

BREVARD COUNTY LIBRARY SYSTEM BOARD MEETING MINUTES

January 20, 2022

MEMBERS PRESENT

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

OTHERS PRESENT

Wendi Jo Bost, Library Services Director
Laurie Blair, Finance & Facilities Manager
Heather Palmer, Suntree/Viera Library Director
Karen DiNatale, Administrative Assistant
Vicki Dunn, Literacy for Adults in Brevard
Dr. Lisa Montgomery, Community Support Advocate

Call to Order

The meeting was called to order at 3:01 pm, by the Chair, Mr. Broms.

Approval of Minutes

A motion was made by Dr. Kenyon, seconded by Mr. Poole, to approve the minutes of the November 18, 2021 Board Meeting. ***Motion unanimously carried.***

Correspondence

None.

Library Services Director's Report

Ms. Bost welcomed everyone to the Suntree/Viera Library. Suntree/Viera Library is consistently the highest circulation and foot traffic in the library system and is a six day a week library.

Here are few things that have happened since the last time we met.

Winter Break at Your Library was met with mixed reviews. A lot of fun at some locations and poor turn out at others. We have talked about having some family-oriented programs next year.

We hosted the RASE Project Event Tree of Hope at the Melbourne Library on December 10, 2021. There were over 50 plus in attendance. RASE helps those in recovery to find resources.

We are currently interviewing for a Youth Services Coordinator and also for a Director of South Mainland Library.

We have several employees are involved in a Lean Six Sigma project on evaluation of the purchasing of fiction material for youth.

This year there I will be attending a lot of training. Started with Stephen Covey's 7 Habits and next will be participating in the Executive Leadership Institute (ELI) which is a year-long commitment.

We have been meeting with vendors regarding materials handling.

I am on the Selection Committee Meeting for Purchasing's RFP on Temporary Employment Agencies.

There have been many facility issues we've been dealing with; mostly concerning major plumbing issues.

We've been promoting Gale Databases on our website through the Florida Electronic Library. This month topics were Body and Mind with a lot of great resources for health and wellness.

Hoopla added e-audio books which is now the #1 check out.

Our Audio/Visual department is in partnership with Brevard County Transit. They are in the process of creating a video that will be shown on Space Coast Area Transit buses featuring libraries.

We are working on a plan with a kinder approach for fines and fees.

Ms. Bost introduced Ms. Vicki Dunn, from Literacy for Adults Brevard (LAB). Ms. Dunn stated LAB started in 1971 in Titusville by a group of Methodist women. LAB was originally intended to help migrant workers. It's an all-volunteer group. We offer one on one tutoring sessions to students at no cost. 16 percent of the population in Brevard County are unable to read. We are moving into Catherine Schweinsberg Central Library in the next month. Dr. Kenyon suggested to look into Family Literacy Centers (FLC) as they have grants, scholarships and offer resources that would be helpful. Mr. Broms stated the Board would be willing to write a letter of support for any grants applied.

Ms. Bost introduced Dr. Lisa Montgomery. Ms. Bost stated she had the pleasure of working with her at CareerSource Brevard. Dr. Montgomery stated she worked as a Transitional Career Counselor. As a Community Advocate she enjoys working with people at their most vulnerable state by instilling hope, give them empowerment despite their circumstances. To be able to help people with resources and give them a safe space. Help them fill out forms and make sure they have all the information and documentation they may need. Will be available from 10 am – 6 pm at various libraries throughout the week. Mr. Broms commented a good place for resources would be the Brevard Homeless Coalition which hosts a monthly meeting. They meet the first Thursday of every month. There are usually over 50 people in attendance and they represent all sorts of different agencies. It's a good networking opportunity and to get on their mailing list.

Mr. Broms stated we didn't get to ask Ms. Bost any questions and asked the question regarding staffing. Ms. Bost responded there are challenges. We have quite a few out right now with COVID. Right now, it's a bit of a revolving door. We have people leaving, and we are hiring also to fill those positions. We have jobs being advertised and the good news is there are a lot of applicants for those jobs. Mr. Poole inquired about the Bookmobile. Ms. Bost replied by saying we hired a new librarian who will be driving the Mobile Library. She's meeting departments at Parks and Recreation and is currently working with the staff in the Creative Lab. The goal is to turn it into more of a tech mobile.

Mr. Poole inquired about the security at Titusville Library. Ms. Bost stated having security there has made a difference. The staff and the director are appreciative they're there as Incident Reports have gone down.

Personal Appearances

Mr. Poole said he visited Seminole County libraries. He noticed instead of a shelf with books for sale they actually had a room with books for sale similar to what Cocoa Beach has. He stated it was close to the circulation desk. They had comfortable couches and easy chairs. Dr. Kenyon visited Titusville, Cocoa Beach and Mims libraries.

Unfinished Business

None.

New Business

Mr. Broms stated we have all been reappointed to the Library Advisory Board. It is now time to elect new officers. Dr. Kenyon responded as Vice Chair that she will Chair if no one else wants to. Mr. Poole made the motion to elect Dr. Kenyon as Chair, Mr. Broms seconded. ***Motion unanimously carried.***

Dr. Kenyon made the motion to nominate Mr. Poole as Vice Chair. Mr. Broms seconded. ***Motion unanimously carried.***

Dr. Kenyon made the motion to elect Mr. Broms as Secretary, Mr. Poole seconded. ***Motion unanimously carried.***

Mr. Broms stated we're going to review two of the Library Policy and Procedures. We will start with LS-06/Library Patron Refunds. Ms. Laurie Blair, Finance Manager, stated that the biggest change is the time restriction for a refund. The second one, LS-14/Patron Bankruptcies, was reviewed by the County Attorney's office. The main change was the actual processing will now be done by Library Administration and not the individual libraries.

Mr. Broms asked if there were any questions regarding the Procedures. There were none. Dr. Kenyon made the motion to approve LS-06/Library Patron Refunds, Mr. Poole seconded. ***Motion unanimously carried.***

Mr. Poole made the motion to approve LS-14/Patron Bankruptcies, Dr. Kenyon seconded.

Motion unanimously carried.

Mr. Broms said next on the Agenda is the Annual Plan of Service update. Ms. Bost stated she included in the packet a spreadsheet of what we're doing to keep you updated. We are updating this spreadsheet quarterly.

Mr. Broms reported that the meeting schedule that was approved needs to be updated as Mr. Broms states he has a conflict as to the time. Dr. Kenyon asked if 10:00 am. would work on Thursday mornings. All agreed 10:00 am would work. Next meeting will be held at Melbourne Library at 10:00 am. on March 17, 2022.

Mr. Broms introduced Heather Palmer, Suntree/Viera Library Director, to give her report. Ms. Palmer stated they are dominating in the field of circulating materials at the libraries. They do have a few facility requests for the building. Getting estimates on paint for the outside of the building. The Friends group has had the building power washed, and looking at updating the landscaping. Reference and the Public PC area will be getting new furniture that will be paid for by the Friends group. New furniture also is in children's area and teen area. We have brought programming back. We are offering three days a week story time, and twice a month we have a tween program. Meeting room usage is higher than a lot of libraries, but still not at the capacity as it was before.

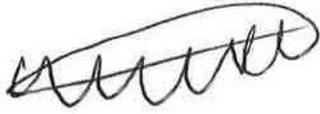
Comments by Public/Friends

None.

Comments by County Library Board Members

Mr. Poole thanked Ms. Bost for all that she is doing. Ms. Bost wanted to share about fines and fees. In an effort to be a kinder and gentler library we are moving away from our Collection Agency. We are going to send gentle email reminders starting Valentine's Day. In the past we used a Collection Agency, but we're not now. We are in discussions with the Assistant County Manager about raising the fine limit, and we are also looking into automatic renewals.

Mr. Broms stated our next meeting will be on March 17, 2022 at Melbourne Public Library at 10:00 am. Dr. Kenyon moved to adjourn and Mr. Poole seconded. Meeting adjourned at 4:26 pm.



Edwin (Pete) Poole, Secretary

Approved by the Library Advisory Board on March 17, 2022.