

BREVARD COUNTY LIBRARY SYSTEM
BOARD MEETING MINUTES
November 16, 2023

MEMBERS PRESENT

Pete Poole, District I
Tom McGill, District II – Absent
Winifred Paauw – District III
Dr. Rochelle Kenyon, District IV – Chair
Mark Broms, District V

OTHERS PRESENT

Wendi Jo Bost, Library Services Director
Jeff Thompson, Public
Martin McEntaggart, Public
Karen DiNatale, Administrative Assistant

Call to Order

The meeting was called to order at 9:32 am, by the Chair, Dr. Kenyon. Dr. Kenyon introduced the newest member to the Board, Winifred Paauw representing District III from Micco, FL.

Approval of Minutes

A motion was made by Mr. Broms, seconded by Mr. Poole to approve the minutes of the August 17, 2023 Board Meeting. ***Motion unanimously carried.***

Correspondence

None.

Library Services Director's Report

Ms. Bost stated we hired a new Training Coordinator, Michael Boonstra. He is working on new orientation classes for new employees.

Ms. Bost continues to meet with new staff via Teams for a quarterly meet and greet. New employees are a great way for us to get outside perspective.

Our budget was approved.

Our big annual event of Library Con was held at Viera Park. We had over 1600 people in attendance and feel we have outgrown the space and are looking at the Melbourne Auditorium to hold the annual event. The weather was awful, but that did not deter the people from coming. Only two of the four food trucks came out because of the weather and they sold out. They were thrilled and want to participate again next year.

We are continuing to work with Tech Logic to tag our collections. Collections tagged so far are Titusville, Port St. John, Central, Cape Canaveral, Cocoa Beach, and we are currently working on Suntree/Viera Library. We're making great progress.

We are working on many facility projects. Palm Bay Library was closed for two weeks for new flooring installation. The areas impacted by the drainage system failure flood at Central Library have been restored.

We are standardizing cataloging practices across all locations. We are currently working on a manual to standardize cataloging for all Tech Processors. The Tech Processors and Directors have the manual and we are awaiting their feedback.

We are working with a group to expedite new materials into the catalog via a Lean Six Sigma Project. Our Assistant Director, Griselda Clarke, is on the team and they are making great strides with staff and the vendor.

We're writing a new grant for NEFLIN for Drones for this coming year. This will be educational as it will teach children how to use computer software to program the Drones. We are partnering with Mosquito Control as they have Drones.

We are currently working on the Mobile Library and Creative Lab webpage.

Merritt Island Library has a separate independent taxing district for the residents that helps support the Merritt Island Library. Merritt Island Tax District Board is appointed by the Governor. They are required to have 15 members and they currently have 4. As they don't have enough members, they are looking to dissolve the Board.

The North Brevard Tax District Board is moving forward to make the board go inactive.

Shelley Macon was promoted to Library Director III at the Cocoa Beach and Cape Canaveral Libraries.

The River House no longer has tenants. Our County Manager is wanting to bring River House back to its prime. We have put on a new roof and new stairs. We had to have it tented for termites. My goal is to have programming for seniors and youth at the River House.

We have been approved to receive a bequest for the South Mainland Library in the amount of \$135,000.

Several major projects are scheduled for this year. We just redid the bathrooms at Melbourne Library. The wallpaper and sound panels have deteriorated over the years so we will be removing the wallpaper and sound panels and getting a fresh coat of paint. I'm looking to put up decorative sound panels in its place. At the Cocoa Beach Library, we have to repair the stucco and repaint the exterior. We also have to do some exterior repainting at the Eau Gallie Library. Floor replacement is planned at the Satellite Beach Library. We will be re-carpeting the meeting rooms, computer area, reference and youth areas of Central Library. This is a rollover

from a last year project. We will be re-carpeting the Melbourne Beach Library and we just finished the Palm Bay Library. We have HVAC projects going on at several different locations. We have to replace the chiller at Melbourne Beach Library. We are installing LED lighting at the Merritt Island Library and also in the Genealogy department at Central Library. We are replacing part of the roof at Cocoa Beach and Eau Gallie Library. Franklin DeGroot needs a total roof replacement and there are structural issues there as well. Automatic doors are being replaced at Satellite Beach and Franklin DeGroot libraries. Elevator upgrades will be done at Central Library. We had to replace the entire Fire Alarm System at Central Library as well. Dr. Kenyon asked if Libraries has a Facility Coordinator on staff. Ms. Bost stated we have hired Melissa Pope to oversee facility projects.

Personal Appearances

Mr. Poole stated he visited Mims/Scottsmeer, Titusville, Port St. John and Merritt Island Library. He also went to Central Library as they were having the annual Vision and Resource Technology Fair which was well attended.

Dr. Kenyon visited Suntree/Viera, Melbourne, West Melbourne, Catherine Schweinsberg Road, Satellite Beach, and Mims/Scottsmeer Library. She also went to the Vision and Resource Technology Fair. She recommended to have other companies that also provide the technology and would like to see them there as well and to be able to sit and try the new software. There are items out there that don't require big pieces of equipment.

Mr. Broms stated he went to Palm Bay Library post renovation. He went to Smithfield, North Carolina and visited the library there. They made the investment of building a brand-new library. It was spectacular. The Youth Services area was remarkable – open, airy, different levels, and colorful. They said the impact on the community is great. Might be a good resource if we get to that stage of building a new library.

Unfinished Business

There was continued discussion on the Library Foundation. Mr. Broms stated that Ms. Jenny Morrison was unable to continue moving forward with the Library Foundation due to personal reasons. Mr. Broms hasn't actively looked for a new partner yet. Mr. Broms did create a Mission Statement and also included Broward County and Friends of the Orange County Library System's Mission Statement to compare. The Mission Statements all agreed that this was a way to raise funds to complement and enhance programs that the Library System would like to promote but do not have the necessary funds. Dr. Kenyon questioned about the Friends of the Orange County Library System and how is that different from what we have here. Ms. Bost stated in Orange County the Friends Group operate under one umbrella and the monies collected from the libraries all go to one fund. Brevard County's Friends Groups operates independently; individual libraries have their own Friend's Group. Dr. Kenyon asked if we can contact our Friends Groups. Ms. Bost stated we have a list and will send it to the Board

members. Mr. Broms said he would like to visit with the regional library boards and present bringing the Library Foundation back.

New Business

Election of officers. Mr. Poole made the motion to retain the current officers in their current positions. Ms. Paauw seconded. ***Motion passed unanimously.***

Mr. Poole stated he would feel more comfortable if we had our meeting at libraries with security for the May and August meeting. This will be arranged.

Policy and Procedure review. Ms. Bost stated most changes are minimal, but would like to postpone approval until our next meeting. We will send all six via email for you to review.

Board schedule. Mr. Poole made the motion to approve the schedule with the time and dates with the last two meetings locations to be determined at a later date. Ms. Paauw seconded. ***Motion passed unanimously.***

Comments by Public/Friends

Mr. Martin McEntaggart asked whether books are being banned and how that is affecting the library. Ms. Bost stated we haven't really had an issue with that. We regularly have conversations with people regarding literature, about books they like, books they don't like. As a public library we haven't experienced what you're seeing in schools or some counties in Florida. We provide resources for the entire community and we make sure we have things cataloged properly. We're cataloging things more consistently. We encourage parents to be more involved in what their children read.

Comments by County Library Board Members

Mr. Broms stated the National Book Foundation had their awards last night. Best part was a speech presentation that Oprah Winfrey made. Mr. Broms asked are we members of the American Library Association. Ms. Bost stated no we are not.

Comments by County Library Board Members

Dr. Kenyon stated our next meeting will be held on February 15, 2024 at 9:30 am at the Cocoa Beach Library. Meeting adjourned at 10:52 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 **February 15, 2024**.