



Manatee Library Board of Trustees Meeting Minutes

November 18, 2021

Central Library Auditorium, 2 p.m.

Roll Call

Present

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

Excused

- Myron Robinson

Guests

- None

Call to Order

2:01 p.m. by Artis Wick, Chairperson

Approval of Minutes

Artis Wick called the meeting to order. Artis inquired if everyone reviewed the minutes of October 21, 2021 and if there were any comments, suggestions or corrections. No corrections were made. Christine Callahan made the motion to approve the minutes as submitted, and Patsy Ugarte seconded. Therefore, Artis announced the minutes were approved.

Manager's Report / Library Updates / Status of Services

- Tammy Parrott announced that we are continuing to successfully offer programs and operate with normal hours (i.e., without any Covid impacts). However, we remain mindful of the number of people attending programs. We don't want to say 'no' to patrons and can adjust program parameters on the back end.
- The BI Dashboard is available to the public and will be shared with the Library Advisory Board going forward. We anticipate an even busier 2022 with Library usage increasing, given the excitement of the East County Library and the newly renovated Braden River Library.
- Tammy suggests adding 2 metrics:

- Programming (to include the number of programs and number of attendees), and
 - Foot traffic
- Tammy noted that data crunching revealed that the Libraries welcomed nearly 1 million people in the most recent, non-Covid impacted year!

Annual Plan of Service

- Patsy Ugarte gave her verbal approval to the Annual Plan of Service during the meeting. The other Board of Trustees submitted their approval via email prior to the start of today's meeting.
- Therefore, NSD Director – Interim Lee Washington will seek the County Administrator's approval.
- Following approval, the Annual Plan of Service will be submitted as part of the State Aid grant application package by 12/1/2021.
- We anticipate receiving approximately \$154,000 in State Aid. Historically, these funds have been used to augment collection development.
- State Aid funds are ineligible to be used for capital improvement projects.

Construction Updates

- East County:
 - Prior to this BOT meeting, Tammy attended a kickoff construction meeting for the East County Library.
 - No problems were encountered.
 - Silt fencing will be installed soon.
 - Groundbreaking slated for 12/15/2021 at 11am (Program with BCC scheduled for 10:30a-12p)
- Braden River:
 - Expansion has been completed.

Staffing Updates

- Central Library/Youth Services is seeking one permanent, part-time paraprofessional Library Assistant working 27 hours/week, year-round. This position offers pro-rated paid personal time but no benefits. Ideally, the incumbent will have excellent customer service skills since they will be the 'face of the library' at the service desk.
- We received 44 applications in the pool, which bodes well for future applicant pools as Library hours become extended. However, the demographics are not as diverse as we'd like. Therefore, a future recruitment goal is to increase our reach to under-represented applicants so that we may be more representative of the community we serve.
- Currently, we are recruiting for 3 open positions along with the Library Services Manager.
 - The LSM vacancy was posted nationwide

Library Master Plan / Volunteer Policy

- Appeared on 10/19/2021 BCC agenda
- Commissioners' lengthy redistricting discussion compressed our Library Master Plan presentation to 5 minutes at the end of the meeting

- Lee Washington and Brad Waters, Godfrey and Associates' consultant, presented the findings which were well-received. Previous consultant conversations with the community and advocacy by the BOT, Library Foundation and Friends' groups have aided the Commissioners' perception of the value of Libraries.
- Upcoming desired revisions to the Library volunteer policy will require approval by the Library Board of Trustees and won't need the consent of the County Administrator.

Library Board of Trustees' Appointments

- Terms will expire on 1/31/2022 for:
 - Artis Wick, representing Manatee County At-Large
 - Myron Robinson, representing Unincorporated Manatee County
- Artis stated that she will not seek re-appointment. She has enjoyed serving on the Board for the past 12 years and is proud of the many accomplishments she has been a part of. Tammy echoed that we are very grateful for her service.
- A vacancy announcement for these seats will be posted soon via a press release with an online application deadline of 12/16/2021
- Appointments to the Library BOT will be confirmed by the Board of County Commissioners at their January 25, 2022 meeting

Citizens' Comment

- None.

Adjourn

With no further business to discuss, Chairperson Wick motioned to adjourn the meeting. The motion was accepted by Christine Callahan and seconded by Patsy Ugarte. The meeting adjourned at 2:33 p.m.