**Manatee Library Board of Trustees’ Meeting Minutes**

**August 16, 2018**

**Central Library Conference Room, 2 pm**

Present: Ava Ehde, Interim Director, Neighborhood Services Department

Glenda Lammers, Assistant Library Services Manager

Artis Wick, Chairperson, County at Large

Patsy Ugarte, City of Palmetto

Myron Robinson, Unincorporated County

Excused: Beverly Neville, Island Communities

Councilman Patrick Roff, City of Bradenton

Guests: None

Called to Order: 2:03 pm by Artis Wick, Chairperson

**Approval of Minutes:**

Artis Wick called the meeting to order at 2:03 pm. She inquired if everyone had a chance to review the minutes of May 17 and July 19, 2018 (the June meeting was canceled) and if there were any comments, suggestions or corrections. No corrections were made. Patsy Ugarte made the motion to approve and it was seconded by Myron Robinson. Therefore, Artis Wick announced the minutes were approved as written.

**Library Manager’s Report/Board Updates:** Glenda Lammers announced that we are nearing the end of our fiscal year and are busy purchasing items.

* + **Summer Reading Program:** Glenda said that the Libraries enjoyed a very successful summer reading program called “Libraries Rock!” Attendance numbers will be finalized at next month’s meeting. Those who participated in the programs were rewarded for their efforts with scavenger hunts, games and prizes.
  + **End of Summer Reading with the Tampa Bay Rays:** Once again, the Tampa Bay Rays encouraged reading by sending one of their players, Ryan Yarbrough, to the Central Library to meet, greet, and read to the children of Manatee County. He not only read to the kids, but also invited several children to the stage to read with him.
  + **STEM**: At the Palmetto Branch, Mad Science ended the summer reading program with “Sound Science.” Young people learned how sound works and did experiments that included chemical reactions. They also had programs involving recycled musical instruments in which they created drums, guitars and tambourines from recycled materials. Rocky Bluff Library hosted hands-on programs about drones.
  + **Library of Things**: Glenda reported that the number of circulating items in our unique collections continues to increase. Our “Library of Things” includes fishing poles, binoculars, telescopes, novelty cake pans, and a wide array of musical (non-wind) instruments. Ukuleles are quite popular for check-out and attendance at these programs has been significant. Other instruments such as accordions, keyboards, drums and guitars will be added soon. Artis added that these whimsical instruments are fun and easy to play. Patsy Ugarte inquired about the condition of the instruments with customer usage, but Glenda confirmed that most instruments are well taken care of and are returned in good working order.
  + **New Staff:** Camara Bragdon was newly hired as a Youth Librarian for the South Manatee branch. Danny Bradley (Librarian I at Central Library/Information Services) and Dana Mascari (Librarian II, Assistant South Manatee Branch Supervisor) have relocated to North Carolina. Ava praised their energy, creativity and enthusiasm. She also commented that many staff members have been promoted internally, resulting in the need to backfill positions. For instance, after Yoshira Castro retired earlier this year, her Palmetto Assistant Supervisor Megan Robinson was promoted to the Supervisor position, and Kaitlin Crockett was elevated to the Assistant Supervisor job. A new Palmetto Youth Librarian Corina French (hired externally) is expected to start soon. Both Ava and Glenda reasserted that it takes a concerted effort to fill vacancies and serve on interview panels.

**New Business:**

* + **Library Materials Usage/Statistics:** Glenda reported that the monthly statistics appear to be tracking normally. However, the patron count at the Island Branch is slightly decreased. This could be attributed to a one day closure when water was shut off in the Holmes Beach area. Interlibrary loans are not available once again and we anticipate robust activity in the future. Max Colon has been hired recently as a Library Assistant in Tech Services to handle these ILL transactions.
  + **Library Master Plan:** Ava stated that the Library Foundation is considering a proposal to fund a comprehensive library master plan rather than raise monies to support programs, unique collections, and online resources as they have previously done. A library master plan is an objective comprehensive document that will inform us what new facilities and staffing levels should look like, based on state recommended guidelines, trends and statistics. Parks and Natural Resources Department purchased a similar master plan that was very successful to determining their future course of action. Ava stated that the Board has given the County permission to find a suitable location and craft plans for development. Myron Robinson asked who would perform these functions. Ava replied that initially staff would gather input through community conversations, but library consultants would be hired to design and carry out plans. A 25,000 square foot library is currently being proposed, but Library Administration envisions a second story addition may be built in the out years to accommodate an ever-increasing population and demand. Artis commented that it will be a very busy location given the eastward growth of the County and the customers’ needs for computers and public meeting spaces. Myron agreed that most of the plan’s decisions should be research-driven.
  + **Library Annual Plan of Service:** Glenda presented the Library Annual Plan of Service which included on-going initiatives and items yet to be accomplished from previous plans. Ava stated that the timeframe for the Long Range Plan has been shortened from 5 years to a 3 year horizon since technology changes rapidly and we need to be agile in responding. Artis noted that this is a living document and is similar to the plan submitted last year. Patsy asserted that the plan’s goals seem lofty but attainable. The Library Board unanimously voted in favor of accepting the 2018-19 Annual Plan of Service as written, and the motion to adopt was passed. Beverly Neville expressed her approval of the measure via email on August 16. Next, the approved Annual Plan of Service will be submitted as part of the State Aid to Libraries grant package.
  + **Library Calendar:** Glenda shared a calendar of proposed 2019 library closure dates, including Federal and County Government holidays, library in-service training, computer upgrades, and early closures before the Thanksgiving and New Year’s Eve holidays. The Library Board unanimously voted in favor of accepting the 2019 library closure dates as written, and the motion to adopt was passed.
  + **September 2018 Board Meeting Canceled:** The September 2018 Library Board meeting will be canceled due to scheduling conflicts, travel and the traditional summer one month hiatus. However, Ava recommended that Board members be available by email should any items need to be discussed and voted on regarding the budget and/or State Aid. Myron Robinson made the motion which was seconded by Patsy Ugarte. The motion carried.
  + **Old Business:**
* None.

**Citizens’ Comments:**

* None.

Chairperson Wick motioned to adjoin the meeting. The motion was accepted by Myron Robinson and seconded by Patsy Ugarte. The meeting adjourned at 2:39 pm.

The next meeting of the Library Board of Trustees will be held on:

Thursday, October 18, 2018

At 2:00 pm

Central Library Conference Room