

BREVARD COUNTY LIBRARY SYSTEM
BOARD MEETING MINUTES
May 16, 2024

MEMBERS PRESENT

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

OTHERS PRESENT

Wendi Jo Bost, Library Services Director
Griselda, Clarke, Library Services Assistant Director
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. Poole to approve the minutes of the February 15, 2024 Board Meeting. *Motion unanimously carried.*

Correspondence

None.

Library Services Director's Report

Ms. Bost gave the news that Tom McGill, long time Library Advisory Board Member, passed away. There will be a service at Divine Mercy Catholic Church on June 7, 2024 at 1:30 pm. Mr. McGill was heavily involved in the North Merritt Island Dependent Special Tax District Board. They are looking to disband that District and turn their assets over the County. They have been a great source of revenue for the maintenance of the Merritt Island Library. If they do disband, they have to do that through a legislative process. Dr. Kenyon asked if it would be appropriate to request something to be in our minutes to honor Tom's legacy with the library. Ms. Bost said there is a room dedicated with his name on it at Merritt Island Library. Ms. Bost will look into doing a Resolution. Mr. Poole agreed a Resolution would be good.

Working with the Early Learning Coalition at the opening of their Book Nook. Our Mobile Library is regularly working with them.

We upgraded our Online Calendar. You can now filter by location and events.

We have completed Tagging and also Gate Replacements. We are currently working on the App and making final touches on the new system.

We have been offering tax help which has been a huge success. It is one of those services that brings people to the library.

Planning for Summer Reading Program. We're having a big kick-off on June 1, 2024. The theme this year is "Adventure Begins at Your Library". Space Coast Area Transit is partnering with the library and Read to Ride program on the bus. We are excited about the joint venture with Space Coast Area Transit. Also, this summer we will be having more programs for adults. There will be adult Bingo. If you "black out" (fill all slots) on your card there will be prizes. Other prizes are brag tags for children and adults. We will have these available at all the libraries. You will be eligible to get brag tags from different libraries for different type of activities. Brag to your friends on all the things you did this summer. An Astroduck, aka Flat Stanley, will also be available. The idea behind this is to hash tag the library with a picture of your adventures with Astroduck. We thought this would be a fun way to promote the library. There will also be little adventure ducks for the children to take pictures with on their summer adventures as well.

The library received a Grant from the Eau Gallie Rotary for \$2,500 for Adventure Kits for our Summer Reading great prizes.

The library received a Grant from the Florida Humanities Council for Young Storytellers teaching children to write, with authors via Teams and we will be publishing their work at the end of the summer. So far, we have 10 applicants.

We are busy working on the budget for next year and spending a lot of time evaluating projects. Some of the projects being done right now are:

- New flooring installed at Melbourne Beach Library. The library was closed for two weeks.
- Redoing some stucco and partial roofing at Eau Gallie as well as pressure washing and painting the outside.
- We re-did the bathrooms at Melbourne and we removed the large pink baffles from the 1990s and painted the walls.
- We have replaced the sign and will be replacing the lettering at Dr. Martin Luther King Jr.
- In the coming year we have budgeted evaluating the Air Conditioning at Palm Bay and South Mainland for better efficiency and cooling.
- Carpeting at Central library for the youth areas and the two meeting rooms.
- Restrooms in Titusville.
- River House is undergoing renovations to return the building back to its original glory.

We are working on Memory Kits for those struggling with memory disorders, and their caretakers, in partnership with Health First Memory Disorder Clinic. They should be coming out shortly starting in seven locations. Dr. Kenyon requested a kit be shown at the next meeting.

The library Spring Newsletter was a first and saw great open rates. We also featured Spring Break Pop into the Library events at 6 locations with 70-200 people attending. 65% open and read.

On March 27th we hosted an all-day workshop from noted speaker Steven Albrecht on Safety and Security in Libraries.

Circulation has reached pre-Covid numbers, door count is still lagging, but improving each month.

We are attending quarterly meetings with Facilities and Trane to go over work orders and to make sure everything is being addressed.

All staff are moving to an online time sheet which will streamline the payroll process. Staff also participated in a required online training for cyber awareness to keep our networks safe.

At the direction of our County Commissioners, Port St. John is now a 7 day a week library. We increased hours on Saturday to 8 hours and on Sunday for 5 hours. We have been talking to the library directors to let them know that next year we are looking to adjust our library hours Monday through Thursday from 10 am to 6 pm.

LinkedIn Learning is live and getting rave reviews. We offered this starting on March 21st and in April we had 1091 Videos Viewed and 818 completed. We also had over 70 new users.

On April 21, 2024 we had substantial vandalism at Cape Canaveral Library. Our Facilities Department went “over and beyond” to get the library back in order. They were nominated for awards by our staff.

Staff participated in National Library Week. You may have seen on social media that they wore Brevard County colors. Port St. John won for tie-dying their own white, green and blue shirts.

May 17, 2024 Melbourne Library will be having their 100th anniversary celebration.

Our State Librarian will be coming for a visit next week.

On May 23, 2024 the unveiling of the Dr. Martin Luther King Jr. mural will take place.

We have had changes in directors at some of our libraries. Mary Lena Penna, the Director from Port St. John Library is now the Director of Central Library. Shelley Macon, who was the Director of Cocoa Beach Library is now the Director of Port St. John Library and John Russell has been promoted to Director of Cocoa Beach and Cape Canaveral Libraries.

Finally, I am so proud of our staff and they are excited for Summer. It is our busiest time of the year and we are ready to have a great summer at the Library.

Personal Appearances

Ms. Paauw visited Dr. Martin Luther King Jr. during Bubble Day. It is a great location and great staff.

Mr. Poole visited Central, Titusville, and Merritt Island Libraries.

Mr. Broms stated he will be at the Melbourne Library 100th celebration.

Dr. Kenyon visited Suntree/Viera, Titusville, Dr. Martin Luther King Jr., West Melbourne, and Mims Library. At Mims they have online book sales. They make as much if not more sales than their onsite sales.

Unfinished Business

Library Services Policy Procedure Review:

LS-15/Confidentiality of Patron Records. Ms. Paauw read it in depth was good with the revisions. Mr. Poole was not happy with removing ALA section. Asked what are we replacing it with? Ms. Bost answered Chapter 257 of the Florida State Statute deals with confidentiality which is what we referenced. Mr. Poole feels the ALA ties the whole library community together throughout the U.S. Ms. Bost stated what is important is keeping patron records confidential and this Policy does that. Motion to pass LS-15/Confidentiality of Patron Records made by Ms. Paauw, Mr. Broms seconded. ***Motion passed 3 to 1*** with Mr. Poole voting against.

The Board was asked to review a draft Memorandum of Understanding, MOU, for the Friends of the Library. The Board provided great feedback regarding the tone and requested some adjustments and changes. The draft will be sent back to the County Attorney's office for review and modification then shared with the Directors.

Ms. Paauw asked how you set the priority of building improvements; is it determined by the size of the library? Ms. Bost answered priority is given to plumbing, HVAC, and roofing.

New Business

None.

Comments by Public/Friends

Mr. Thompson wanted to express his gratitude to Ms. Bost and expressed these are not easy times. Ms. Bost stated you laid the foundation.

Comments by County Library Board Members

Ms. Paauw requested that the Board meetings be held a little more centrally located. Ms. Bost stated we will change meeting locations starting in November 2024.

Dr. Kenyon stated our next meeting will be held on August 16, 2024 at 9:30 am at the Catherine Schweinsberg Rood Central Library, Meeting Room 2. Meeting adjourned at 10:38 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 15, 2024.**