

# BREVARD COUNTY LIBRARY SYSTEM

## BOARD MEETING MINUTES

November 18, 2021

### **MEMBERS PRESENT**

Pete Poole, District I  
Tom McGill, District II (Absent)  
Dr. Rochelle Kenyon, District IV  
Mark Broms, District V – Chair

### **OTHERS PRESENT**

Wendi Jo Bost, Library Services Director  
Brenda Reilly, Eau Gallie Library Director  
Janice Murray, Merritt Island Library Director  
Laurie Blair, Finance & Facilities Manager  
Heather Palmer, Suntree/Viera Library Director  
Nancy Dillen, Melbourne Library Board  
Tricia Paolucci, Executive Secretary

### **Call to Order**

The meeting was called to order at 3:02 pm, by the Chair, Mr. Broms.

### **Approval of Minutes**

A motion was made by Dr. Kenyon, seconded by Mr. Poole, to approve the minutes of the September 15, 2021 Board Meeting. ***Motion unanimously carried.***

### **Correspondence**

None.

### **Library Services Director's Report**

Ms. Bost welcomed everyone to the beautifully renovated Eau Gallie Library. Ms. Bost stated she had the privilege of working with the previous director, Jenny Morrison, as a Board Member of their Friend's Group. Ms. Morrison was honored by the City of Melbourne for her service during the City of Melbourne's October 26<sup>th</sup> meeting. Ms. Bost introduced the new Eau Gallie Library Director, Benda Reilly. Ms. Reilly began her adventure at the Library in 2012. She has served in many roles from Librarian to Head Librarian, to Director I and now Director II. She has worked at Suntree, West Melbourne, Titusville, Cape Canaveral and was recently the Director of the South Mainland Library. Ms. Reilly is smart and accomplished and has had the benefit of working with Ms. Morrison. We know she will do great things here.

Here are few things that have been going on with Libraries since we last met: We had wonderful feedback on our Hispanic Heritage program. It was a great success. We have new

crosswalk signs at the Catherine Schweinsberg Rood Central Library on Forrest Avenue. The United Way campaign is now closed. We are looking at final numbers and anticipate it to be close to \$40,000. We have been actively meeting with vendors regarding materials handling and looking for new ways to serve our community. We have acquired hotspots and will be able to go offsite and use technology to register customers for library cards and using a web interface. We are doing great things in our Creative Lab with staffing and offering programming. We will continue to see things build with two full-time staff members, a student from Brevard Career and Technical Education program and a new intern from Florida Virtual High School. I have been meeting with senior managers to look at staffing models and making decisions about allocations. There are exciting details in the works and I look forward to bringing that back to you once we get County Manger's approval. We have two staff involved in co-facilitating Lean Six Sigma projects. Elanya Bairefoot and Katherine Fuhrig are taking on this challenge with the County and they will be earning their green belts. Wanda Brown and I have been accepted into the Executive Leadership Institute class XVII for the County. It is a learning experience for over a year and we are both excited to participate. On November 1, 2021 we added e-audio books to our Hoopla account and as of November 15, 2021 we have had over 120 checked out. We have received two ARPA grants via NEFLIN. One is for a social worker for nine months and the other one is for \$20,000 worth of ebooks for Overdrive. Our IT department did a tremendous job to migrate our Integrated Library System (ILS) to a new hosted environment. It is a lot of pieces, parts and data. They made it seamless and we experienced minimal down time to access the system and subscription services. I am proud of Tina Hare and her team. The Literacy for Adults in Brevard (LAB) hosted a wonderful 50-year celebration that Mark Broms was able to attend. I am thrilled to announce that they are going to be moving their space into Catherine Schweinsberg Rood Central Library from River House. The monthly lease was approved by LAB and Brevard County Board of County Commissioners. We are working with Emergency Management to offer COVID vaccines for ages five and up in five of our libraries. They will be held at Port St. John, Catherine Schweinsberg Rood, Palm Bay, Franklin DeGroot, and Eau Gallie Libraries. We have Healthcare Navigators from United Way in many of our libraries. Starting in early January 2022 our Housing and Human Services department will be having Housing Navigators at some of our libraries to help people with housing. Programming is coming back stronger than ever. We are presenting Winter Begins at Your Library this winter break featuring one program for each age group which will be STEAM and STEM related. We have had plumbing issues at the Catherine Schweinsberg Rood Central Library for several months. Work has started to resolve the plumbing problems which involved dealing with City of Cocoa and DOT. This is a major expense at a cost of \$57,000.

Mr. Broms asked if there were any questions. Dr. Kenyon commented that she has a connection with a Literacy Group and she has materials to donate. Ms. Bost stated she would contact Vicki Dunn to get in touch with Dr. Kenyon.

Mr. Broms asked for an update on the general mood on the part of the customers and staff.

Ms. Bost stated the customers are coming back. Staff are mostly feeling comfortable. There is

a good sense of comfort at Titusville Library now since Paragon Security came to Titusville Library. Since Paragon started we haven't received an Incident Report from Titusville. Staff is happy because promotions are happening and full-time positions are being created. We are working hard to make sure staff is feeling supported by their directors. Mr. Poole stated he was glad to hear about the security at Titusville.

### **Personal Appearances**

Dr. Kenyon visited Suntree, Cocoa, and Melbourne Library. She was surprised at the number of people at each library. Each visit she sees a greater number of patrons. Glad to see free books given away at the libraries.

### **Unfinished Business**

Mr. Broms stated we're going to review two of the Library Policy and Procedures. We will start with LS-02/Circulation and Loan Rules. The changes were primarily clarifications. The modification of this procedure was headed by Library Director Christine Sullivan and has been shared to staff for their input. Mr. Poole made the motion to accept the changes to LS-02 as presented and Dr. Kenyon seconded the motion. ***Motion unanimously carried.***

The next policy is LS-12/Internet Policy. Ms. Bost stated she and Tina Hare worked on this one together. This Policy has also gone to the County Attorney for approval as well. Wanted to focus on making sure people understand that some websites will be blocked for inappropriate material. We get funding through ERate through Child Internet Protection Act (CIPA). Because we do get funding from CIPA, we do follow CIPA protocols. Ms. Bost also assured the Board members that she will meet with the Library Directors regarding this policy. Dr. Kenyon made the motion to approve LS-12 as written, Mr. Poole seconded. ***Motion unanimously carried.***

Dr. Kenyon suggested if there is an event that Ms. Bost would like the Board to attend to please let them know. Ms. Bost acknowledged the request and will forward invitations to the Board.

Mr. Broms brought up the Board meeting schedule for 2022. There are two options, one is for meeting nine times a year and the other is meeting for six times a year option. Dr. Kenyon is in favor of reducing the meetings from nine to six. Mr. Poole also agreed that the six meetings is more favorable with his schedule. Mr. Broms stated the downside to reducing the schedule is it will take three years to get around to every library. It was stated that if an emergency meeting was required we could work that into our schedule. Mr. Poole moved to accept the proposed 2022 Library Board meeting schedule for 2022 to six meetings per year. Dr. Kenyon seconded the motion. ***Motion unanimously carried.***

### **New Business**

Janice Murray, Director of Merritt Island Library gave a brief description of Merritt Island Library events/activities. Ms. Murray stated we are transforming our visitors. They use our computers, books, databases, etc. The staff makes the library a welcoming place with decorations and interactive displays. We have the fall harvest tree at the entrance. Customers

may write on a leaf what they are thankful for. We acknowledge new patrons. We recognize our regular patrons by calling them by name. We have outstanding customer services. We are accountable to our District, citizens, as they have provided funds to maintain the building for capital expenditures, books, programs. Programming has been a key feature. They pick up STEM craft kits. Senior exercise is coming back. We have a retention of a diverse staff. We also have a history of being connected to NASA and the space program. When you enter the library, you will notice a time capsule that is scheduled for a 2064 opening. Ms. Murry stated she will be meeting Charlotte Miller who was the first library employee for Merritt Island. In December we will be starting the Winter Programs. In January we will be offering yoga back at the library. In February we will be having throughout the libraries African/America History Month. In March will be the Aquarium art walk. So many activities and programming are happening at Merritt Island Library. We do have a Capital Improvement Project in the works for a new HVAC system.

### **Comments by Public/Friends**


None.

### **Comments by County Library Board Members**

Dr. Kenyon questioned the new redistricting that was approved by the County Commissioners. So now I'm in District 4 with the new redistricting will be in District 2. How will that affect me as an appointee of District 4? Ms. Bost stated she will look into this and work it out.

Mr. Poole looked at the charts and graphs and was surprised at how much the fines decreased. Ms. Bost and Ms. Blair said we stopped fines during COVID and that is why it was such a significant decrease. We have added fines back, but Ms. Blair said with the extension of checkout that has also resulted in reduced fines.

Mr. Broms stated our next meeting will be on January 20, 2022 at Suntree/Viera Public Library at 3:00 p.m. Dr. Kenyon moved to adjourn and Mr. Poole seconded. Meeting adjourned at 4:17 pm.



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Edwin (Pete) Poole, Secretary

As approved by the Library Advisory Board on January 20, 2022.