



Manatee Library Advisory Board Meeting Minutes

September 20, 2023

Rocky Bluff Meeting Room, 10 a.m.

Roll Call

Present:

Marion Duncan
Patsy Ugarte
Lyn Begraft
Christine Callahan
Jenny Daugherty
Jim Russell

Unable to Attend:

Commissioner Amanda Ballard
Tammy Parrott

Guests:

Kathryn Groulx
Chelsea Baker
Mall Chaney
Hal Harmon

Call to Order

10:00 a.m. by Chairman Marion Duncan.

Approval of Minutes

Marion inquired if everyone reviewed the minutes of August 16, 2023. No corrections were made. Christine made the motion to approve the minutes as submitted, and Patsy seconded. All were in favor; the motion carried. Therefore, Marion announced the minutes were approved.

Library Services Updates & Information

- Lyn advised that Lakewood Ranch has an estimated completion date in Oct. We are looking at opening still at the end of the year/January.
- Lyn advised that the Rocky Bluff expansion is on the CIP for renovations.
 - Patsy asked if this will be 23/24 fiscal year.
 - Lyn advised it is 24FY for approval and start of the design process.
- Lyn stated that hiring has started to slow down with Lakewood Ranch being staffed, only one or two more will need to be hired. We have had a lot of promotions internal, so we will have backfill openings. We will be reclassing two positions in programming and also adding an assistant supervisor to that department. We will have an additional collection and development librarian, and A F/T assistant for the homebound delivery. We will be expanding this department, someone from another location will be joining. The Little Discovery Center will now be under Youth Services.
- Lyn advised that our Marketer Mira, has left the system. We do have the Assistant Supervisor of Rocky Bluff currently assisting us until the position can be filled.
- Lyn stated that recently there has been word that the historical records would be leaving the Clerks office and being transferred to Sports and Leisure. Tammy will be speaking on Friday to county leadership, there may be some portions of the documents that the library might be best taking over these things.
 - Jim asked how many homebound individuals are currently being served.
 - Brooke advised around fifty-four currently, in addition to lobby stops.
 - Chelsea Baker stated that she is also handling the books by mail.

Old Business

- Bookmobile: Lyn advised that we are working with Fleet on specs for the Bookmobile. Once we have the budget approved, we will be able to move forward with vendors.
- Picture Book Reorganization: Lyn advised that we will be starting this at LWR, so it will start within the next couple of months.
- User Types/Material Types: Lyn advised that we are working on this with the picture book reorganization.
- New Library Advisory Board Seats/Ordinance: Lyn advised the ordinance has been posted. It will go before the board on Oct 10th for approval. Lyn asked Brooke to send a copy of the ordinance to the board members after the meeting.
 - Guest Kathryn Groulx asked if she was able to receive a copy or if it was available online.
 - Brooke advised that the ordinance is not available online, she advised Kathryn where to go in the administration office to review the policy before approval and what information is needed to request the viewing.
 - Patsy asked how the new positions will work. Will they be advertised and then the public can apply.
 - Lyn and Brooke advised yes; we will open the applications once the ordinance has been approved.
- Attraction Passes: Lyn asked Chelsea to speak about the attraction passes. Chelsea went over the museum passes and how to find on the county website and register. Chelsea advised that it launched right after Labor Day and has been very busy. LWR staff assisted with contacting patrons on the wait list to move them over to a selected date.

- Chelsea asked Jenny if she has had a chance to use it yet.
 - Jenny advised no; she is awaiting new attractions.
- Lyn asked if a patron has any fees on their card, can they book the passes.
 - Chelsea advised that yes, they can.
- Discovery Layer: Lyn stated that this will be added to the online catalog. We are looking at our current catalog service so we can hopefully add it on next year.
 - Patsy stated that she heard the Friends of East County raised over \$400,000 for materials.
 - Lyn stated yes, they did, and quick.
 - Patsy saw that Sarasota has a pop-up library, like a bookmobile. She asked if we had saw that.
 - Lyn advised she heard about it last week, they had a celebration for it over the weekend.

New Business

- Circulation Policy: Lyn asked Chelsea Baker to come and present on the circulation policy.
- Chelsea Baker went over highlights for the new policy.
 - Under 18 will need a legal guardian signature.
 - Clarifications to residency documentation.
 - Patron Types, new parents' choice card (child 0-12 and teen 13-17).
 - Jenny asked if current card holders will automatically stay the same.
 - Chelsea advised that they parents would have to opt in.
 - All access passes will have the same parameters as the parents' choice card.
 - Welcome card is a limited use card. These are for patrons that are ineligible for a residency card and have a six-month term.
 - Christine asked if we have a children's welcome card.
 - Chelsea advised that the welcome card can be used for adults or children, if the child is under 18, they will need a guardian signature.
 - Organization card will be for businesses, daycares, churches, etc. These cards will have a double check out limit and will be managed by Outreach.
 - Loan periods/checkout limits will be updated. Checkouts will move from 50 to 100, holds will increase from 25 to 40, all DVDs will have a one-week loan period and library of things will have a three-week loan period.
 - Confidentiality was added into the policy, in person and on the phone. We cannot reset a patron's pin over the phone.
 - Tools will now be able to go through transit. Patrons will no longer have to visit Rocky Bluff to pick them up.
 - Privileges will be suspended if patrons owe more than \$30 on their account.
 - Christine asked if this policy is in place.
 - Lyn advised no, for your review right now and we can vote on it next month.
 - Privileges will be suspended for anyone trespassed from the library.
- Chelsea advised our next steps will be for the Advisory Board to approve in October, before the BoCC in November and start training in December.

Comments and Questions

- Patsy asked if we need any fishing poles donated.
 - Chelsea advised no; they are a bit of a problem for us.
- Patsy stated that we have done a good job of standardizing everything over the past couple of years.
- Lyn advised the next policies will be Display and Conduct Policy.

Adjourn

With no further business to discuss, Chairman Marion Duncan motioned to adjourn the meeting. Meeting adjourned at 10:40 am.