

BREVARD COUNTY LIBRARY SYSTEM

BOARD MEETING MINUTES

August 18, 2021

MEMBERS PRESENT

Pete Poole, District I (Absent)
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
Lisa Olzewski, Director of Cocoa Beach & Cape Canaveral Library
Shelley Macon, Head Librarian Cape Canaveral Library
Wanda Brown, Director of Catherine Schweinsberg Room Central Library
John Russell, Accounting Technician
Jeff Thompson, Citizen
Karen DiNatale, Executive Secretary

Call to Order

The meeting was called to order at 10:00 am, 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 July 21, 2021 Board Meeting. *Motion unanimously carried.*

Correspondence

None.

Library Services Director's Report

Ms. Bost thanked the Board for their feedback on the Annual Service and Long-Range Plan. The suggestions were incorporated and the Agenda is set to go before the Brevard County Board of County Commissioners on consent August 24, 2021. Some items we have been working on this past month:

We're working on moving Literacy for Adults in Brevard (LAB) into Central Library.

Planning for a Library Director's off-site Morning Meeting for team building. We're going to be discussing implementing the Annual Plan and where we are heading.

Attended the Executive Leadership Institute (ELI) graduation ceremony where Katherine Fuhrig and Ashley Link, two of our library employees, graduated. Through that graduation I was able to meet the City Manager of Palm Bay, Suzanne Sherman, and plan on a future meeting with her.

The Integrated Library System (ILS) contract is finalized. No small accomplishment and would like thank the whole team involved in getting a new contract in place.

Working to hire two interns via Brevard County Career and Technical Education (CTE) for TV production for the Creative Lab. This summer we had three interns from Career Source of Brevard. They were at three library locations, West Melbourne, Eau Gallie and Titusville. I was able to meet with all three interns who some now would like to volunteer for the library to earn hours for Bright Futures. It was a win-win this summer to have the extra help.

Met with Bob Barnes from the Children's Hunger Project and discussed his new endeavor called Aspiration Academy. Aspiration Academy will identify children at risk but reading above grade level. They could have mentors in the community that can expose them to see different things that they would normally not be given the chance to on their own. Such as visiting the Space Center, the Orlando Science Center, etc. They are waiting on the non-profit status and feel there is a role for the library to support this non-profit.

Being the United Way Coordinator for the County, I have attended the training provided by United Way. We're going to start the campaign in October with a kick-off for all the County Directors on August 25, 2021.

A big project we are currently working on is updating our Capital Improvement Plan (CIP) for next year.

Met with the head of the Space Coast Book Lovers. They hold an annual event and feel there is a role Libraries can play for next year. It is held in June and they bring a lot of local and published authors. They are interested in partnering with us and even bringing in some authors to some of our locations.

Spoke at the Suntree Rotary meeting. They will be having a Taste of Suntree event. Mentioned to them the idea of bringing the Mobile Library to the event to promote the library.

Currently reaching out to colleagues in Libraries regarding options for collections, security and self-service options for the future.

Met with staff on various projects, floating collections, and Mobile Lab.

Meeting with Space Coast Symphony on the safety of River House. Had Risk Management come out and inspect the property and they also had immediate concerns.

On December 5th the Markstein Quartet will perform at Catherine Schweinsberg Rood Central Library.

Based on patron concerns, the Library Directors discussed the time limit on computers. They stated they want to keep the two-hour limit. If someone wants it longer they will extend the time as long as there is no one waiting for a computer. The reality is if the time limit is longer than the two hours people will not vacate the computers. Then when someone comes in and sees all computers are taken they leave. There has been concerns in the past with long use times.

Regarding having access to computers with CD reading capabilities in libraries. If someone needs that, the Law Library has computers for use. Portable CD ROMS were mentioned, but are not feasible in a public setting as they are hard to track. Customers can bring their own.

Dr. Kenyon mentioned she has over 30 years of materials she can donate to LAB. Ms. Bost stated she will get in contact with Vicki Dunn and pass along the information.

Mr. Brom asked about the impact of COVID now on the libraries with the numbers rising. The Directors are starting to see changes. It has impacted staff who have children in the school system. We are following County guidelines. Masks are not mandatory, but it is up to the staff if they chose to wear masks. Our primary concern is the health and well-being of staff.

Personal Appearances

None.

Unfinished Business

Mr. Broms mentioned that the Board left feedback and saw it was incorporated in the Long Range and One Year Plan. On the Long Range Plan Ms. Bost stated the mission statement is the mission statement of the Brevard County Government as we are a department of the County Government. We included feedback from Directors and the Library Advisory Board. Ms. Bost stated for the next Long Range Plan she would also like to get community input. Mr. Broms agreed stating in the future he would like to see community needs assessment included. Mr. McGill asked if there needs to be a significant change how do you go about it. Ms. Bost stated we can make changes to the plan. It doesn't need to go before the Board again. We also have the Annual Plan that we submit and modify on a yearly basis. Mr. McGill asked what Ms. Bost felt was the most critical need for the Library. Ms. Bost stated that it would be money. Our buildings are old and there is a lot of maintenance. We want to make the libraries welcoming spaces. Serving our community and bringing the community into the library.

Mr. Broms asked if there was a motion to approve the Long Range Plan. Dr. Kenyon made the motion and Mr. McGill seconded the motion. ***Motion unanimously carried.***

Mr. Broms asked if there was a motion to approve the Annual Plan of Service. Mr. McGill made the motion and Dr. Kenyon seconded the motion. ***Motion unanimously carried.***

Dr. Kenyon mentioned she heard on the radio Orange County Public Library advertising and thought what a great idea. Ms. Bost stated that Orange County Public Library pays for those advertisements on the radio. They actually have a line item for publicity/marketing. On our Facebook post we had a tip for Rosetta Stone. Ms. Bost shared it with her groups and received responses. Social media is another great tool to get the word out.

Mr. Broms introduced two Policies and Procedures for approval. LS-10/Library Maintenance and LS-11/Bank Deposit. Ms. Bost stated the major change on LS-10 was the paper routing on the form and just some minor changes. Mr. McGill made the motion to accept the changes and approve LS-10/Library Maintenance and Dr. Kenyon seconded the motion. ***Motion unanimously carried.***

LS-11/Bank Deposit. Ms. Bost stated there were minor changes such as changing the name from Accounting Office to Finance Department. Mr. McGill made the motion to accept the changes and approve LS-11/Bank Deposit and Dr. Kenyon seconded the motion. ***Motion unanimously carried.***

Ms. Bost said we're needing 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. That 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. The third was updating all the Library Policy and Procedures. 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.

Mr. Brom brought up the Board meeting schedule for the rest of the year. Ms. Bost stated she is now required to attend all Agenda Review Group meeting that start at 3:00 pm on Wednesdays. The meetings will not interfere with the two remaining meetings this year. Mr. Broms suggested the next two meetings will be at

3:00 p.m. at Catherine Schweinsberg Rood Central Library until further notice. Have as discussion point for next meeting for the 2022 calendar year.

New Business

Lisa Olzewski, who is the director of Cocoa Beach Library and oversees Cape Canaveral Public Library, introduced Shelley Macon as the new Head Librarian at Cape Canaveral Public Library. Ms. Macon was Head of Reference at Catherine Schweinsberg Rood Central library and has been promoted to this new position. The fountain was vandalized but the City of Cape Canaveral is going to replace it with a sculpture. There have been improvements to the library such as the Friends group bought furniture, there are new countertops in Circulation, it is budgeted to get the inside of the library painted, and getting two new AC units – one is budgeted for this fiscal year and the other for next fiscal year. The Youth services department is working with the City of Cape Canaveral on having a monster mash celebration. This event has been quite successful. Dr. Sian Proctor, an astronaut, visited the library. She will be going into space on September 15, 2021. Our Children's librarian, Brittany Wilson, designed a lapel pin that depicts a space librarian. This pin will go up in space with the astronaut. Cape Canaveral Library Friends brought 250 pins to give out for reading rewards. Mr. Broms asked with school being back in session are you seeing children coming back to the library. Ms. Olzewski stated they are coming back to Cocoa Beach and Cape Canaveral Library. We have had story time and takeaways. Unfortunately, some of our sponsored programs have cancelled due to COVID.

Comments by Public/Friends

None.

Comments by County Library Board Members

Mr. Broms stated the next Board meeting will be held at Catherine Schweinsberg Rood Central Library on September 15, 2021 at 3:00 p.m.

Mr. Broms moved to adjourn and Mr. McGill seconded. Meeting adjourned at 11:10 am.



Edwin (Pete) Poole, Secretary

Approved by the Library Advisory Board on September 15, 2021.