

**NORTH BREVARD PUBLIC LIBRARY
ADVISORY BOARD MEETING MINUTES
May 11, 2023**

Members Present

Constantine Daniel, District 1 - Chair

Albin Sowash, District 1

Michelle Canha, District 2

Pete Poole, District 1

Janis Shellabarger, District 1

Loretta Wilson, District 2

Maxine Zieman, District 1

Others Present

Wendi Jo Bost, Library Services Director

Mary Penna, Port St. John Library Director

Phyllis Stover, Administrative Secretary

Call to Order

The meeting was called to order at 10:04 a.m. by the Chair, Daniel Constantine.

Approval of Minutes

A motion was made by Mr. Poole, seconded by Mr. Sowash, to approve the minutes as written for the May 11, 2023 Board Meeting. *Motion unanimously carried.*

Correspondence

None.

Library Services Director's Report

The Summer Reading kickoff is June 3, 2023. Eau Gallie Rotary Club and Cocoa Rotary Club have provided significant funds for some major prizes, such as bicycles, Amazon Fires, and cameras. The wrap-up event will be at the Eau Gallie Library.

Our new security firm, American Guard Services, started at Titusville, Melbourne and Cocoa libraries. Libraries were selected according to the number of incidents occurring there.

We interviewed and hired our first collection development librarian. She is starting with the youth collection in Cocoa learning our systems.

We have been working on the budget due in early May. Changes in the legislature allowing people to be in FRS longer meant we needed to redo the budget and increase the amount of funding that we put into it.

A new Assistant Director of Library services was hired.

There were many meetings and responses on an RFP for a materials management safety system. The Notice of Award went to Tech Logic. They will come in and tag all our collections. This new updated system will allow patrons to use an app on their phones to conduct library transactions. We are not going to self-checkout. There will still be staff interface to help patrons. This large project should be finished some time next year.

A big unicorn-themed retirement party was thrown for Jeri Prieth, current Assistant Library Services Director, who retired after thirty-three years with the library.

We renewed our contract with the courier.

There have been over seventy-five employees promoted since Ms. Bost has come on board. Some promotions have been from part time to full time, others have been a change location.

Library con will be October 1, 2023 at the Viera Park. Last year's Library Con drew over one thousand people.

The new Code of Conduct was approved by the Library Board and posters will be displayed in all our facilities.

A new fire suppression system is being installed in Cocoa library. It is a huge project which involves replacing the entire system.

The upstairs staff break room at Cocoa has been moved downstairs. The new break room is more accessible to staff and has large lockers.

Roof inspections on all buildings are being evaluated. DeGroot Library will need a new roof next year. Cocoa Beach is getting a partial roof right now which will cost about \$700,000.00. The Friends at Merritt Island have a small independent Board appointed by the Governor and they have bought a new chiller for [the Merritt Island Library]. We are grateful for their investment of over half a million dollars.

The construction project at Suntree is finished and should be cleaned up soon.

We have a Lean Six Sigma team working on ADA compliance to ensure that anything posted on the internet meets ADA requirements.

The cataloging project to clean up and unify the system to make it more user-friendly is ongoing.

Cocoa Beach piloted a virtual reality program which has more than gaming and exercise. DeGroot library received a small grant and they will use virtual reality to practice interviews.

Literacy for Adults in Brevard sent Ms. Bost and Commissioner Chairman Pritchett a letter commending the directors and staff of all seventeen libraries for their essential role in adult literacy.

The state purchasing materials contract was not renewed in a timely manner, so Ms. Bost worked around the problem by piggy-backing off the contract of another library in Florida.

Patrons will be able to sign up with Patron Point to receive monthly e-newsletters regarding titles of interest. We will also send out birthday messages for interested patrons. Ms. Bost has a wildly important goal to increase library card holders as active users.

Cocoa Beach library held a Books, Bands and Bites event that was well attended in spite of inclement weather.

The DeGroodt library held a community fair to introduce people to services.

Escape rooms have been very popular.

All libraries had law enforcement do a safety survey and make recommendations to increase safety. Ms. Bost is also working on a project to have cameras installed at the libraries.

Personal Appearances

Mr. Daniel attended a meeting at Suntree.

Unfinished Business

New Business

Mr. Poole asked about BCC-73 in regard to materials selection and acquisition and whether the 2009 policy needs to be updated. Ms. Bost explained the determination process and conversation ensued.

Comments by Public

None

Comments by County Library Board Members

Ms. Canha asked how she could best be of help to the board. Ms. Bost explained that being involved with the community and finding out how libraries can be of service is the most helpful.

Recorded by Phyllis Stover, Secretary
Approved October 12, 2023