

BREVARD COUNTY LIBRARY SYSTEM
BOARD MEETING MINUTES
August 15, 2024

MEMBERS PRESENT

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

OTHERS PRESENT

Wendi Jo Bost, Library Services Director
Constantine Daniel, Public
Karen DiNatale, Administrative Assistant

Call to Order

The meeting was called to order at 9:30 am, by the Chair, Dr. Kenyon. Introductions were made and Mr. Lusk was welcomed as a new member of the Board.

Approval of Minutes

A motion was made by Ms. Paauw, seconded by Mr. Brom to approve the minutes of the May 16, 2024 Board Meeting. *Motion unanimously carried.*

Correspondence

Ms. Bost read a letter from the State Librarian, Amy Johnson, regarding her visit to Brevard County Libraries.

Library Services Director's Report

1. The online Calendar has been upgraded by County IT. You are able to sort by locations or type of program.
2. Early Voting started this Saturday at Titusville Library.
3. Mims is offering some fantastic Bilingual Programs and we have ordered them some materials to support this volunteer effort. We are seeing good attendance at these programs.
4. We have partnered with Reigle Handyman Service & Artistry who has donated Ukuleles to the libraries for checkout. We have several intergenerational groups that have formed.
5. Our new app will officially launch on September 17, 2024. We will have a soft launch on August 28, 2024. It will show in the Google Play and Apple Store. You will be able to checkout materials from the shelf. We started to test the gates on July 17, 2024 with minimal issues. Would like to show appreciation to our IT team in getting this up and running. We tagged every book in the collection. This project took just under a year to complete. This project was quite an undertaking.

6. We had an incredible summer starting off with our Summer Reading Kickoff at Central Library with over 1,200 people in attendance and everyone was thrilled and having such fun. One of the Assistant County Managers came and was impressed with the attendance and the staff. Space Coast Area Transit teamed with libraries in having one of their buses wrapped for Read to Ride Summer Reading Program. We also had billboards donated by Clear Channel for Summer Reading advertising. We then had our end of summer party at Satellite Beach Library with about 400 people in attendance. Again, it was a happy time and this time the County Manager came with his granddaughter who had a blast. These events were so fun and so full of energy. So proud of our staff and the community involvement.
7. This summer, in two months, we had over 1 million reading minutes on Beanstack, our reading tracker. It is beyond exciting and speaks to the love of reading
8. Received a \$2,500 grant from the Eau Gallie Rotary for Summer Reading prizes. We awarded prizes on August 3, 2024 at a special event at the Eau Gallie Library. We gave 20 gift-filled beach bags out. The children wrote thank-you notes to the Eau Gallie Rotary on ducks and we had them taped to a poster.
9. Received a grant from the Florida Humanities Council for our Young Storytellers Project over the summer. We had over 70 apply, and we chose 30. There is a great interest for this type of program. These children were able to meet with authors via Teams to learn about writing, character development, plot development, how to handle language, speaking, and grammar. The books will be sent to the publishers and each child will receive two copies of the book. We will also put one in each of our libraries.
10. We have started circulating Memory Kits. Memory Kits are designed for people with memory disorders. We have been working with Health First and they helped us with what should be in a Memory Kit.
11. We offer SNAP (Supplemental Nutrition Assistance Program) benefits at some of our libraries. There have been some challenges. We have enlisted the help from Melbourne Police for crowd control.
12. Patron Point is continuing to be successful. That is the service we use to send out emails. Our open rate is above the national average.
13. United Way is gearing up for the County. Our Assistant Director, Griselda Clarke, has been tasked to co-chair the United Way this year.
14. Circulation has reached Pre-Covid Numbers. Door count is still lagging but improving each month.
15. Just finished a Lean Six Sigma project to expedite getting materials out faster that come in pre-processed. This project increased getting books out on the shelf 89% faster.
16. River House renovation is coming along. Once the renovation is complete, we are planning on community activities for the River House. Looking at having programs for Seniors during the morning and in the afternoon to have Children's programs.
17. Melbourne's 100th anniversary was well attended. The Martin Luther King Jr. Library had an event to unveil the new Dr. Martin Luther King Jr. mural.

18. Our online books are popular. We had 15,000 unique users using Libby/Overdrive in one month.
19. Core books available for kids in Spanish in Overdrive.
20. We have a new full-time position posted to help our marketing efforts, social media, and help identify efficiencies.

Personal Appearances

Mr. Poole visited Port St. John, Titusville and Mims Scottsmoor Libraries. Also went to the Sanford Library and they have self-checkout.

Ms. Paauw visited South Mainland, West Melbourne and Dr. Martin Luther King Jr.

Mr. Broms went to Dr. Martin Luther King, Melbourne and Eau Gallie. Mr. Broms stated the event he most liked was Read to a Dog at Eau Gallie Library.

Dr. Kenyon visited Eau Gallie, Melbourne, Central, Merritt Island, Suntree/Viera, West Melbourne and Satellite Beach.

Dr. Kenyon explained to Mr. Lusk that the Board members visit libraries and a discussion ensued. Ms. Bost stated she would bring an Organization Chart to our next Board meeting.

Unfinished Business

Mr. Broms questioned about Friends of the Library Memorandum of Understanding (MOU). Ms. Bost stated she took back their feedback to the County Attorney and softened some of the language in the MOU that was concerning. I will be having a meeting August 29, 2024 with the Directors to get their feedback. From there the Directors will take the MOU to the Friends Group and have them review or sign the MOU. Mr. Broms stated that we should acknowledge that Friends Groups are vital to the Library Systems. Ms. Paauw questioned if the Directors report the Friends activities to you regarding their Friends Group. Ms. Bost stated they do give feedback regarding their Friends Group. A discussion ensued.

New Business

LS-17/Exhibition Art. Motion to pass LS-17/Exhibition Art with the addition of not responsible for sale between artist and customer made by Ms. Paauw, Mr. Poole seconded. ***Motion unanimously carried.***

LS-02/Circulation and Loan Rules. Motion to pass LS-02/Circulation and Loan Rules made by Mr. Broms, Mr. Poole seconded. ***Motion unanimously carried.***

LS-06/Library Patron Refunds. Motion to pass LS-06/Library Patron Refunds made by Ms. Paauw, Mr. Poole seconded. ***Motion unanimously carried.***

LS-12/Internet Policy. Motion to pass LS-12/Internet Policy made by Mr. Broms, Ms. Paauw seconded. ***Motion unanimously carried.***

LS-14/Patron Bankruptcies. Motion to pass LS-14/Patron Bankruptcies made by Ms. Paauw, Mr. Poole seconded. ***Motion unanimously carried.***

Library Advisory Board Annual Report. Ms. Bost stated she has received a couple of reports from the Board Members. What we are looking for is just three bullets as to what we have been working on this past year. I will include the completed Annual Report at our next meeting.

Comments by Public/Friends

Mr. Daniel introduced himself as the Chair for the North Brevard Advisory Board.

Comments by County Library Board Members

Dr. Kenyon mentioned she will be presenting at the South Brevard Advisory Board the Read to a Dog program.

Dr. Kenyon stated Ms. Bost talked to her about Read to a Senior program. Dr. Kenyon thought the idea was wonderful.

Mr. Broms questioned what Ms. Bost felt about the Summer Reading Program. Were engagements high? Did you notice any trends? Ms. Bost stated door count was down, but programs were up. Ms. Bost stated our online checkouts are up. We had the best marketing effort. Our web page is one of the most highly used websites for the County.

Ms. Bost stated we are working with American Heart Association on kits that will include Blood Pressure monitors. We are creating a library of things including Leaf Kits that will help with sensory for children, the Ukuleles, and Memory Kits. We are continually looking at kits as to what the community needs. Ms. Paauw stated some things to consider would be an Adulting 101. Ms. Bost stated Cookbook Clubs are popular. Mr. Poole said there is a program called Kulture City and would be something to look into which trains people on how to deal with autistic children. Would be good to have those available at the libraries.

Mr. Poole requested to have monthly statistic reports given to Board members. Ms. Bost will have the End of Year report for the next meeting.

Dr. Kenyon stated our next meeting will be held on November 21, 2024 at 9:30 am at the South Mainland Library. Meeting adjourned at 10:47 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 **November 21, 2024.**