

BREVARD COUNTY LIBRARY SYSTEM

BOARD MEETING MINUTES

May 19, 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
Janice Murray, Director of Merritt Island Library
Heather Palmer, Director of South Mainland Library
Elanya Bairefoot, Interim Director of Catherine Schweinsberg Rood Central Library
Mary Toupin, Director of Titusville & Mims/Scottsmoor Library
Jeff Thompson, Citizen
Karen DiNatale, Executive Secretary

Call to Order

The meeting was called to order at 4:31 pm, by the Chair, Mr. Broms.

Approval of Minutes

A motion was made by Mr. Poole, seconded by Dr. Kenyon to approve the minutes of the April 21, 2021 Board Meeting. *Motion unanimously carried.*

Correspondence

Ms. Bost read a patron letter commending regarding Jamal & Sherry. Also stated in packet was a Facebook post.

Library Services Director's Report

Ms. Bost stated she has completed all her visits to the libraries and met with Supervisor of Elections, Facilities IT, Transit & EOC. Also had a tailgate meet and greet at Eau Gallie library. From the last meeting it was requested to recognize Debra Martin and Ms. Bost stated Ms. Martin received an award which allows her four hours of leave. We have been working on the budget with our Finance Manager, Laurie Blair. We received three Request for Proposals (RFP's) for the Integrated Library System (ILS) and we are going to be having a Selection Committee Meeting to decide which vendor will be awarded the contract. We're going over the Library Procedures and revising them. Met with the Cocoa Beach Board and there was great dialogue. Would like to meet with all the Boards to review the Sunshine Law with them. Staff has been busy with ordering materials, working on videos, making the website ADA compliant. Dr. Kenyon asked how was the website not compliant. Ms. Bost answered saying the documents on our website were not compliant because they have to be certain fonts and font sizes to be compliant, pictures need to have a description attached to it. So, documents were taken off our website, but we're working on getting all present library documents ADA compliant so they will be on the website again. Ms. Bost stated she would like to recognize Janice Murray as

the new Area Director for Libraries. We've been doing a lot of hiring. We've created three full time positions from some part time positions. We're getting ready to advertise for the Director of Catherine Schweinsberg Rood Central Library. We're also pulling a team together to work on the Long-Range Plan. Gave copies of the plan to the Board members to review and comment on. Will bring back this item to the Board at our next meeting.

Mr. Broms asked about the system disruption this past month. Ms. Bost stated the downtime was due to problem with the system upgrade. Unfortunately, we lost a days' worth of data. The vendor has apologized and admitted there haven't been any problems in the past and they became complacent.

Personal Appearances

None.

Unfinished Business

Mr. Broms stated there were a couple of things that we were discussing. Status of E-books and how things are evolving and fines and fees.

Ms. Prieth, reported on the status of e-books stating the increased demand/trend on e-resources during these past few years. In 2018/2019 we averaged 39,000 circulations per month via Overdrive of e-books/e-audios/e-magazines. In 2020/2021 we are averaging 52,00 circulations per month. We anticipate the demand will only increase going forward as people begin to travel and want the convenience of e-books/e-audios/e-magazines.

Ms. Bost gave a report on fines and fees and stated we have experienced a significant decrease (\$300,000+) just by eliminating fees during the pandemic. The money collected from fines and fees are used for maintenance of the libraries and all fees collected go straight to that library. So, to do away with fines at this time is unfeasible. Fines have not gone up since 1993. Libraries are free unless you want it to cost something - fines are avoidable. Mr. McGill asked if budgeting is based on fines and fees. Ms. Bost answered they are. Dr. Kenyon asked how do you get the books back and if there is insurance to cover when books are not returned. Ms. Bost answered the patron is unable to check out additional books until the fine is paid and that we don't have insurance on books when they don't get returned. Mr. Broms stated we're not ready to revise fines and fees.

Ms. Bost presented library procedure LS-15/Confidentiality of Patron Records for Board approval. Stated there were no major changes. Mr. McGill asked if the Directors signed off on this. Ms. Bost said they have. Mr. McGill made the motion to accept and Dr. Kenyon seconded it. ***Motion unanimously carried.***

Ms. Bost presented library procedure LS-16/Donation or Purchase of Self-Published Material. Stated there were no major change. Mr. McGill made the motion to accept and Mr. Poole seconded it. ***Motion unanimously carried.***

Ms. Prieth presented library procedure LS-08/Meeting Room Procedure. Stated the main change was removing "concealed weapons not allowed" out of the criteria for Rules and Regulations for Use of Meeting Rooms. Mr. Poole questioned why that was being removed. Ms. Prieth stated we are following the County's resolution allowing gun owners in the State of Florida that are allowed to openly carry their weapons, as long as they have a concealed weapons permit. Dr. Kenyon made the motion to accept and Mr. McGill seconded it. ***Motion unanimously carried.***

New Business

Mr. Broms stated as we're not visiting individual libraries yet, we invite directors to give updates on their libraries. We have two directors here today. Heather Palmer from South Mainland Library will start with her report.

Ms. Palmer gave a presentation showing pictures of the renovations that have taken place at South Mainland Library with the new flooring throughout the library and currently working on bathroom renovation. They also have STEAM bags for check-out which has proven successful.

Mary Toupin, Director of Titusville and Mims/Scottsmeer library showed the take home crafts they have done this past year. They have had two book sales and are grateful to the Friends group for handling the sales. They have also hosted a Porch Party

Comments by Public/Friends

None.

Comments by County Library Board Members

Mr. Broms stated it was good to have Mr. McGill back. The next meeting will be at the Central Library on July 21, 2021 at 4:30 p.m.

Dr. Kenyon moved to adjourn and Mr. McGill seconded. Meeting adjourned at 5:48 p.m.



Edwin (Pete) Poole, Secretary

Approved by the Library Advisory Board on July 21, 2021.