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

**March 16, 2018**

**Central Library Business Incubation Center, 2 pm**

Present: Artis Wick, Chairperson, County at Large

Beverly Neville, Island Communities

Patsy Ugarte, City of Palmetto

Glenda Lammers, Assistant Library Services Manager

Excused: Ava Ehde, Interim Director, Neighborhood Services Department

 Myron Robinson, Unincorporated County

 Councilman Patrick Roff, City of Bradenton

Guests: None

Called to Order: 2:10 pm by Artis Wick, Chairperson

**Approval of Minutes:**

Artis Wick inquired if everyone had a chance to review the minutes of January 25, 2018 and if there were any comments, suggestions or corrections. No corrections were made. Therefore, Beverly Neville made a motion to approve the minutes as written. They were seconded by Patsy Ugarte. The minutes were then approved with no corrections.

**Library Manager’s Report/Board Updates:** Glenda stated that Ava was sick and regrets missing today’s meeting. Glenda then said that she visited the Island Library this morning for their monthly staff meeting.

* + **Pittsburgh Pirates’ Exhibit Reception:** This fun and historical exhibit and celebration honored the Pirates’ fifty years in Bradenton. Special guests from the Pittsburgh Pirates and Bradenton Marauders’ organizations were in attendance. Memorabilia, archived material and photos were gathered throughout the County as well as from the ball clubs. This exhibit will travel to all branches this year.
	+ **Book Sale at South Manatee:** The Friends of South Manatee Library featured a successful Winter book sale and raffle which offered David Baldacci tickets, gift cards from local businesses and books galore. Over $1,500 was raised in three days.
	+ **Lunch, Listen and Learn:** The Hawaiian Shirts played ukuleles for a huge crowd at the Rocky Bluff Library and flamenco-style guitarists entertained enthusiasts at the Braden River Library as part of the ‘Lunch, Listen and Learn’ series. Funds raised will support the Voyagers’ trip to Spain in October.
	+ **Artslam:** Once again, the Manatee Libraries participated in Realize Bradenton’s annual Artslam event. Huge crowds came out to celebrate creative works into the streets. The library booth offered opportunities in doodling and painting.
	+ **Teen Recycled Dreams Fashion Show:**  Glenda invited everyone to the Teen Recycled Dreams Fashion Show to be held on April 21 at the Central Library. Beverly stated that she enjoyed attending one of the first events held and was amazed at their creativity in turning recycled materials into treasures.
	+ **Books on Tap:**  A new book club has formed called “Books on Tap” aimed at attracting millennials in particular. Rather than meeting in the library, the inaugural event will take place at 3 Keys Brewery in Bradenton on April 4. Similar themed book clubs occurring outside of libraries are sweeping the nation so Manatee County will try our hand too!

**New Business:**

* **Monthly Statistics/Material Usage:** In looking at the monthly statistical summary, Glenda commented that it’s typical to note that online resource usage grows higher all the time. Virtual reference has also increased, while in-person reference has dipped slightly. We continue to enjoy a high volume of volunteer hours. The interlibrary loan program has been temporarily suspended because of a lack of staff members. Interlibrary loans are a way in which items may be borrowed from other lending libraries if we do not have the item. However, we anticipate restarting this program in the near future once this position has been filled. Previously, the library assistant in charge of ILLs averages 40 transactions per day. Items are shipped for free through the US Postal Service and the patron typically does not pay a fee for this service. Artis mentioned that she handled ILL requests when she worked as a Librarian, averaging 5-6 requests per day for oftentimes very specialized and one-of-a-kind materials. Beverly proudly pointed out that current library card holders have increased by 25%!
* **Staffing Update:** Glenda noted that we are currently recruiting for Library Assistants, Librarians and Fiscal Analysts and are sometimes filling positions with internal staff. While this is a wonderful trend for qualified and deserved staff, it does create the need to backfill vacancies. Artis commented that promotion from within does lead to happier employees seeking advancement opportunities. Beverly inquired about the Island’s recruitment efforts. Liz Williams is the new Island Branch Supervisor, who came to us via Palm Beach County and previously worked in Information Services at the Central Library. Callie Hutchison just earned her MLIS degree while working as a Library Assistant at Braden River. She is the new Youth Librarian at Island.
* **An Evening with Author David Baldacci:** Artis was asked to share her impression of the author event featuring David Baldacci at State College of Florida’s Neel Center. Artis said she thoroughly enjoyed his talk and found him to be very entertaining, personable and humorous with his many stories! She also complimented Sherry Oehler and other members of the Library Foundation.
* **National Library Week, April 8-14:** Artis shared that every year during National Library Week, Board members show their appreciation to staff by gathering and donating items. John and Amanda Horne very generously donate $25 gift certificates to their Anna Maria Oyster Bar restaurant. Staff also appreciate receiving can cozies, bags, notepads, candy and pens. Patsy offered to get seed packets from the Extension Office and gift bags from the City of Palmetto. We will stuff the goodie bags on April 4 at 11 am. Also, Glenda invited all Board members to the Board of County Commissioners’ meeting on March 20 to get the proclamation signed to commemorate National Library Week. County Commissioners will take part in NLW either by reading to children or attending a program. In fact, Commissioner Trace will be the honorary chairperson for the first ever storytelling event at Rocky Bluff Library. Copies of letters seeking donations of products and services were also distributed.
* **Budget:** The Library is in the second half of the 2-year budget. We will again request additional staff for full-time and OPS positions (which stands for ‘Other Personnel Services’ and are temporary Librarian or Library Assistant positions lasting a maximum of 6 months). We do not currently have any OPS staff members. The State budget cut out any funding for construction, while state aid for libraries was unfortunately cut by over two million dollars which will greatly reduce our materials budget.
* **Library of Things Continues to Expand:** We will begin circulating ukuleles to our ever-expanding “Library of Things,” which are untraditional items that many people don’t expect to have in our collection yet are very desirable. Bongos and keyboards are also on the horizon to be added (since these string and percussion instruments are more sanitary to circulate than wind instruments).
* **American Association of University Women, Manatee County chapter:** Beverly shared that she is the Treasurer of the AAUW, Manatee County chapter, and recently attended a monthly meeting in which Ava was the guest speaker. She praised Ava’s impressive presentation on the County’s library system and our award-winning programs and staff. She commented that many in attendance were spellbound! In appreciation, the Manatee County Branch of AAUW has made a generous financial contribution to be used in STEM projects.

**Old Business:**

* None.

**Citizens’ Comments:**

* None.

Chairperson Wick motioned to adjourn the meeting. The motion was accepted by Beverly Neville and seconded by Patsy Ugarte. The meeting adjourned at 3:02 pm.

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

Thursday, May 17, 2018

At 2:00 pm

Central Library Conference Room