

**NORTH BREVARD PUBLIC LIBRARY ADVISORY  
BOARD MEETING MINUTES  
JANUARY 12, 2023**

**MEMBERS PRESENT**

Janis Shellabarger  
Albin Sowash  
Pete Poole  
Constantine Daniel  
Maxine Ziemann  
Loretta Wilson  
Patsy Shearer  
Andrew Rothstein

**Members Not Present**

Jacob Torres  
Karen Calle

**OTHERS PRESENT**

Wendi Jo Bost, Library Services Director  
Phyllis Stover, Administrative Secretary

**Call to Order**

The meeting was called to order at 10:05 a.m. by the Library Services director, Wendi Bost.

**Approval of Minutes**

No minutes: October 2022 meeting was informational only due to lack of quorum.

**Correspondence**

Ms. Bost shared a thank you note from a teacher expressing appreciation for all that libraries do for the community.

**Library Services Director's Report**

Ms. Bost recounted numerous and varied projects, accomplishments, visions and goals for the library department, such as:

We are working on a call number project to unify and streamline our card catalog.

Ms. Bost met with United Through Reading to see how we can work with them to promote the service to veterans, grandparents and others. This is a program which the Navy started to connect ship-based deployed service personnel with their children through a secure read-along video.

Ms. Bost with city of Satellite Beach representatives to discuss how we can create a gopher tortoise habitat on the property.

We are looking at staffing plans and how we can most effectively fill vacated positions or revamp those positions to best serve our needs.

Meetings with reference librarians have resulted in the creation of database champions who promote database information with colleagues and the community. For example, Mercy, a Librarian at DeGroot, created a "How-To" resource for using Rosetta Stone. The Wall Street Journal, Peterson's Test Prep and educational resources, Chilton's Auto Repair manuals and Gale Florida Legal forms are newly added databases.

The library website has been recently updated. Tweaks, such as how the site is viewed in mobile, are still being made. IT's priority is focused on getting public documents online.

One of the Lean Six Sigma projects created a position for a collection development librarian. This would not eliminate collection development from individual libraries, but would create a central position which would purchase the bulk of the library collections.

We are working with Facilities on building maintenance. Port St. John Library has been painted, windows are being repaired from hurricane damage, and work is being done on the roof.

We are planning our Youth Services Summer Reading. The theme, "All Together Now," promotes support and community. The kick-off event is June 3 at the Cocoa Library, more details will come later. Over 500 people attended last year's event. The Eau Gallie Rotary Club may be interested in supporting our libraries by sponsoring large prizes for the final event. Ms. Bost will also approach the Cocoa Rotary Club to determine interest in sponsoring the Cocoa kick-off.

Our incredible 50<sup>th</sup> Anniversary celebration was held at Cocoa and had 110 people seated for the main event. Michael Boonstra led the way to make this event successful. Jeff Thompson, former Library Services Director, attended and did an amazing job helping with videotaping, as did Aaron Fonseca, who works in our creative lab videotaping a number of projects.

Our video lab and podcast studio have gotten very busy, with people lining up to use them.

We received a Stars of the Space Coast award from Publix All Stars from Brevard 211.

We received a Community Partner award from Career Source Brevard. Libraries are the number one community agency referring individuals to Career Source for employment.

Ms. Bost met with Anna Diaz, Principal of University Elementary, and Bob Barnes, who was the man behind the Children's Hunger Project, about Aspiration Academy. Aspiration Academy is a program to assist children in poverty who test at a high level but lose their advantage because they don't have the same opportunities, such as mentoring and field trips, as children who test at a lower level.

We held a Library Con Recap which was attended by over 1,000 people at Parks and Rec in Viera.

Dr. Lisa Montgomery is now on staff as a Community Support Advocate. Dr. Montgomery will meet and follow up with people to get them to the correct resources. Her main office is out of DeGroot Library but she will visit various other locations.

Patron Point is a new email resource to welcome new patrons and provide helpful information about library services and programs. Initial rollout is almost ready.

We are working on library card auto renewal to help patrons in good standing avoid accruing fines for late items.

Ms. Bost was on a selection committee which chose American Security Guards as the new security guard company.

We submitted an RFP for a new material handling system. It will eliminate the need to hand stamp due date cards.

A team met with Don Weaver of Good Deeds who runs the Veteran's Memorial and library in Merritt Island. We discussed how we could help veterans access library resources.

Patron attendance has increased 12% from last year. There was a 7% increase in materials check-out. Mr. Rothstein asked if the increase in library usage has reached pre-pandemic levels. Ms. Bost said it has not but it is on a trajectory.

In regard to Patron Point, Mr. Rothstein asked if we attempt to obtain email addresses from current library card holders. Ms. Bost explained that when a patron signs up for a library card they can opt out of email notifications. Her Wildly Important Goal for ELI is to increase library users. New databases are published on social media and the library website.

## **Personal Appearances**

If you have visited a library, please send feedback about your experience.

## **Unfinished Business**

None.

## **New Business**

A motion was made by Mr. Daniel to approve the By-Laws of the North Brevard Public Library Advisory Board as written, seconded by Ms. Wilson. Motion unanimously carried.

Election of Officers:

Mr. Daniel nominated Mr. Poole for Chairperson. Mr. Poole declined the nomination.

Mr. Rothstein nominated Mr. Daniel for Chairperson, seconded by Mr. Poole. Motion unanimously carried.

Mr. Daniel nominated Ms. Zieman for Vice-Chairperson, seconded by Mr. Rothstein. Ms. Wilson nominated Mr. Sowash for Vice-Chairperson, seconded Ms. Shellabarger. The vote was 3-2 in favor of Mr. Sowash becoming the Vice Chair-person.

Ms. Stover will handle secretarial duties.

Ms. Shearer made a motion that the two remaining meetings take place on May 11 and September 7, 2023 at 10:00 a.m., motion seconded by Ms. Zieman. Motion unanimously carried.

## **Comments by Public/Friends**

None

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

Mr. Poole asked if fiscal library information would be brought to future meetings. Ms. Bost will bring fiscal information, as well as Facebook data and a recap on how Patron Point works out.

Mr. Rothstein suggested placing a banner across the library website home page to announce the website redesign.

Ms. Bost thanked everyone for taking time to attend this meeting. Meeting was adjourned at 11:06 a.m.

Recorded by Phyllis Stover, Secretary

Approved May 11, 2023