

BREVARD COUNTY LIBRARY SYSTEM
BOARD MEETING MINUTES
June 1, 2023

MEMBERS PRESENT

Pete Poole, District I

Tom McGill, District II - Absent

Michelle Beavers, District III

Dr. Rochelle Kenyon, District IV – Chair

Mark Broms, District V

OTHERS PRESENT

Wendi Jo Bost, Library Services Director

Griselda Clarke, Assistant Library Director

Pat Mister, Human Resource Specialist

Gene Luke, Director of Brevard Authors Society

Karen DiNatale, Administrative Assistant

Call to Order

The meeting was called to order at 10:00 am, by the Chair, Dr. Kenyon. Dr. Kenyon asked that everyone on the Board state their name and the Library they are representing.

Approval of Minutes

A motion was made by Mr. Poole, seconded by Ms. Beavers to approve the minutes of the February 16, 2023 Board Meeting. ***Motion unanimously carried.***

Correspondence

Ms. Bost shared the correspondence we have received from patrons are included in the Board packet. We received a lot of positive feedback.

Library Services Director's Report

Ms. Bost started by introducing Pat Mister as the new Human Resource Specialist. This is a new position that the directors felt we needed. They wanted a person that they can contact with Human Resource questions. Griselda Clarke was introduced as the new Assistant Library Services Director. Ms. Clarke comes to us from Orange County and has worked also with Hillsborough and Broward County. Ms. Clarke has wealth of experience with great emphasis on cataloging. We are grateful to have her on board.

We have been prepping for the Summer Reading Program and we have donations from Eau Gallie and Cocoa Rotary Clubs to provide amazing summer prizes for the children such as bikes, Kindle Fire for kids, National Geographic STEAM kits, and more.

We started with our new security firm, American Guard Services. They will be providing security to Titusville Library, Melbourne Library, and Catherine Schweinsberg Rood Central Library.

We have interviewed and hired a new Collection Development Librarian. Her name is Letitia Bulic and we're excited to have her on board.

We have been working on our budget for Fiscal Year 2023-2024 which was due in early May. We have met with all the directors to see what their wants and needs are for the coming year. We will be presenting our budget to the County Manager on June 7, 2023.

We are in the final stages of finalizing our contract with Tech Logic for the Material Management Safety System.

We have had a few staff retirements. We hosted a big retirement party for Jeri Prieth who was our Assistant Library Services Director and had been with the County for 33 years.

We renewed our Courier Services contract.

We have been working with our directors on Human Resource issues which are mostly exciting as we've been hiring to fill positions. We have promoted over 75 employees since I started with the County.

We are currently working on LibraryCon which will be held October 1, 2023 at the Viera Park. It was a great success last year.

We are working on many facilities projects such as replacing the carpeting at Central, Palm Bay, and Melbourne Beach Library.

We are starting to post the Library Code of Conduct at all of our 17 library locations.

We have been dealing with issues at several locations regarding landscape maintenance.

We are in the process of reviewing all roof inspections and deciding our next steps.

We had a major drainage system failure at Central Library. This happened during the major hail storms. There was so much water that the main pipe burst. We had over 3 ½ inches of water in the IT area, which posed a hazard with all the wiring. The Genealogy department had over 2 ½ inches of water. Michael Boonstra came in and started covering a lot of the collections. We were very fortunate as our library was open late that evening and two employees noticed water leaking. Response was quick.

We are continuing to work with our tech services staff on the cataloging project.

Franklin DeGroot had a wonderful community fair with over 150 in attendance. Cocoa Beach also had a community event called Books, Bands and Bites with also over 150 in attendance.

We are having a Summer Reading Kick-off on June 3rd here at Central Library and we are having the closing at Eau Gallie Library on July 29th.

Personal Appearances

Mr. Poole went to the Broward County Library, downtown Sanford Library in Seminole County, and the Cocoa Historical Library in Cocoa Village. Dr. Kenyon recommends visiting the Military Library at Patrick Air Force Base. It's a quite interesting library and worth the visit. Ms. Beavers stated she visited Palm Bay, Melbourne, and South Mainland Library and said they had great summer displays. Mr. Broms attended the Community Fair at Franklin DeGroodt which he felt reinforced the importance of libraries as resource hubs. Dr. Kenyon stated she visited Titusville and Mims Library.

Unfinished Business

Ms. Bost mentioned there was a book that was brought up in the last meeting and with our focus on cataloging this has been re-catalogued.

New Business

Mr. Broms inquired about the Library Services Policies and Procedures. Since the meetings are only 4 times a year, how are we going to get the procedures revised in a timely manner? Ms. Bost responded they are currently updated and we have some time. My goal is to identify a schedule. Ms. Bost stated she will have a copy of all the Policies and Procedures for them at the next meeting.

Mr. Poole asked if there is a schedule for the Mobile Library. Ms. Bost said she would look into getting the schedule put up on the website.

Comments by Public/Friends

Mr. Gene Luke from the Brevard Author's Society introduced himself to the Board. A conversation ensued where it was requested libraries be a part of promoting local authors. He complimented Julie Ventura, Director of Catherine Schweinsberg Central Library, for being so welcoming.

Comments by County Library Board Members

Dr. Kenyon stated our next meeting will be held on August 17, 2023. Mr. Poole requested the meeting be held at different locations. Ms. Bost stated that we will look to see what library has availability for that day and will notify the Board. Mr. Broms moved to adjourn and Mr. Poole seconded. Meeting adjourned at 10:57 am.

A handwritten signature in black ink, appearing to read 'Mark Broms', written over a horizontal line.

Mark Broms, Secretary

Approved by the Library Advisory Board on August 17, 2023.