

**BREVARD COUNTY LIBRARY SYSTEM
BOARD MEETING MINUTES
SEPTEMBER 15, 2022**

MEMBERS PRESENT

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

OTHERS PRESENT

Wendi Jo Bost, Library Services Director
Janice Murray, Library Area Director
Wanda Brown, Library Director, Titusville
Pat Mister, Executive Secretary

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 May 19, 2022 Board Meeting. *Motion unanimously carried.*

Correspondence

None.

Library Services Director's Report

Ms. Bost shared all the events and accomplishments that occurred since the last Board Meeting in May 2022.

The Summer Reading Kickoff at the Cocoa Library on June 4, 2022 was a huge success. Over 500 people attended. It was planned by Mary Beaumont and a lot of the youth staff across the system participated. The Transit Department, Cocoa Fire Department, 211 Brevard, Watch Me Grow were among some of our community partners that were present.

At the Catherine Schweinsberg Rood Central Library, the Audio/Visual items are moving away from the back of the Children's area. AV will now be located towards the Adult new book area. The juvenile collection will move towards that back area and open up the front area. We are planning to replace carpet in the Children's area next year.

The library also experienced unusable bathrooms on the northside of the building from the 3rd floor to the Genealogy Department on the 2nd floor, down to the 1st floor. This took the better

part of the year to resolve. It was quite a production; however, the library was open during this time.

New Staff "Meet and Greet" takes place quarterly. This is a Teams Meeting where new staff have a chance to meet Ms. Bost and ask any questions they may have and share ideas.

Statistics for August are not quite finalized yet but the Summer numbers look good. There was a 28% increase in door count in August. A lot of that is due to Early Voting. We had several locations including Mims, Titusville, DeGroot and West Melbourne that were precincts on Election Day.

Several Library Staff members graduated from EDP (Employee Development Program) and one was a perfect valedictorian and had the best score in the County. We are very proud of Maddie Bellaire of Cocoa Beach.

Ms. Bost had the opportunity to meet with the Historical Commission in May.

Lena Penna, Director of the Port St. John library, graduated from the Executive Leadership Institute (ELI) which is an 18-month long program that Ms. Bost is currently attending.

We made it through the Payroll Consolidation process which means we changed our work week to coincide with the rest of the Board of County Commission employees.

Ms. Bost participated in the HVAC maintenance and minor repair contract for the County's Request for Proposal.

Ms. Bost worked with the County Manager and Assistant County Manager on the Budget and we will bring the Budget back at the next meeting. Next Tuesday is the Final Budget hearing.

We have added the Community Support Advocate position to staff next year. This is a new position for us. We have worked with Dr. Lisa Montgomery, who you have met, through a grant funded by NEFLIN. She is actually presenting at NEFLIN and has been a wonderful addition for the staff and the team during the year.

The Community Support Advocate hosted an event for staff online about dealing with individuals with mental issues and what we are seeing in the community.

Also, John Russell and Laura Eastman from the Mobile Library will be presenting at NEFLIN. They are going to present what they did with the funding from the grant received for the Mobile Library.

We have two Lean Six Sigma projects that our staff are involved in with the County.

One is ADA Compliance and that is still in process. The other is looking at a centralized collection development. The team pulled all the statistics together and every library was ordering their own materials. We will create a new position in Collection Development next year but first we will go through the change process with the staff.

Ms. Bost has visited Cocoa Beach, Titusville, Satellite Beach, Suntree/Viera, Eau Gallie, Port St. John, DeGroot and Cape Canaveral since we last met.

We are celebrating and getting ready to celebrate our 50th Anniversary as a system. On December 1st we are going to have an event in the afternoon and launch a new library card, a gold card, that is going to be available for a limited time. This card will represent our 50 years of celebration.

We have gone to automatic renewals. If an item is checked out, and if it meets certain conditions -- for example, if no one is waiting for it and you haven't had it 3 times -- it automatically renews for you for another week. Over 66,000 items have been automatically renewed the first month this became available.

We also are looking into new resources with Gale that include Chilton's car repair manuals, legal forms and also a testing website that would include testing for ASVAB, LSAT, GRE and GED where you can practice live tests.

We are going to bring the Wall Street Journal online for people to access from home.

Ms. Bost is working with OCLC. OCLC is the mecca for all library cataloging records. We don't use them to their full potential.

We have done all that is needed to apply for State Aid next year. We still need to do some more reporting but all of the major hurdles including getting the County Commission to approve it has been completed. We anticipate about \$380,000 in State Aid next year and we use that all for resources and technology.

We have been adjusting and working on the various library advisory boards as well as our participation in the city or municipal boards. At this time, we are going to have two new boards and that would be the North Brevard County Advisory Board and the South/Central Library Board. We will have our first scheduled meeting next month. Anyone who was on an existing board was offered the opportunity to be on the new boards.

There is information in your folder about Codecraft Works and a Northrop Grumman grant on coding and cyber security This is open to middle and high school students.

Personal Appearances

Pete Poole: Visited the New Smyrna Beach Library in Volusia County.

Rochelle Kenyon: Went to the Zora Neale Hurston Dedication at Eau Gallie Library.

Unfinished Business

Mr. Broms asked how our Policies and Procedures are going to be handled if there are any updates to them due to the infrequency of Board Meetings. Ms. Bost replied that there is only one that will need to be addressed. Next year the Code of Conduct policy will be addressed and also a trespass appeal process.

New Business

Wanda Brown, Director of Titusville and Mims/Scottsmoor Public Libraries introduced herself. She was born and raised in Titusville and is honored to be the Director.

The Titusville Public Library celebrated Earth Day which was in April. Their Friends Group bought t-shirts for the staff and there were 100 participants. The Audubon Society donated bird watching kits.

Summer Reading included 56 programs with over 1400 participants.

Adult craft programs are a success on Saturday mornings in Titusville and they are well attended.

Both Friends groups in Titusville and Mims are very supportive of both libraries. They buy crafts and fund the Summer Reading program.

Mims/Scottsmoor Library has a Cook the Book club. You pick a recipe out of book, cook a dish, bring it in and share it.

Mims/Scottsmoor Library also has a program called Computer 101 where patrons can come in for computer help.

Titusville has an employee celebrating 25 years of service and several who have been with Titusville and Mims over 20 years.

Mr. Broms asked how are the after school programs now that schools are back to normal. Ms. Brown said a lot of students walk over to the Titusville library as it acts as a parent pick up place since Titusville High School is next door. Some students start their homework at the library. The library will be holding a teen program on Friday afternoons as it is early release day.

Story time/Toddler time averages 30 children and is held on Wednesday and Thursday mornings.

At Mims/Scottsmoor Library, since the elementary school is next door, they bring over 4 kindergarten classes and 2 pre-kindergarten classes over for Friday story time.

Ms. Bost confirmed she has now all the feedback from all Board Members and is putting them together for the Annual Report that goes to the Board of County Commissioners.

Mr. Broms recommended last year a program during Winter Break for the kids. We did do this and it was a great success so we will make sure that that is an accomplishment that is on the Annual Report.

2023 Library Advisory Board Schedule:

Thursday, November 17, 2023 at 10 a.m., Merritt Island Public Library

Thursday, February 16, 2023 a 10 a.m., TBD

Thursday, April 13, 2023 at 10 a.m., TBD

Thursday, August 17, 2023 at 10 a.m., TBD

Comments by Public/Friends

No comments

Comments by County Library Board Members

Mr. Poole has developed some interest in how materials are selected or if someone expresses concern. Ms. Bost replied that she could share those policies with him and there are also Board of County Commissioner policies as well. The evaluating materials for inclusion to the collection should be done by a professional librarian that is evaluating reviews from credible sources and also demand from the public.

Ms. Bost asked the Board to look in their Board packets to the copy of the Newsletter page, which goes out to all County employees. This page contained all the complimentary comments about library staff throughout the library system that patrons turned in.

Mr. Poole asked if there was a recognition system set up for staff when they receive these types of comments. Ms. Bost replied at the moment there is not. A lot of the staff have asked if there could be a Staff Day that has happened in the past. Dr. Kenyon mentioned that maybe the Friends group can help out on these types of recognition to the staff.

Meeting adjourned at 11:10 a.m.

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 17, 2022.