

BREVARD COUNTY LIBRARY SYSTEM

BOARD MEETING MINUTES

September 15, 2021

MEMBERS PRESENT

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

OTHERS PRESENT

Wendi Jo Bost, Library Services Director
Jeri Prieth, Assistant Library Services Director
Heather Palmer, Director of South Mainland Library
Wanda Brown, Director of Catherine Schweinsberg Room Central Library
Mary Lena Penna, Director of Port St. John Library
Laurie Blair, Finance Manager
Karen DiNatale, Executive Secretary

Call to Order

The meeting was called to order at 3:02 pm, by the Chair, Mr. Broms.

Approval of Minutes

A motion was made by Mr. McGill, seconded by Dr. Kenyon to approve the minutes of the August 18, 2021 Board Meeting. *Motion unanimously carried.*

Correspondence

None.

Library Services Director's Report

Ms. Bost shared pictures of the Hispanic Heritage month that is being held in all 17 libraries. Each library adopted a country or territory and there are displays at each library. The displays will be there starting today through October 15, 2021. This is what we have been working on this past month.

As mentioned at the last meeting, I am the United Way Chair for the County campaign. I have met with the County Directors and they have donated six weeks and three days of leave for raffles. Also, planning an event where for a donation you can have your picture taken inside a race car on October 8, 2021.

Tonight, is the launch where Dr. Sian Proctor will be taking the Space Librarian Pin into space. Upon return, the pin will be put in a shadow box and put on display.

We are still in the running for an ARPA grant through NEFLIN. We provided more details they requested and hope to have a social worker/mental health worker in the libraries for nine months.

Hired an intern from the Brevard High School Career and Technical Education program to work with us in the LAB. The intern has certifications in Adobe Premier and will be assisting our staff with Adobe.

State Aid Application was approved by the Board of County Commissioners which included the Long-Range Plan and the One Year Plan. We are now able to apply for State Aid.

I have attended two in-person meetings this month with Reference and Youth Services. This is the first in-person meeting since COVID. Met with staff and answered questions.

Special thanks to Tricia Paolucci, Jeri Prieth and Human Resources. The Years of Service pins have been awarded to over 50 staff. There was a glitch in the Human Resources software where it left out Library Services staff. So, we were finally able to give staff their Service Pins and have taken picture to share in the County newsletter.

Tina Hare and I have been discussing RFID options. RFID is the security gate at the entrance of libraries that can detect if a library book hasn't been checked out. Our system is old. We have met with FE Technologies, Lyngsoe and Tech Logic to see the new advanced technology that are being offered.

We have met with IT and have updated our website. Have made it more graphically appealing.

Met with Risk Management regarding the condition of River House and also staff parking. Staff parking is across the street from the library and with increased traffic flow it poses a safety concern.

Reviewing Book Leasing program with staff. Ms. Prieth has been handling those meetings.

Working with the County on a Lean Six Sigma Project and enrolled two staff members in the training.

Based on incidents that have been happening at the Titusville Library, it was decided that they needed security guards. We're working with Paragon to have security guards there in the afternoon.

Mr. Brom asked if in-person programming was discussed at the meeting with the Youth Supervisors. Ms. Bost stated that in-person programming has begun. On Facebook you will see more and more programming being promoted. It's an exciting time to see the in-person programming starting back up again.

Personal Appearances

Mr. Poole visited Titusville Library. He said he was a judge at the art contest there. Amazed at the caliber of effort that the kids put in their artwork. Also went to Suntree/Viera Library. Their setup for the reading area is right in between the Reference and Circulation desk. You could hear the questions that were asked and was impressed with the staff handling all the questions.

Unfinished Business

Mr. Broms stated we're going to review three of the Library Policy and Procedures. Starting with LS-05/Endowments and Donations. Ms. Bost stated the change to that policy was primarily the definition of Endowment. We added not only purchasing library materials but added "or resources for the community". We also added endowments gifted to a specific library will be designated for use in that community. In addition, there were changes to Section III – Establishment. Endowments may be established by the contribution of a minimum of \$150.00. We took out the option of three installments of \$50.00. Dr. Kenyon made the motion to accept the changes to LS-05 as presented and Mr. McGill seconded the motion. ***Motion unanimously carried.***

The second Library Policy and Procedure going before the Board is LS-07/Reference Services. Ms. Bost stated the changes done on this have been reviewed by the Reference Staff. The major change to this is we made it more of a Policy than a Procedure. The reason was to keep it more generic so the public would understand

our services. Christine Sullivan, Director of Franklin DeGroot Library, worked with a team and they took the specifics out of the policy and put it in a procedure manual for staff to follow. Mr. McGill stated that he would like a reference in the Policy that states there is a procedure manual as well. Mr. McGill made the motion to accept LS-07 with the amendment that the Procedure Manual be referenced in the Policy, Dr. Kenyon seconded the motion. ***Motion unanimously carried.***

The last Library Policy and Procedure to review is LS-13/Daily Cash Reconciliation. Ms. Bost stated under Daily Reconciliation of Cash Receipts we changed it to all cash should be removed from the cash drawer and counted daily. A daily cash count sheet will be completed and signed by the two counters. Laurie Blair, Finance Manager, stated the main change was to show we have documentation in place to go with the procedures outlined as this was a recommendation made by the auditors. Mr. Poole asked if Friends group follow this procedure. Ms. Bost stated no, this procedure is for County funds only. Each Friends group has their own way of collecting money through book sales, materials, etc. Mr. McGill asked if we were impacted by the restructuring of bank fees. Ms. Bost stated right now we are not affected as we are under the same contract as the County with Suntrust Bank. Mr. McGill made the motion to accept LS-13 and Mr. Poole seconded the motion. ***Motion unanimously carried.***

Ms. Bost said we will bring more Library Policies for approval at the next meeting. We need to get all the Library Policies and Procedures updated by January per our Internal Audit. Mr. McGill asked about the audit. Ms. Bost stated there wasn't anything marked high; but there were three things that needed attention. The first was cash handling which was taken care of by Laurie Blair and John Russell, our Finance personnel. We want to be responsible for who is counting the money, who is handling the deposit. So, there is a system in place now. The second was an onboarding checklist for libraries which has been completed. The third was updating all the Library Policy and Procedures. Dr. Kenyon asked about the ability to have marked up changes on these policies. Ms. Bost stated for the next Policies and Procedures going before the Board, she will include the redlined version as well.

Mr. Brom brought up the Board meeting schedule for 2022. Dr. Kenyon mentioned if it is required to meet for nine months? Would like to meet possibly six times a year. Mr. Brom stated that's a decision we will make at the next meeting. Ms. Bost requested date change as there are County meetings she is required to attend now on Wednesdays and indicated that Thursday would be a better day to meet. Mr. Broms stated starting November 18, 2021 we will meet on Thursdays at 3:00 p.m. At that time, we will discuss frequency of meetings for 2022. Dr. Kenyon made the motion and Mr. McGill seconded the motion. ***Motion unanimously carried.***

New Business

Mary Lena Penna, Director of Port St. John Library, started by saying in September 2019 they had a waterline break in the ceiling of a bathroom which resulted in getting new flooring in January of 2020. Also, in 2020 we had the library painted and purchased new furniture. We're currently celebrating National Hispanic Heritage month. Our library adopted Argentina. Staff had a good time creating the displays. Youth services have been doing outside story time all throughout the summer. We had an increase in attendance for the Summer Reading program.

Comments by Public/Friends

None.

Comments by County Library Board Members

Dr. Kenyon asked if an evaluation has been done since reinstating fine and fees. Ms. Blair said there has been a slight increase in revenue. The revenue hasn't increased significantly because we extended check-out to three-weeks.

Mr. Broms asked if staffing is trending in a good direction. Ms. Bost stated staffing is trending in a good direction. We are progressively hiring and also promoting from within which is a good thing, but also creates job vacancies. We were at over 60 vacancies and now we're at 30 job vacancies. We've also created full time jobs from part time jobs.

Mr. Broms moved to adjourn and Mr. McGill seconded. Meeting adjourned at 4:08 pm.



Edwin (Pete) Poole, Secretary

As approved by the Library Advisory Board on November 18, 2021.