

Library Advisory Board Meeting Minutes
Monday, April 18, 2016

Chairman Ethel Rowland called the meeting to order at 5:32 PM in the Fort Pierce Branch Library Meeting Room.

Members in attendance: Ethel Rowland, Maureen Melvin, Eloise Cummings, Eukeba Jones, Rudy Widman, Jewel Player, Carnelle Clifton and Marjorie Harrell. Also in attendance: Susan Jacob, Library Manager and Nancy Woodfin, Library Administrative Specialist.

The minutes from the last Board Meeting dated 1/11/2016 were distributed. A motion was made and seconded (Maureen Melvin /Ethel Rowland) to accept the minutes as distributed. The motion passed.

Old Business:

- LM gave an update on Rosser Boulevard Branch. The request for bid was published on March 20, 2016. The pre-bid meeting was April 6, 2016. The bids will be opened on May 5, 2016. Bids will be reviewed and go to the BOCC. We are still hoping for a late spring 2017 opening.
- The bylaws committee distributed a draft with revisions of the Library Advisory Board bylaws. The sections with proposed changes were discussed.

Article I regarding name and purpose was discussed. A motion made and seconded (Ethel Rowland /Rudy Widman) to accept Article I as written. The motion passed.

Article II section 6, board member terms were discussed with question arising on whether the board needed term limits. LM said that she would have a detailed discussion with the county attorney regarding this subject and would report her findings back to the bylaws committee by the end of May so that revisions to this section could be made and presented at the next meeting.

Article II, section 7 regarding a member absent without notice was discussed. A motion was made and seconded (Maureen Melvin /Eloise Cumings) to accept the section as written. The motion passed.

Article III Section 1 regarding meeting frequency was discussed. A motion was made and seconded (Eloise Cumings /Maureen Melvin) to accept Article III Section 1 as written. The motion passed.

Article III, Section 2 regarding the order of business was discussed. It was determined that in each instance the word Director shall be changed to Manager. A motion was made and seconded (Eloise Cummings /Maureen Melvin) to accept the section as written with the above change. The motion passed.

Article III, section 3 regarding reporting was discussed. This section will be revised by the bylaws committee and proposed changes presented at the next meeting.

Article V regarding committees was discussed. A motion was made and seconded (Eloise Cumings /Rudy Widman) to accept Article V as written. The motion passed.

It was suggested that the bylaws contain a comment that these bylaws have been reviewed by the county attorney.

Ethel Rowland stated that at the next meeting only the two sections that needed updating would need to be reviewed to approve the final changes in the bylaws.

- Duties of LAB secretary were discussed. Currently Library staff is performing the duty of taking meeting minutes. It was decided that minutes would be forwarded to the LAB secretary for approval before being distributed to the board for final approval.
- LM gave an update on the \$70,000 upgrade to SIRSI. This upgrade will mean access to eBooks 24/7. Soon there will be an enhanced catalog. All data is now being serviced through SIRSI servers. County IT will no longer be hosting the Library's catalog.
- LM said that the update on the LAB page on the Library's website would be tabled until the revisions to the bylaws were complete. Rudy Widman made a recommendation that the LAB's page have a PDF version of all meeting minutes available for public download. A motion was made and seconded (Eloise Cumings /Rudy Widman) to approve this recommendation. The motion passed.

New Business:

- An election of officers was held. Ethel Rowland agreed to the office of Chair. Jewel Player agreed to the office of Vice Chair and Eukeba Jones agreed to remain Secretary. A motion was made and seconded (Eloise Cumings /Maureen Melvin) to accept these three officer appointments. The motion passed.
- Rudy Widman said that he is appointed by the Friends of St. Lucie County Library and that his term is up. He is willing to continue to serve if the Friends wish to reappoint him. Carnelle Clifton, President of the Friends, asked Dr. Widman if he would serve another term. Dr. Widman accepted the appointment. Ethel Rowland requested that Dr. Widman remain liaison between the Friends and the LAB to which he agreed.

- LM informed the board that the Library does not restrict what kinds of materials youth can check out. This includes R-rated movies. She said that with the upgrades to SIRSI we can now restrict what youth check out. She asked the board to think about this and said that she will send the LAB members the approved DVD policy to review.
- LM distributed the “How did we do?” document for 2015. It is based on the 3-year Service Plan. The LAB will review and submit comments to the report. Once the report is approved it will be submitted to the BOCC with the minutes. Rudy Widman suggested that the document also be submitted to the Friends of the Library.

Friends of the Library Report:

- Carnelle Clifton reported that the Friends sponsored the Annual Volunteer Appreciation Luncheon for all Library volunteers today. She said that they honored over 70 people and that it was a lovely event. She thanked those LAB members who attended. She said that the Friends are still working on finding a speaker for their annual dinner meeting in November.

Library Managers Report:

- LM reported that the Library budget requests have been submitted and we have begun the county budget process. Other than the additional \$800,000 need to fund Rosser staff we are requesting a status quo budget of around \$3.8 million.
- LM reported that May 20th is Library Staff Day. The branches will be closed for a day of learning and team building for our 56 staff. The Friends have donated \$500 towards staff day.
- LM said that many of our major contracts are coming due. We have just negotiated a new 7 year contract for lease books. Internet and Ethernet contracts go before the BOCC tomorrow.
- LM reported that in addition to the Friends of the Library we have two new sponsors for the Summer Reading Program. They are the St. Lucie Mets and Children’s Services Council of St. Lucie County.

Board Comments:

- Ethel Rowland asked if the Library could provide nametags for the board members. LM responded that we could have some made.

- Jewel player asked if the Library was sending anyone to the American Library Association conference in Orlando in May. LM responded that 5 staff will be attending this year.

Next meeting scheduled for July 18, 2016 at Fort Pierce at 5:30 PM.

A motion was made and seconded to adjourn the meeting (Maureen Melvin/Jewel Player).

Motion passed. The meeting was adjourned by Chair, Ethel Rowland, at 7:02 PM.

Minutes approved by Library Advisory Board on October 17, 2016.