

SOUTH/CENTRAL LIBRARY ADVISORY BOARD MEETING MINUTES

April 18, 2024

MEMBERS PRESENT

Jennifer Allgood, District IV – Chair

Donna Richardson – District III

Dr. Rochelle Kenyon, District IV

Leann Chaney, District IV

Virginia Hamilton, District V

Kelly Kervin, District V

Lori Alvord, District V

MEMBERS NOT PRESENT

Raymond Spencer, District III – Absent

Laura Petruska, District IV - Excused

Paul Kolarik, District V - Absent

OTHERS PRESENT

Griselda Clarke, Library Services Assistant Director

Barbara McKinney, Administrative Assistant

Call to Order

The meeting was called to order at 1:00 pm, by the Chair, Ms. Allgood. Introductions were made as Ms. Richardson was attending her first board meeting.

Approval of Minutes

A motion was made by Dr. Kenyon, seconded by Ms. Kervin to approve the minutes of the January 18, 2023 Board Meeting after minor corrections. Motion unanimously carried.

Library Services Director's Report

Ms. Bost sent her apologies for missing this meeting. Ms. Clarke stepped in to give the Director's report.

Ms. Bost and the Mobile Library had been working with the Early Learning Coalition (ELC) and attended the grand opening of their Book Nook.

The libraries online calendar had been upgraded so you can search for an event in any library by tags or by an individual location.

Using Functional Requirements for Bibliographic Records, (FRBR), the library catalog had been modified so all formats of material available for check out will show under one title.

The new security gates had been delivered and installation had begun. The ability to check out material from a mobile app was being tested. Ms. Clarke said the test went well. A user trial will begin after all of the gates have been installed.

AARP had been giving tax assistance in many of the libraries during tax season.

Planning for the Summer Reading Program had begun. This year's theme is "Adventure Begins at Your Library". Thanks to the Space Coast Area Transit, the Ride to Read program will be advertised on a bus wrap and on billboards. Summer is our busiest time of the year and the staff are ready to have a great summer at the Library!

The Eau Gallie Rotary club granted the libraries \$1500 to purchase summer reading prizes.

Library administration had been working on the budgets for the next fiscal year. A large amount of time was spent on evaluating projects for the South/Central libraries. Here are samples of some of the types of projects being done now:

- New flooring will be installed on 4/22/24 at Melbourne Beach. The library will be closed for 2 weeks.
- Redoing some stucco, partial roofing, pressure washing and painting the exterior at Eau Gallie library.
- At Melbourne library, the bathrooms have been refurbished and the large pink baffles from 1990 have been removed and the wall painted.
- The Palm Bay and South Mainland libraries are having the air conditioning systems evaluating for better efficacy and cooling. This work will be done in the coming year.

- Dr. Martin Luther King Jr. library had their sign and lettering replaced.

The library system had joined partners with Health First to develop Memory Kits. Memory Kits are puzzles, match games and other things for those, and their caregivers, who are struggling with memory issues such as dementia and Alzheimer's.

The Patron Point Spring Newsletter was the first newsletter sent to patrons by email. We could see a large number of patrons opened the newsletter. Ms. Kervin asked if the Patron Point newsletters could be monthly? Ms. Clark's response was the newsletter was currently being done quarterly but has the capability to be done monthly.

During spring break the library featured Spring Break-Pop In to the Library to learn about the science of bubbles in a hands-on presentation at 6 locations with an average attendance of 75 to 200 people.

On March 27th the library system hosted an online workshop through NEFLIN with noted speaker Steven Albrecht on Safety and Security. Staff from Brevard County and Volusia County libraries attended. All staff have also participated in the online training for cyber awareness to keep our networks safe called KNOW BE-4.

The new staff training with Mr. Michael Boonstra is going well. All staff are moving to an online time sheet process and Mr. Boonstra and Ms. Patricia Mister facilitated the training.

Library circulation had reached pre-Covid numbers. The door count was still lagging but improving each month. Ms. Hamilton asked if the number count for in the libraries only or if those included books checked out through Libby. Ms. Clarke's answer was the count was for both.

Library Administration had established quarterly meetings with the County Facilities department and Trane Heating and Air Conditioning.

The libraries were featured in an article in the online magazine Spotlight.com.

At the direction of the County Commissioners, the Port St. John Public Library will be open a full day on Saturdays and 5 hours on Sundays. The current staff were informed of the change and the need to hire more staff. May 11th will be the Grand Opening for

the new hours. Dr. Kenyon asked if the numbers at Port St. John justified the extra hours they will be opened or was it because of patron requests? Ms. Clarke explained that it was on the advice of the Citizens Efficiency and Effectiveness Recommendations (CEER). Discussion ensued.

Library staff participated in the activities for National Library Week, including wearing Brevard County colors! You may see them on social media but the winners were the Port St. John library who tie-dyed their white t-shirts green and blue.

Personal Appearances

Ms. Alvord had been to the Satellite Beach Library and Suntree/Viera Library.

Ms. Kervin Went to DeGroodt, Central, Palm Bay library. Discussion ensued.

Ms. Chaney had been to Cocoa, and the Suntree/Viera Library for Tai Chi classes. Discussion ensued.

Dr. Rochelle went to Mims Library where she learned that they had an on-line book sale as well as an onsite book sale. Discussion ensued.

Unfinished Business

Ms. Petruska had requested the library system to look at extending renewal times in Libby for books over 500 pages. This was tabled until the next meeting when Ms. Petruska and Ms. Bost would be in attendance.

In a meeting earlier this year, Ms. Hamilton commented that she would like to see an extended program of having dogs in the libraries besides the Read to a Dog program. Ms. Clarke explained that it was up to the individual libraries whether they had programs featuring dogs. Discussion ensued. Ms. Harrison requested to have a speaker from the Read to a Dog program speak at a meeting. Dr. Kenyon volunteered to contact the President of the therapy dog program she is involved with to come speak to the board about the program at the next meeting.

Ms. Petruska had asked about the rules governing board members who have not attended at least half of the meetings. The board members requested that Ms. Bost look into how to fill the open board positions and for dismissing the two members who have

not showed up in over a year. This was tabled until Ms. Bost could be in attendance. Dr. Kenyon reminded the Board that Ms. Bost is aware of the members who were not attending and was in communication with the County Commissioners about the board members.

New Business

Dr. Kenyon asked if there was a way to show the website changes from an overhead projector in the meeting room. Ms. Clarke's response was that she could look into putting together a presentation on a jump drive or laptop if the television in the Atlantic Room had a built in USB connector.

Ms. Kervin suggested library staff could create a tutorial for You tube about how to navigate the new library website for older patrons.

The board members had heard that the Friends groups could no longer provide media for the libraries due to the new centralized ordering system. Ms. Clarke explained that the Friends groups could still make suggestions of what they would like to see purchased and it would be considered by the collection ordering specialist and be paid by funds donated to the library but it would be circulated like normal and not remain exclusive to that library like the Stellar Sellers were in the past. Ms. Alvord asks if there was a written policy that explains how the Friends groups could spend the money they raised? Ms. Clarke answered they could donate to the library for media expenses or to increase programming, among other things. She will discuss with Ms. Bost about a written policy about money donated by the Friends group that can be shared with the staff and Friends group in each library.

Accomplishments by the Board

None.

Old Business

Ms. Allgood made sure everyone had received a copy of last year's Annual Report after the last meeting.

Comments by Public/Friends

None.

Comments by County Library Board Members

Ms. Hamilton asked: Why we could not meet in other libraries on a rotating basis? Ms. Chaney explained that the County Commissioners had set the meeting venue.

Ms. Chaney had noticed that Facebook had been spotlighting things you can do with a library card on the library website like Linked in Learning, language classes, or have Florida Today access.

Ms. Hamilton asked: Will there be more information about the how the new tags work? Ms. Clarke explained that staff will be trained to have those conversations with patrons.

Ms. Alvord asked if the Brevard County Library System adhered to the American Library Association Bill of Rights. Ms. Clarkes answer was, yes, but the library system reports to the County Commissioners for guidance.

The question was asked again about teens checking out books from the adult collection. Yes, teens may check out material from the adult collection because books are not rated. The only exception is for R rated DVDs unless a parent or guardian had given their permission. The permission will be recognized on the minor's library card account.

Announcements

None.

Meeting adjourned at 2:03 pm by Ms. Allgood.