyn advised yes.

- Lyn advised that we will have a reorg meeting that will consist of an orientation and dates for the meetings. We will be working on a packet for everyone, training, and seating of the subcommittees.
- Statistics
  - Lyn advised that we are doing quite well. We have expanded our Outreach department by one person, homebound delivery is going.
    - Commissioner Ballard asked if homebound delivery is physically delivering to them or by mail.
    - Lyn confirmed that they are being hand delivered. We are hoping to add some volunteers to this.
    - Guest asked if volunteers handling this cause an issue with liability.
    - Lyn advised no.
    - Patsy stated that she heard there were some new requirements for volunteers, are board members required to have a background check.
    - Brooke stated that we have not heard that the board members would be a part of the background check, Commissioner Ballard confirmed this. Brooke explained the new volunteer system and how volunteers are going to sign up.

## Old Business

- Bookmobile
  - Lyn stated that Charity from Outreach went to an American Bookmobile conference. She brought back specs for a bookmobile that have been reviewed by herself and Tammy. We are working with Fleet Services to start the project.
- Picture Book Reorganization
  - Lyn advised that this process has started and did start with Lakewood Ranch. They are our pilot location for this project.
    - Christine asked about signage for this section.
    - Lyn stated that we have started working on it, each section will be labeled with a clear description for the parents. It will be color coded for the children.
    - Christine asked if it would include an image.
    - Lyn confirmed that they would include an image.
- User Types/Material Types
  - Lyn advised this is another project that we have going on. We are trying to improve these for the patrons and makes items more discoverable in our ILS.
- Discovery Layer
  - Lyn stated that we recognize that our catalog needs work and ease for the patrons. We are looking for ways to make these updates with Technical Services.
    - Guest asked what ILS stands for.
    - Lyn advised integrated library system.
- Goals Planning
  - Lyn advised that Tammy has an 18 month spreadsheet with all of our goals and projects we are working on. This covers reorganization, RFID, bookmobile, etc. The supervisors are engaged with this project and have staff assisting.

## Action Items

- Lyn advised none at this time.

## Public Comment

- Patsy stated that she has been on the board since 2017 and been through several directors. Tammy and Lyn have not skipped a beat, Tammy hit the ground running.
- Lyn advised there has been a transition within administration, she is currently sharing an office with Tammy. It has been working well since they are working on multiple projects together.
- Commissioner Ballard shared that they are working on a family shelter that will open next year. They would like to have a library space for the kids within the shelter. The space will hopefully hold 100 people at a time, a non-profit running the day to day, but the county will hold ownership of the space. It is going to be located on 57<sup>th</sup> Ave / 9<sup>th</sup>. People will be able to stay there three to four months at a time, with wrap around services that these individuals need. How can we partner with the library to get books that have been weeded out.
  - Lyn advised that Jodie Williams has joined Outreach and she will be a wonderful person to spearhead this.
  - Lyn asked when we are looking to open this.
  - Commissioner Ballard confirmed in the new year, hoping in the spring but full capacity in the fall most likely.
  - Patsy asked if Nelly Nelson has been contacted. She is the agent for family and consumer services and teaches classes on everything.
  - Commissioner Ballard asked if she worked with financial literacy. This is one of the components wanted on site.
  - Patsy advised yes.
  - Patsy asked Commissioner Ballard about the Lincoln Park Story Time.
  - Commissioner Ballard advised that the Story Book Trail will be opening tomorrow. A Walk in the Woods is the book on the trail, this can be read as you progress on the trail. This is hopefully the first of many, we are tentatively planning one for Bennett Park.
  - Tracie Adams stated that Tammy had just sent an email yesterday offering to collaborate if they wish to on future projects.
- Guest (Mary) handed out letter with packet to everyone at meeting. She read the letter to the group. She is asking that we reconsider the materials available under the All Access Pass, go back to the BoCC with a recommendation to revise the circulation policy that was adopted yesterday. In the packet there is a copy of the agreement between the library and the school district. Mary provided examples of book titles that would not be allowed with this new policy for students. The problem is that the new circulation policy does not align with the current agreement between the school and the county.
  - Patsy stated that perhaps this is something that can be developed with a subcommittee. Ongoing review of circulation policy and issues that come up.
  - Commissioner Ballard stated that a highschooler working on the constitutional convention has broad access to online resources. She asked Tammy yesterday if a parent can go to the school and switch the card from parental choice to all access and was advised yes.
  - Guest advised that Tammy did not say it was for all access passes. If a parent gives parental permission at the school level, it will go to parental choice card.

The circulation policy and interlocal agreement states they would get a regular card.

- Commissioner Ballard stated that she was advised that anything falling under classic would be accessible because it is separate.
- Lyn advised that they are interfiled, and a new section would have to be created.
- Christine stated that we spend 80% of our time on 10% of our issues. What is the volume, is there a simple way to provide an answer. How often is this happening.
  - Lyn gave some statistics, of 50,000 plus students in Manatee county, 2,300 are using all access. We cannot break it down by grade level, but this is a rough estimate. A lot of families are not informed that they have access to the libraries with the student id.
- Commissioner Ballard advised that teens have access to scholar. These are great tools to use.
- Christine asked if the media specialists at the schools understand what is available.
  - Lyn advised this is a great question, she is not sure.
- Christine stated that she just wants us to solve the problem.
- Lyn thanked everyone, stated we have work to do.

With no further business to discuss, Chairperson Patsy Ugarte motioned to adjourn the meeting. Meeting adjourned at 10:04 am.