

BREVARD COUNTY LIBRARY SYSTEM
BOARD MEETING MINUTES
August 17, 2023

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
Marlena Harold, Satellite Beach Library Director
Jeff Thompson, Public
Jenny Morrison, Public
Lori Alvord, 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. McGill to approve the minutes of the June 1, 2023 Board Meeting. *Motion unanimously carried.*

Correspondence

None.

Library Services Director's Report

Ms. Bost stated we had a wonderful summer reading program this year. The numbers were up and noted we had prizes donated by the Cocoa and Eau Gallie Rotary which included bicycles, Amazon Fires and more. Our kickoff had over 1000 in attendance and at our end of Summer Reading Closing Event at Eau Gallie Library the attendance was over 400. We did learn that next year we will give the prize recipients advance notice so that they will attend the Summer Reading Closing event.

There were over 700 programs for children and adults this summer.

I hosted another quarterly Meet and Greet for new employees. We do it through Teams and it is great hearing their thoughts and ideas. One staff member asked if we could do a function with all the library staff and we're going to look into it.

We are currently working with Tech Logic to tag our collections. Titusville Library will be completed Monday evening and it took about three weeks to complete the tagging process.

We picked Titusville to start as this is a larger library. There will be an App that will let individuals check out materials from their phones.

On August 22, 2023 we have an agenda item for the State Aid for Library Grant funding for next year. We were down to \$300,000 this year.

We are working on many facility projects. We are excited to have three flooring projects this year.

We began the project for the Fire Suppression system at Central Library, and redoing the lights and ceiling tiles in meeting room one as well.

All library locations now have the Code of Conduct hung up so if there is an issue we can show patrons the Code of Conduct to help alleviate some code violations. We also have a Youth poster indicating an adult must be with a child to remain in that area of the library.

Suntree/Viera Library construction is finished.

Melbourne Library restroom renovation is underway.

We have a Lean Six Sigma Project that is working on expediting new materials into the catalog. We're working on how can we get the processed materials we receive from the vendor out in a day.

I graduated from Executive Leadership Institute (ELI) on July 7, 2023. It was an 18-month program and was a great experience. I was able to make connections with County employees I would normally not have met.

I had a meeting with Habitat for Humanity. We are looking to partner with them to see if we can participate when they hand the new homeowner their keys. We would like to bring the Mobile Library, present the new homeowners with Library Cards, educate them on things we're doing at the library and to welcome them as part of our community.

For safety reasons, we are currently doing Library walk-throughs with the Police Department. We have budgeted and are looking into camera systems for the libraries. Some libraries have old systems, some have new systems, but are unable to add cameras. We want to be consistent over the whole library system.

Library Con will be held October 1, 2023 at Viera Park. This is our annual event that is well received by the community.

This Saturday, August 19, 2023, Franklin DeGroot Library will have the grand opening of the new Franklin DeGroot Business Center. The event is from 10:00 am to 1:00 pm. This business center is made possible by a grant we received from NEFLIN (North East Florida Library Network). Staff have already started a business card exchange and the boxes are already full.

There is a lot of promise there and it is a great resource for those who are wanting to start a business.

Mr. Poole stated the Board should offer Ms. Bost congratulations for ELI graduation. Dr. Kenyon asked what Ms. Bost is planning next. Ms. Bost responded that she would like to help create the future of our system such as having succession planning in place. Watching individuals career advance is the most important thing.

Personal Appearances

Mr. Poole stated he went to Titusville, Mims, Port St. John, and Merritt Island. Mostly browsing the collection and each location the staff were very professional. Mr. Broms stated he has noted that libraries are really busy with a lot of children and families. Dr. Kenyon stated she visited Melbourne, West Melbourne, and Satellite Beach. Dr. Kenyon also commented that she is always interested in what patrons have to say about the library. She has begun talking to people in line and getting a conversation going as to what their opinions were of the library and why they visit. It has been consistently positive.

Unfinished Business

Policies and Procedures schedules. Ms. Bost stated in their packet is a schedule that shows which month we will address these policies and procedures in the coming year. The only one not listed is the Code of Conduct which we passed this year. Dr. Kenyon asked where the Code of Conduct are posted at the libraries. Ms. Bost stated most should be near the entrance of the library.

New Business

2023 Annual Advisory Board Report. Ms. Bost said she received input from Dr. Kenyon, Mr. Broms, and Mr. Poole. Mr. McGill stated he would like to add that facility issues have been worked on. Mr. McGill also stated the Merritt Island Tax District Board is sending a letter to the Governor to dissolve the Tax District. There's a statute on how to dissolve a tax district.

Dr. Kenyon made a recommendation about putting accomplishments in the minutes that will help build the Annual Board Report. Mr. Broms inquired about the newly vacated Advisory Board position and when it will be filled. Ms. Bost stated we have been receiving applications and they are being forwarded to the Commissioner who appoints this position. Everyone on this Board represents a different Commissioner.

2023-2024 Library Advisory Board Meeting Schedule. Mr. McGill made the motion that the new schedule be approved with the meetings being held on the 3rd Thursday of every 3 months with a revised time of 9:30 am. Mr. Broms seconded. ***Motion passed unanimously.***

Library Foundation Consideration. Mr. Broms requested this item to be brought before the Board. Ms. Jenny Morrison has been working with Mr. Broms to give a presentation on reinstating the Library Foundation. Ms. Morrison stated when she worked at the libraries the Foundation had fundraisers. When writing Grants, using the Foundation made it an easier

process. Mr. Broms stated this presentation is just to see if it would be worth the effort to reinstitute the Foundation. It has been six years since we have been without it. The model used before was fairly sophisticated as there was a Director, a budget, and they had their own facilities. Mr. Broms would like to hear from the Board if they feel it would be something to move forward with. Mr. McGill asked about a mission statement. Mr. Broms stated its mission statement would be complementary to our existing operations. It would never be in competition with our Libraries or Friends Group. It would be more in the line of what can the Library Foundation do to support the Library System. Dr. Kenyon replied instead of just saying complementary add supplementary to that. Mr. McGill also stated "Do No Harm". Mr. Brom asked whether the Board thinks this is something that we should consider pursuing. Dr. Kenyon stated she is for the Foundation for the betterment and improvement of libraries. Mr. McGill stated you should be very specific, state intent, and should be positive. Mr. McGill would like to see further information. Mr. Broms said there are several ways to move forward. One consideration is to see if we want to make the Foundation volunteer or staff driven. Dr. Kenyon made the recommendation to research other foundations.

Mr. McGill requested Mr. Broms and Ms. Morrison to put a package together ahead of the meeting so it will give the Board some time read it and make it more efficient when it comes time to vote at the next meeting.

Comments by Public/Friends

None.

Comments by County Library Board Members

Mr. Broms inquired about the regional library boards. Are they moving towards being functional? Ms. Bost stated they are being functional. Both boards each have had one meeting where they did not have a quorum, but they have had good discussion and great feedback. Dr. Kenyon stated our next meeting will be held on November 16, 2023 at 9:30 am at the Melbourne Library. Mr. Broms moved to adjourn and Mr. Poole seconded. Meeting adjourned at 10:57 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 November 16, 2023.