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

**October 18, 2018**

**Central Library Conference Room, 2 pm**

Present: Glenda Lammers, Interim Library Services Manager

Artis Wick, Chairperson, County at Large

Patsy Ugarte, City of Palmetto

Beverly Neville, Island Communities

Excused: Ava Ehde, Interim Director, Neighborhood Services Department

Councilman Patrick Roff, City of Bradenton

Myron Robinson, Unincorporated Manatee County

Guests: None

Called to Order: 2:02 pm by Artis Wick, Chairperson

**Approval of Minutes:**

Artis Wick called the meeting to order at 2:02 pm. She inquired if everyone had a chance to review the minutes of August 18 (the September 2018 meeting was canceled), and if there were any comments, suggestions or corrections. Beverly Neville noticed the following inaccuracies: in the 8/16/18 meeting minutes under “New Business/Library Materials Usage,” the word ‘not’ should be changed to ‘now’ to correctly read, “Interlibrary loans are ***now*** available once again and we anticipate robust activity in the future.” Additionally for clarification under “Library Master Plan,” the word ‘Board’ referred to the Board of County Commissioners. The sentence should now read, “Ava stated that the ***Board of County Commissioners*** has given the County permission to find a suitable location and craft plans for development.” Beverly Neville made the motion to approve the minutes with the above-referenced corrections. Patsy Ugarte seconded the motion. Therefore, Artis announced the approval of the minutes.

**New Business:**

* **Library Materials Usage/Statistics:** Beverly found inaccuracies on several statistical reports where she found inaccuracies. For instance, the “September 2018 Volunteer/Public Service Hours” sheet should reflect 133 total volunteer hours for Central Library, rather than 159, bringing the monthly library total to 1,787. Also, the accurate library material usage monthly totals should be corrected as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Monthly 2016-17** | **Cumulative 2016-17** | **Monthly 2017-18** | **Cumulative 2017-18** |
| **June** | 402,026 | 3,210,744 | 387,422 | 3,335,136 |
| **July** | 387,946 | 3,598,690 | 398,113 | 3,733,249 |
| **August** | 395,182 | 3,993,872 | 407,753 | 4,141,002 |
| **September** | 321,592 | 4,315,464 | 337,093 | 4,478,095 |
| **Total** | 4,315,464 | 4,315,464 | 4,478,095 | 4,478,095 |

Beverly also noticed that the heading on page 2 on the “Statistics by Location” should be revised from ‘September 2016’ to ‘September 2017.’ She also commented that she wasn’t trying to point out flaws but rather wanted to stress the importance of accurately reporting these statistics to the Board of County Commissioners or for grant applications to alleviate any further questions about the veracity of all library-generated reports. Glenda, Artis and Patsy agreed that we must be mindful of accurately reporting statistics and were appreciative of Beverly’s attention to details.

Glenda elaborated that the library has 506,393 total volumes available, of which 102,350 volumes are online/streaming resources. She stated that we just added magazines online which are very popular and have been downloaded many times. Although electronic subscriptions are more expensive than paper magazines, many people can read online resources at the same time. Also, the magazines can’t be taken or possibly damaged/destroyed like physical resources. Glenda clarified that in the statistical reports, “title” refers to a single title, whereas “volume” means the number of copies in our collection.

* **Library Manager’s Report/Board Updates:** Glenda commented that red tide problems contributed to declining circulation numbers at the Island Library, coupled with traditionally lower circulation numbers. She said that the Island Library hosted the Small Business Administration for one month to provide a meeting space for businesses in need of disaster relief affected by red tide issues. Because the Small Business Administration used the meeting room, regular branch programs were canceled. After one month, the SBA was then relocated elsewhere within the library so that the meeting room could accommodate regularly scheduled events.
* **Library Foundation:** Glenda mentioned that Ava attended a recent Library Foundation board meeting in which the Foundation Board agreed to fund a new comprehensive Library Master Plan. Patsy inquired about the cost. Glenda confirmed that a Minnesota consulting firm specializing in library planning submitted an estimate of nearly $50,000 to complete a comprehensive analysis. For comparison, the library will pursue a second estimate from a local firm which completed a master plan for Parks and Natural Resources. This document will analyze what we currently have now and how our libraries should be ideally configured to meet future growth needs, trends and state recommended guidelines. All Board members agreed that the proposed new East County facility should be built as large as possible, even if the space isn’t fully developed and/or furnished until a later date. Glenda stated that the master plan should drive the discussion, and the County Administrator indicated the actual construction would start sometime in 2020. Patsy commented that any new construction of this magnitude requires enough advance time to go through the County’s planning and approval process.
* **Braden River Construction Grant:** Glenda updated the Board on the proposed construction grant for the expansion of Braden River Library. After being declined for an original grant seeking $500,000, Manatee Libraries are now #11 on the state’s list (out of 23 Florida library systems). If awarded, Manatee County would match state assistance with $500,000. Glenda reminded the group that it is up to us and our local government officials to work with legislators to be persuasive and obtain funding.

**Old Business:**

* + **Museum Passes:** Thanks to the work of Lin Sterner, Library Assistant at the South Manatee Branch, who collaborated with colleagues, the library system now has a museum pass program. Patrons can check out a library museum pass for the South Florida Museum. The pass, which can be checked out for a week, covers a day at the museum for four people. Each library will have one pass to circulate. The Big Cat Habitat was recently added to the program. It offers a pass for two people. The John and Mable Ringling Museum will be added shortly. Artis added that the Ringling Museum is open on Mondays and is free to the public in accordance with his will. All Board members agreed that this is a wonderful idea because it offers the opportunity to many people who might not otherwise be able to afford museum entrance fees.
  + **South Manatee’s Rally Day Cake Walk:** Beverly enjoyed the article in the Board Updates about the Rally Day Cake Walk held at the South Manatee Branch. This event encouraged a friendly competition to bake and decorate a cake using a novelty cake pan in the “Library of Things” collection. Glenda wishes to see this event expand to include all six branches.
  + **“Dear Public Library” Article:** Artis enjoyed the article “Dear Public Library” that appeared in *O, The Oprah Magazine* (November 2018 edition). She thought it was a well written article that featured a new twist on gratitude towards the author’s local public library, and thanked Glenda for sharing it with the Board members.

**Citizens’ Comments:**

* None.

Chairperson Wick motioned to adjoin the meeting. The motion was accepted by Patsy Ugarte and seconded by Beverly Neville. The meeting adjourned at 2:54 pm.

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

Thursday, November 15, 2018

At 2:00 pm

Central Library Conference Room