



Manatee Library Board of Trustees Meeting Minutes

June 18, 2020

Zoom virtual meeting, 2 p.m.

Roll Call

Present

- Cathy Laird
- Tammy Parrott
- Artis Wick
- Patsy Ugarte
- Christine Callahan
- Marion Duncan

Excused

- Myron Robinson

Guests

- Jyna Johnson, Program Coordinator/Librarian III (and Zoom Room facilitator)

Call to Order

2:00 p.m. by Artis Wick, Chairperson

Approval of Minutes

Artis Wick inquired if everyone reviewed the minutes of June 18, 2020 and if there were any comments, suggestions or corrections. No corrections were made. Marion Duncan made the motion to approve the minutes as written. Christine Callahan seconded. Therefore, Artis Wick announced the minutes were approved as written.

Library Manager's Report/Board Updates

Update on Covid-19

- Cathy reported that curbside pickup of materials has been underway for 1 week (from June 1-7). As of today, we are in the second week of limited building occupancy. During the first week of June, 5,471 physical items were checked out. Patrons also checked out:

- Hoopla: 1,332
- OverDrive: 728
- eAudiobooks: 355
- Mango: 133
- Lynda.com: 276 (educational videos)
- Issued 79 new library cards

Cathy reported that it was a very hectic re-opening, especially the first day. During curbside service, customers scheduled 15-minute appointments to pick up items. Tammy was pleased to get physical items to the public and the staff seemed 'relieved' to once again serve our customers. All Board members were happy to hear of the libraries' re-opening.

- During the second week of June, libraries were at 25% occupancy. Staff monitored the doors and counted the number of patrons entering. If the buildings were at capacity, staff requested that customers wait outside until others departed the facility.
- Activity during the second week of June:
 - There were 10,773 check outs of physical items.
 - We had 3,993 visitors system-wide in 6 days.
 - 183 people had to wait outside the building until another patron left to maintain occupancy ratios (Patsy Ugarte commented that fortunately our facilities have shaded areas to keep our customers out of the direct sunlight while waiting)
 - Distributed 440 face masks (all patrons and staff must wear face masks, unless a person has a medical condition that prevents them from wearing one).
 - Hosted 490 computer sessions
 - Only a 'handful' of people has balked at wearing masks
 - Limiting a patron's visit to 30 minutes ("grab and go" service) to make room for someone else
- Libraries are at 40% occupancy beginning the 3rd week of June. Administration will decide if the occupancy rate will be increased based on Department of Health, Board of County Commissioners, and County Administration recommendations.
- Staff has been asked to roam to ensure compliance with wearing face masks and maintaining social distance
- Cathy stated that most furniture has been removed from public spaces and locked in meeting rooms.
- Newspapers and magazines are not available.
- Tammy added that meeting rooms are not yet utilized for outside groups.
- Volunteers are not completing in-person tasks currently.
- All programs and events will be entirely virtual until further notice. The Dive Into Reading summer program has guest readers. There will be virtual connections of readers with kids. There will also be a summer reading challenge using a Google classroom platform. Additionally, a paper form will be provided to accommodate a non-technological way of participating.

Announcement of Library Services Manager

- Elizabeth Partridge has been selected as the Library Services Manager. She is relocating from Washington state, driving 3,200 miles that will take her 49 hours to drive! Elizabeth will officially start on August 3.

Library Usage Statistics

- Cathy reported that the dashboard statistics are not as helpful as in the past since we have been closed to the public. We hopefully will see statistics returning to 'normal.' Following this meeting, we will send out an email with Information Services' and Technical Services' most recent numbers that are reflective of our activities. Christine noted that a calculation error was made because the cumulative total doesn't match. The dashboard statistics will be re-calculated.

Braden River Library Renovation Update

- An asbestos assessment inspection was conducted on 6/15 because of the age of the building. The project went out to bid and the County received bids from subcontractors. Sections of Braden River will be cordoned off for 1-2 weeks as work is being performed on the HVAC and fire sprinklers. The entire building won't need to be shut down for completion of this work. Patsy inquired about the anticipated construction time, to which Cathy responded that it would take 8 months to complete once construction begins. Braden River will not close during this time. Willis Smith and Fawley Bryant are doing both the East County and Braden River Library projects.

East County Library

- The project is currently at 30% completion in plans. There will be a virtual public comment session soon. Ava, Cathy, Tammy, and Elizabeth Partridge have provided their opinions on furnishings. Administration is paying attention to the furnishings' ability to be cleaned and flexible in use, depending on the event.

Library Master Plan

- An update will be provided on August 11 during the monthly Board of County Commissioners' meeting.

Pam Gibson's Retirement

- After a stellar 43-year career with Manatee Libraries (!), Librarian Pam Gibson retired. She oversaw the Eaton Room and genealogy and was instrumental in documenting the history of Manatee County (and digitizing photos).

Citizens' Comment

- None.

Next Meeting

Artis announced that the next virtual meeting of the Library Board of Trustees will be held on **Thursday, July 16 at 2 p.m. via Zoom.** A calendar invitation with the Zoom link will be sent out a week prior to the meeting.

Adjourn

With no further business to discuss, Chairperson Wick motioned to adjourn the meeting. The motion was accepted by Patsy Ugarte and seconded by Christine Callahan. The meeting adjourned at 2:31 p.m.