

## Minutes – Melbourne Library Board

NOVEMBER 16, 2021

A meeting of the Melbourne Public Library Board was held at the Dr. Martin Luther King, Jr. Public Library, 955 E. University Boulevard, November 16, 2021.

### **Present**

- Nancy Dillen, Chairperson
- Judy Davis, Vice Chairperson
- Diane Bryant, Member
- Brenda Reilly, Library Director, Eau Gallie Public Library
- Irma Fordham, Library Director, Melbourne & Dr. King, Jr. Public Libraries
- Elaine Eschmann, Recording Secretary

### **Absent**

- Janet Kull, Member
- John Greaves, Member

### **Call to Order**

The meeting was called to order at 3:00 P. M., by Nancy Dillen, Chairperson. Brenda Reilly was welcomed as the new Director of the Eau Gallie Library.

### **Approval of Minutes**

Minutes approved with corrections as stated for the September 21, 2021 meeting. Page 2, Melbourne Public Library, first sentence, “Irma said the Melbourne Library is also doing a lot of hiring as they have 5 open positions.” Page 3, Dr. Martin Luther King, Jr. Public Library, third sentence, “Content is accessed through a QR code downloaded to a phone, ~~table~~, tablet, or laptop.”

### **Public Comments**

None.

### **Unfinished Business**

Ms. Dillen referred to a letter received from Lauren Biller, Reference Supervisor, and the staff of Eau Gallie Library. This was a thank you letter for a generous donation to purchase books as a gift to Jenny Morrison on her retirement. The letter listed the books purchased. A name plate bearing Jenny’s name and a dedication will be placed on each book.

## Minutes – Melbourne Library Board

NOVEMBER 16, 2021

Continued discussion regarding a letter that the Board members were to write recommending a remodel of the Eau Gallie Library. Ms. Dillen read her letter proposing the expansion. She will forward the letter to all members. After some discussion, the item was tabled until the next meeting when, hopefully, all members will be present.

### **Director's Report**

#### **Eau Gallie Library**

Ms. Reilly stated that she has been busy meeting staff and “getting the lay of the land” in her first couple of days as the new Director.

The hiring of a Library Assistant II for Reference is currently in process. Ms. Reilly and Lauren Biller, Reference Supervisor, have reviewed resumes and are hoping to schedule six (6) interviews in the next few days. A Library Aide position will be coming open in Circulation due to a retirement. However, that will not post for some time.

The outside lobby doors are not working properly. Ms. Reilly signed off on the estimate to have them repaired. The fabric chairs in the meeting room may be replaced sometime in the future.

Ms. Reilly concluded by stating that she is working with Marcy regarding the transition. Everyone at Eau Gallie is wishing Jenny well in her retirement. Ms. Reilly is very happy and honored to have been chosen as the Director.

#### **Melbourne Public Library**

Ms. Fordham began by presenting Diane Bryant with a 10-year service pin and thanking her for her ten (10) years of service.

Photos were then passed around of the recent Halloween family event that took place at the library. The head of Reference, Karrie, decorated and organized a movie, costume contest, and bingo. Prizes and candy were handed out. Fifty-seven (57) people attended and it went very well. The library hopes to have more events like that.

Ms. Fordham handed out flyers regarding another event currently taking place. The library is hosting the Health Insurance Marketplace every Monday and Tuesday through January 10, 2022. Navigators are on site to assist anyone wanting to sign up for insurance through the Marketplace.

Two (2) Library Assistant II positions have been filled in the Youth Services department. Ms. Fordham is very happy to have found people that are very qualified and have worked with children in the past as well as having experience in social media and computers. There are two (2) other positions that need to be filled. A Library Aide

## Minutes – Melbourne Library Board

NOVEMBER 16, 2021

position is being re-advertised. Ms. Fordham is also working with Administration to make a Library Assistant II position full-time.

### **Dr. Martin Luther King, Jr. Public Library**

Ms. Fordham began by stating that Administration added a new position, a 25-hour Library Aide. This person will work with the Youth Services Librarian in the Children's area. She is excited about this assistance with events and craft projects. Four (4) interviews have been scheduled. Someone has been selected for the Library Assistant I position that was advertised for the Dr. King Library. The person, though, will be working at the Melbourne Library. Judy Davis questioned that and Ms. Fordham explained that there had been a personnel swap and that, actually, relocations as needed can be done system wide, but especially between Melbourne and Dr. King as they are "sister" libraries.

Ms. Fordham invited all to walk through the library to see the new flooring. She is very happy with the way it turned out. The library is looking very good with the new paint and floors.

### **Other Business**

Judy Davis stated that the Christmas luncheon will be held at The Dove December 14, 2021 at 12 noon.

### **Next Meeting Date and Adjournment**

Next Library Board meeting will be on Tuesday January 18, 2022 at 3:00 P. M. at the Melbourne Public Library and the County Library Board on Thursday, November 18, 2021 at 3:00 P. M. at the Eau Gallie Public Library.

The meeting adjourned at 3:39 P. M.

s/ Nancy Dillen  
Board Chairperson

s/ Elaine Eschmann  
Recording Secretary