

**Port St. John Public Library Advisory Board  
MINUTES  
March 14, 2022**

The meeting was held on Monday, March 14, 2022 at 5:30 p.m. at the Port St. John Public Library at 6500 Carole Avenue, Cocoa, FL 32927.

**Call to Order:**

The meeting was called to order by Edwin (Pete) Poole at 5:35 p.m.

**Roll Call**

Members of the Board present:

Edwin Poole, Chairperson

Constantine Daniel

Sharon Bowen

Jacob Torres

Lena Penna, Library Director

Phyllis Stover, Administrative Secretary

Since two new board members were present, introductions were made.

**Approval of Minutes**

Mr. Daniel made a motion to approve the minutes for the March 9, 2020 meeting; Ms. Bowen seconded the motion. All were in favor; the minutes were approved as written.

**Public Comments/Correspondence**

In response to Ms. Penna's ad in The Happenings newspaper, several people submitted applications to join the advisory board; hence, Ms. Bowen and Mr. Torres have joined the board.

**Director's Report**

Comparison of statistics for January 2021 to January 2022 shows a 12% increase. Event attendance is not yet at pre-pandemic numbers; however, patrons are still coming in to check out books and make prints. Just prior to the pandemic, we added mobile printing to our services which allows people to print documents straight from their phones. This has been an incredibly popular service which continues to increase in demand.

Event attendance dropped due, in part, to the disruption of the children's story time which depends on the routine of regular weekly attendance. When we closed to the public from March 26 to June 3, 2020 we shifted to a lot of take-home crafts which is still going well. Our youth services librarians make up about twenty-five bags a week and the parents can come by at their convenience to pick them up. While our in-person attendance may be about six kids, the rest will filter in throughout the week and take home the craft. The bags are counted because that is time and energy used by the staff to make the crafts and assemble the elements. We still offer this feature because of its popularity. We previously had three story

time programs but with the suspension of infant story time are down to two: toddler and young readers. There were about fifteen to twenty toddlers that came but attendance is presently down to just a handful. Last summer we resumed in-person story times because there was ample space outside to conduct them.

We still provide curbside services for patrons who prefer not to come in to the library to check out their items.

We are starting to prepare for the upcoming summer reading program called Oceans of Possibilities. One of the decisions being considered is whether to have performers come do special presentations. Limited indoor space and considerable attendance may negate the inclusion of performers as part of the program.

### **Old Business**

The mural project in the Youth Services department was put on hold after the library shut down in response to the pandemic.

### **New Business**

Since our last meeting, new carpet and tile has been installed in the library and the interior has been painted. We are waiting for Facilities to proceed with pressure washing and painting the exterior.

The Board of County Commissioners has approved a proposal to consolidate Boards. Further direction will be coming from the Attorney's office.

The library is fully staffed. Joseph Holzer has met the required work experience hours to officially become Circulation Supervisor.

There are still no bats in the bat house.

Mr. Poole submitted a proposal to amend the By-Laws regarding meeting frequency. A copy of the By-Laws and the proposal was given to each Board member to review and consider for vote at the next meeting, April 11, 2022.

### **Announcements**

The next meeting of the Port St. John Public Library Advisory Board will be Monday, April 11, 2022 at 5:30 p.m.

The next meeting of the Brevard County Library Advisory Board will be 10:00 a.m. Thursday, March 17, 2022 at the Melbourne Public Library.

### **Adjournment**

The meeting was adjourned at 6:05 p.m.