

**SOUTH/CENTRAL BREVARD LIBRARY ADVISORY
BOARD MEETING MINUTES
APRIL 20, 2023**

MEMBERS PRESENT

Laura Petruska, District IV
Dr. Rochelle Kenyon, District IV
Leann Chaney, District IV
Jennifer Allgood, District IV
Lori Alvord, District V

OTHERS PRESENT

Wendi Jo Bost, Library Services Director
Barbara McKinney, Administrative Assistant

Call to Order

The meeting was called to order at 1:00 pm, by the Chair, Ms. Petruska.

Library Services Director's Report

Ms. Bost welcomed everyone to the South-Central Library Advisory Board meeting.

Preparation for the Summer Reading Program (SRP) was underway. The Eau Gallie and Cocoa Rotary Club's agreed to sponsor prizes for children like bicycles, helmets, things for teens, other things for youth, IPAD's made for kids with parental control, Polaroid cameras. We had partnered with Space Coast Area Transit who will post billboards announcing the SRP kick off on July 3rd at Catherine Schweinsberg Rood Central Library (Central) and an end of summer celebration at Eau Gallie Public Library on July 29th.

A new security firm, American Guard Services, had been placed in Titusville, Melbourne and Central Libraries.

A new collection development librarian had been selected.

A few of our staff have retired recently, one of those being Ms. Jeri Prieth, Assistant Director of Library Services, after 33 years of service. A new Assistant Director of Library Services, Ms. Griselda Clark, had been hired and will start on May 22, 2023.

We have renewed our contract with the library courier.

Budgets for the 2023-2024 fiscal year have been discussed with each director to ascertain their wants and needs and will be presented to the Board of County Commissioners on June 7, 2023.

Ms. Bost had been working with many directors on Human Resource issues. We had promoted over 75 employees since Ms. Bost had started with the library system. Some staff had gone from part-time to full-time.

Ms. Bost had been working with the social media team.

The next Library Con had been scheduled for October 1, 2023 at the Viera Reginal Park. Last year over 1,000 people attended.

Many facilities projects had been worked on like re-carpeting in several libraries, plumbing in some libraries and a new fire suppression system to replace the existing system at the Central Library. Many meetings had been held and many responses received on the Request-for-Proposal (RFP) for a new materials management security system, new app to search your account, search the libraries account, check to see when media is due, and check out materials from your phone. This will not replace the circulation department who will remain available to check out your materials. We are hoping to start this in June or July of this year.

Beginning April 24, 2023 Suntime/Viera Library will undergo a small construction project that will make restroom facilities unavailable but trailer with power and water will be available outside until May 5, 2023.

The staff breakroom at Central Library had been moved to the downstairs and it was a big hit. The Friends of the Central Library purchased lockers for staff for easy access.

Some of the Satellite Beach Library lawn project on the back of the property has been scheduled with help from our community partners the Sheriff's department. Also, the dumpster enclosure will be repaired or replaced.

West Melbourne Library has some issues regarding kids after school. Also a citation was issued about who will mow the grass up to the fence that is several feet back from library property line. The library has agreed to mow the property.

Library Administration had been reviewing all roof inspections and deciding on the next steps to be implemented.

Ms. Bost had attended several Lean Six Sigma meetings about ADA document compliance that is a joint effort between several county departments.

She had also presented at the Citizens Academy Class that met with directors from many departments.

She will finish the Executive Leadership Institute program, (ELI), and will graduate on July 7, 2023. She had made a lot of valuable connections with many people from other departments.

The library system had continued work on the cataloging project. A meeting was held with all Tech Services staff and Directors to work out some of the kinks.

Library Administration received a wonderful letter from the Literacy for Adults in Brevard, (LAB).

The Florida Today newspaper featured libraries in 2 articles recently; one featuring a librarian who identified a community need and organized an event to bring information to the community and a librarian who saw a strip of sand and created a butterfly garden to beautify the library property.

A thank you letter was received from a patron's family after he passed away thanking the libraries for keeping him in reading material.

The contract for purchasing had expired, but with some exploration a state contract was found that would allow libraries to continue to purchase materials.

When a patron gets a new Library card, staff tells you about the library's services, and they will get a follow up email welcoming them to the library. Over 60% of people have been looking at the emails. They will also get a happy birthday email. Patron responses had been great.

The Community Affair at DeGroodt had 150 attending.

Escape Room at Central Library was a big success, over 30 families attended. A prize created by the Creative Lab was handed out and 3D printing was explained. A Scooby-Doo theme was also done with 3D printed Scooby snacks handed out. We will be taking these programs out to other libraries later in the year with the help of the mobile library. This program is all about learning to work together and solve clues.

We had police walking through libraries to make suggestions on how to keep staff safe. Security cameras for all libraries are being looked into, there is a lot involved.

The main library board had passed a new Code of Contact that will be mounted on posters in the libraries for patrons to read. It will be posted on the library website as well.

Ms. Bost handed out the Code of Ordinance and pointed out the section that governs the Library Advisory Boards. Discussion ensued. Attached.

Personal Appearances

Dr. Kenyon has visited many libraries and she always asks a staff member a question because she can tell a lot about people from the way they answer. She remarked that everything was clean, people were friendly, staff greet you or asked if you needed assistance. They make you feel welcome.

Ms. Allgood attended an event at the Cocoa Beach Library and was very pleased with everything presented and how wonderful they were treated by the staff.

Ms. Petruska asked about the rules about solicitation on library property. Ms. Bost explained that the county has a policy that addresses this. Discussion ensued.

Ms. Petruska asked about EV charging stations. Discussion ensued.

Unfinished Business

None.

New Business

Ms. Alvord approached the Satellite Beach director and asked how she could help. She was told about the Code of Ordinance that prohibits board members from discussing things discussed in a board meeting with library staff.

Ms. Alvord introduced a motion that South-Central Library Advisory Board members may request input from Brevard County library staff relevant to board issues. Time not to exceed 30 staff hours per fiscal year. Board members will report time engaged with library staff at each board meeting. 2nd by Ms. Petruska, discussion ensued. Motion passed 4 to 1. Ms. Bost made it clear she would need to discuss this with the County Attorney's office.

Ms. Alvord would like to have libraries investigate participating in Civic Nebraska next year as a summer reading program. Discussion ensued. See attached.

Comments by Public/Friends

None.

Comments by County Library Board Members

Ms. Chaney shared information about signs from Brevard Zoo that had been replaced and the old signage was up for grabs.

Ms. Petruska asked if any libraries have a piano for patron use? Yes, Titusville Library has one.

Ms. Petruska ask if librarians are being trained about what books may have issues such as being on the challenged book list. Discussion ensued.

Ms. Petruska adjourned the April 20, 2023 Library Advisory Meeting at 2:21 PM.

A handwritten signature in blue ink, reading "Barbara McKinney", is positioned above a horizontal line within a rectangular box.

Barbara McKinney, Secretary