

**BREVARD COUNTY LIBRARY SYSTEM**  
**BOARD MEETING MINUTES**  
**February 15, 2024**

**MEMBERS PRESENT**

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

**OTHERS PRESENT**

Wendi Jo Bost, Library Services Director  
Shelley Macon, Staff  
Constantine Daniel, Public  
Jeff Thompson, Public  
Karen DiNatale, Administrative Assistant

**Call to Order**

The meeting was called to order at 9:30 am, by the Chair, Dr. Kenyon.

**Approval of Minutes**

A motion was made by Ms. Paauw, seconded by Mr. McGill to approve the minutes of the November 16, 2023 Board Meeting. ***Motion unanimously carried.***

**Correspondence**

None.

**Library Services Director's Report**

Ms. Bost stated we have been working on our new tagging project and have installed the first new set of gates as a test at the Cape Canaveral Library. We have also done the initial leg work for the new App that we will roll out by the end of this fiscal year.

We continue to work on updating our catalog and our Lean Six Sigma Project to expedite processed materials out quickly to our patrons.

Over the Winter Break we hosted “Foam Snow Parties” at six libraries. The parties were full of activities and faux snow. We had anywhere from 75 to 275 people in attendance and the families loved it. Next, we will be having “Pop into your Library” over Spring Break which will teach the magic of bubbles and the science.

We have a new Collection Development Librarian for Youth. Dana Loving came to us from Satellite Beach Library. She has extensive experience from working at University of Florida, the

New York Public Library system as well as Orange County. We are excited to have her in this role.

We are making great progress with several large projects at the Catherine Schweinsberg Rood Central Library which includes the Fire Alarm System and Elevator required updates. We hope to get the carpeting project done in April of 2024. It might require us to close the building or some areas in the building.

We are continually working on projects to move our technology forward and we have some new ideas to roll out this year. We are looking into quarterly e-newsletters utilizing PatronPoint – our email connection with patrons. We are working to be more accurate when taking patron's emails at registration to avoid bouncing emails.

Several staff have completed their Master's in Library Science recently and they were invited to attend TLC University. This is three days of education from our Integrated Library System vendor (our online catalog and patron account vendor) to learn about the system enhancements and seeing what other libraries are doing.

There are many Capital Improvement Projects slated for this year. This means construction projects over \$35,000. Key locations being worked on are Cocoa, Franklin DeGroot, Cape Canaveral, Melbourne, and Cocoa Beach. Cocoa Beach will be getting a new roof and stucco.

We have talked with the County Grant Writer to consider opportunities to write a grant for construction from the State of Florida. This would allow us to have some additional revenue for Capital Improvement Projects.

The Mobile Library was at the Early Literacy Coalition's launching of their new Book Nook on January 23, 2024 at their offices on West Eau Gallie Boulevard. The Mobile Library will also be at Heroes Fest Family Fun Day at Space Coast Harley on February 24, 2024 providing fun and information about resources to attendees and the families. This event supports our Veterans.

We are excited to bring LinkedIn Learning to our patrons. This resource brings exciting learning and training to our patrons of all ages.

In January 2024 we had a reference meeting held at the Suntree Library. The staff were amazing, engaged and sharing their thoughts and ideas. They are excited about some of the changes and looking forward to new projects and tasks. It was inspiring to hear our staff share and learn about their ideas and interests. We are currently working on enhancing our Summer Reading activities for Adults.

We have received a grant from NEFLIN that will allow us to bring drone technology to the libraries. They will be indoor drones for racing and coding. We are also working with Mosquito Control and some from Space Coast Area Transit who are drone captains.

Brevard County Libraries will be featured in the March edition of Spotlight Magazine. Special thanks to Michael Boonstra and Mary Beaumont who helped draft the article.

We are working with Health First's Memory Disorder Clinic to develop resources for those experiencing memory loss and also resources for their care providers. Resources provided will be from books to cards to interactive tools that help with memory and conversation.

We are hosting an event at Catherine Schweinsberg Rood Central Library for NEFLIN and will be sending approximately 27 staff members as well. Dr. Steve Albrecht is internationally known for his training programs and consulting work in workplace and school violence prevention and library safety. Some of the subjects covered will be: de-escalation skills, communication tools, safe workplace habits, security measures, personal protection methods, and how to activate one's best customer service skills, even under stress.

Mr. Poole questioned where the Drones be at all branches. Ms. Bost answered that it will start at Central Library and then will circulate to all the libraries.

### **Personal Appearances**

Mr. Poole stated he visited Port St. John, Titusville, Merritt Island, and Central Library. Everything was running smooth. He did notice the libraries are much cleaner.

Mr. McGill went to Merritt Island.

Mr. Broms shared his experience at West Melbourne Library and expressed his concerns. A discussion ensued.

Ms. Paauw was able to visit South Mainland library. She had a wonderful conversation about the Friends of the Library and STEM with the Library Director, Kat Fuhrig. Also visited Palm Bay and Franklin DeGroot Library. Franklin DeGroot is a busy library with the Business Center. It is very open, but feels a different layout for small groups would be a feature to look into for the future as there were many small groups of people in an open area. Did notice the restrooms weren't clean.

Dr. Kenyon visited Suntree/Viera, Satellite Beach, West Melbourne, and Mims/Scottsmoor libraries.

### **Unfinished Business**

Library Services Policy Procedure Review:

LS-01/Monthly Report of Library Activities. Motion made by Mr. Poole to approve changes, seconded by Ms. Paauw. ***Motion passed unanimously.***

LS-08/Meeting Room Procedure. Motion made by Ms. Paauw to approve changes, seconded by Mr. Poole. ***Motion passed unanimously.***

LS-15/Confidentiality of Patron Records. Mr. Poole made the motion to table this one until the next meeting for further review, Mr. Brom seconded. ***Motion tabled unanimously.***

2023-2024 Library Advisory Board Schedule Locations which has been updated per a request to have security at the meetings. Mr. Poole made the motion to accept the changes, Ms. Paauw seconded. ***Motion passed unanimously.***

### **New Business**

Library Services Policy Procedure Review:

LS-09/Friends of the Library Operating Guidelines. Ms. Bost stated we shouldn't be offering operating guidelines because they are independent of our libraries. Our attorneys are currently drafting a Memorandum of Understanding (MOU) for Friends of the Library. Motion to remove LS-09/Friends of the Library Operating Guidelines made by Ms. Paauw, Mr. Poole seconded. ***Motion passed 4 to 1*** with Mr. Broms voting against.

LS-10/Library Maintenance. Ms. Paauw made the motion to accept the changes, Mr. Poole seconded. ***Motion passed unanimously.***

LS-16/Donations or Purchase of Self-Published Materials. Ms. Paauw made the motion to approve the changes, Mr. Poole seconded. ***Motion passed unanimously.***

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

None.

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

Mr. Broms asked what the status is of the regional boards? Ms. Bost stated they are meeting regularly, and we're getting more people interested in joining the boards. We are also receiving good feedback from the Boards.

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

Dr. Kenyon stated our next meeting will be held on May 16, 2024 at 9:30 am at the Catherine Schweinsberg Rood Central Library, Meeting Room 2. Meeting adjourned at 10:45 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 **May 16, 2024**.