

**BREVARD COUNTY LIBRARY SYSTEM**  
**BOARD MEETING MINUTES**  
**March 17, 2022**

**MEMBERS PRESENT**

Pete Poole, District I  
Tom McGill, District II  
Dr. Rochelle Kenyon, District IV – Chair  
Mark Broms, District V

**OTHERS PRESENT**

Wendi Jo Bost, Library Services Director  
Irma Fordham, Melbourne Library Director  
Judy Davis, Melbourne Library Board  
Brenda Reilly, Eau Gallie Library Director  
Nancy Dillen, Melbourne Library Board  
Janet Kull, Melbourne Library Board  
Jeff Thompson, Public  
Karen DiNatale, Administrative Assistant

**Call to Order**

The meeting was called to order at 10:00 am, by the Chair, Dr. Kenyon.

**Approval of Minutes**

A motion was made by Mr. Poole, seconded by Mr. Broms, to approve the minutes of the January 20, 2022 Board Meeting. *Motion unanimously carried.*

**Correspondence**

None.

**Library Services Director's Report**

Ms. Bost welcomed everyone to the Melbourne Public Library and thanked Ms. Irma Fordham and staff for hosting. Ms. Bost stated she has been with Library Services for a year and it has been an incredible year. She stated libraries without people are just buildings full of stuff. It's the people that work here that are the magic. We have accomplished so much in a year. We have created 12 full time positions and by doing that we are hoping to minimize turnover.

Since we last met, so much has happened. We have adjusted the thresholds on fines for the library cards and we are adding automatic renewals. Guests are now allowed to continue to check out materials as long as fines do not exceed \$9.99.

Our Community Support Advocate is now working at four library locations. We also now have Housing Assistant Navigators at Franklin DeGroot and Eau Gallie Library with plans on adding two more to Melbourne and Catherine Schweinsberg Rood Library.

Our Mobile Library is actively participating in Spring Break camps this week and is able to remotely sign people up for library cards. Laura Eastman is doing an incredible job with the Mobile Library.

We hired Pat Mister back in Library Administration to work with our Assistant Director. Ms. Mister comes with a wealth of knowledge and we're excited to have her in the Administration Office.

Titusville Library Director, Mary Toupin, has announced her retirement at the end of April 2022 which gives us time to plan for the job vacancy.

We have Michael Boonstra, Wanda Brown, and Marlena Harold leading the way as we work on our 50<sup>th</sup> Anniversary celebration to be held in November of 2022.

The Youth Services Librarians are busy planning for Summer Reading. We are in the process of purchasing an online app that we can use for the Summer Reading Program as well as reading challenges that provide badges and other fun opportunities for gamification.

Wendi attended a three-day workshop on 7 Habits of Highly Effective People and also attended a three-day training for Executive Leadership Institute (ELI). One of the days at ELI was at Fellsmere FIT doing a team building boot camp.

We've begun working on the 2022-2023 budget.

We are also working on migrating our pay week time frame to coordinate with other County departments.

Wendi has started Meet with the Director Teams (on line) meetings and is planning on doing this quarterly to welcome new employees.

Cocoa Beach Library held a Books, Bands and Bites event this past weekend. This was a great event which had over 800 in attendance. Library personnel did an awesome job.

Dr. Kenyon asked if there a role for the Advisory Board for the Meet the Director and said she would be willing to attend. Ms. Bost stated she would send Dr. Kenyon the information.

Mr. Broms asked about functionality to reserve items before they become available. Ms. Bost responded we have that capability now. It started last month with our floating collection. The holds are placed in the order we receive them.

### **Personal Appearances**

Mr. Poole said he attended a Friends meeting at Port St. John Library where they were electing new officers.

## **Unfinished Business**

Ms. Bost stated she wants to thank the all the people involved in getting the Library Policies/Procedures updated. The Audit is complete.

## **New Business**

Dr. Kenyon introduced Ms. Nancy Dillen of the Melbourne Library Board. Ms. Dillen read the attached letter regarding the proposed expansion of the Eau Gallie Public Library. Dr. Kenyon asked for comments. Mr. McGill asked about taxes. Ms. Dillen stated with a proposed restaurant on the top floor that would bring tax revenue. Dr. Kenyon asked about the building height limit if it would allow for seven stories? Ms. Dillen responded by saying currently the Pineapple Condominium is eight stores high and we're staying within the height limit. Dr. Kenyon inquired about how would you like us to proceed. Ms. Bost stated the building belongs to the City and asked if this has been presented to the City. Ms. Dillen said she wanted to bring it to the Library Advisory Board first to see if it was something that they would be interested in. If it is, then they will present to the City. Ms. Bost stated who wouldn't want this it's amazing; but her concern is who would operate this building as the library is only open six days a week. There were concerns about staffing and maintenance. Ms. Bost stated going to the City would be a good place to start. Mr. Broms also commented the concept is spectacular and feels the Library Advisory Board should endorse it. Mr. Broms also stated in reality for this to happen it would require a public/private partnership. We would be supportive of the concept. This wouldn't disrupt our services but enhance our services. Mr. Poole mentioned getting a restaurant involved in the initial phase as an investor. Dr. Kenyon stated maybe a commercial real estate firm might have contacts. Ms. Dillen asked should we get that information before we go to the City. Dr. Kenyon said it would make your position stronger that you have done that kind of research. Mr. McGill stated like all ideas you should set up a pros and cons. He suggested putting together a list that would identify those. Talk with legal, real estate people to give you some insight. Mr. Broms stated it would be part of the Community Redevelopment Agency and that would be a good place to start. Dr. Kenyon stated she would like to make a formal motion from the Board that we support the idea. Mr. McGill made the motion to endorse what was presented. Mr. Broms seconded. ***Motion unanimously carried.***

Next on the Agenda, Ms. Irma Fordham, Melbourne Library Director. Ms. Fordham began by giving highlights on several projects that have been completed. New flooring has been installed throughout the library, the flat areas of the roof have been replaced, fire alarm panel was replaced last year. This year we are looking forward to getting our bathrooms remodeled.

As far as staffing, we have an employee, Ivy Hoover, who works in reference will be retiring in August after working for 28 years. We will be having a full-time Library Assistant II position that was created and she will be the Assistant Supervisor in Circulation. For Patron Attendance there has been an increase from last year from 11% to 13% last month. The numbers aren't where they were before pre-pandemic but they are increasing. For Programming there have been a couple of programs that are a much-needed service to our community. The Community

Support Advocate is here every Wednesday and has assisted 20 people in February and 10 so far for March for housing assistance, food stamps, and community connection. There is also a Navigator here every Tuesday who helps with the filling out of the Rental Application forms. Lastly, the library is finalizing the plans for the summer reading program as it will be in-person program this year.

Ms. Bost gave an update on Library Boards. Ms. Bost shared that the County Commissioners are trying to streamline the amount of Boards as a cost saving measure. For Libraries, they proposed a North and Central-South Board along with the Library System Advisory Board. The North would consist of Mims, Port St. John and Cocoa. Central-South would be Melbourne Beach, W. Melbourne, S. Mainland and Suntree/Viera. The Boards would meet four times a year and this will also preclude us from sitting on any city boards.

Dr. Kenyon stated Suntree/Viera Board hasn't expended any money or been reimbursed. All the Board members volunteer their time and felt Florida Today's article appeared misleading that the Boards spend money. Dr. Kenyon stated she realizes the cost of staff time to prepare for the meetings, but feels what the Boards provide is an asset to Libraries. Mr. McGill said he would like to see the report on the money that was reported as cost. Mr. Broms stated when this went around last time it was a fundamental clash of views regarding staff time. It's an asset/investment to the staff to have access to their Boards. Dr. Kenyon questioned when do you feel they will vote on it. Ms. Bost stated it hasn't gone to vote yet and she brought it up to make sure everyone was aware.

### **Comments by Public/Friends**

None.

### **Comments by County Library Board Members**

Dr. Kenyon stated our next meeting will be held on May 19, 2022 at West Melbourne Public Library at 10:00 am. Meeting adjourned at 11:10 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 May 19, 2022.