

**PALM BAY PUBLIC LIBRARIES  
ADVISORY BOARD MEETING MINUTES**

**Regular Meeting No. 2019-02**

**Meeting was held on Tuesday, the 12th day of February, 2019 at the Franklin DeGroodt Library, 6475 Minton Road, SW, Palm Bay, Florida, 32908**

**Present**

- Jane Antonsen- Chairperson- Absent
- Pat Seyfert
- Vacancy
- Charlene Horton
- Judy Llewellyn
- Chris Sullivan, Director
- Elanya Bairefoot, Head of Palm Bay Library - Absent
- Beth Palmateer, Secretary
- Alexander Macy, Head of Reference for DeGroodt

**Call to Order**

The meeting was called to order by Charlene Horton at 9:30 A.M.

**Public Comments**

Alexander Macy was introduced to the board as the new Head of Reference department. Alexander shared information about the new hire of Michelle Wolf to replace Connor Ennis and program changes such as the One on One computer training session's replacement of the class room style training to better service our patrons. Scanning at DeGroodt has taken off with over 900 uses exceeding all other branches by a sizable margin. Adult crafts are so popular that we will be offering two classes a month. The reference area is nearly finished with its facelift having just completed the Job and Continuing Education center to keep information for job search and education help easily accessible to patrons.

**Approval of Minutes**

Board members were asked to approve the minutes from the January 8th, 2019 meeting. A motion was made by Pat Seyfert to approve, seconded by Judy Llewellyn to approve the minutes. All voted in favor.

## **Director's Report**

Ms. Sullivan went over the monthly reports for January 2019 for DeGroodt Library. DeGroodt patron attendance was down 4%, with an increase in checkouts of 23%. Total borrowers are down. Reservations for our meeting rooms remain steady with 88 meetings for the month. 297 volunteer hours for 30 volunteers completed for January. 5 satisfaction surveys were shared, all of which were excellent in content. Fines and Fees totaling \$2,415.08 collected.

Ms. Sullivan shared Palm Bay Library statistics report. The people counter is out of order so attendance figures are not accurate for the month. Checkouts were up 37% for January. Total borrower cards decreased for the month. A total of 3 comment cards were shared all with excellent content. Fines and Fees totaling \$1,370.10 were collected. 74.75 volunteer hours from 9 volunteers were completed.

## **Library News**

### **DeGroodt**

Weeding continues in the Fiction area and will extend to the Biography section next reviewing items that have not circulated for four or more years.

The Reference department is now fully staffed, Youth services candidates have been selected Kamaria Bullock from our own Circulation department is the first and the second is still awaiting the Human Resources processing.

Facilities will be cleaning up the front entrance from the car accident, working to repair the pot holes in the parking lot and repairing the drainage issues at the canal.

Tree lifting will be done this Sunday.

Keep Brevard Beautiful request for a grant to update our landscaping has been approved and the project will begin in mid-March.

Our upcoming teen programs will be Life Skills a class on auto information on the 19<sup>th</sup> and Calligraphy on the 26<sup>th</sup>. The Art in the park programs are being very well attended.

Tax forms have arrived.

Employee Development has been completed for Alexander Macy and Kelly Markowski who graduated with honors.

### **Palm Bay**

The people counter has still not been replaced, reports are of late February.

Youth Services has had a cleanup and weeding has begun.

Peggy Finlay has completed the EDP program and Peyton McLoney and Bonnie have begun the program.

The custodian position is still in process waiting for approval. The Librarian I interviews have been completed the candidate has been selected and we should receive notification very soon.

Due to the staffing shortage Grace Bondy has been covering children's programming and Julie Bryant has been doing the STEAM programs.

February the 13<sup>th</sup> The Florida Wildlife Hospital will have "Sweetheart" owls at the STEAM program.

Summer programs are in place.

Elanya Bairefoot will celebrate graduation from the Leadership program on July 11<sup>th</sup>.

All building projects have been approved we are just in wait of work to begin. Public works is looking into bathroom trailers so that the doors can remain open during bathroom remodel.

## **Both Libraries**

### **Library News**

Libraries will not present at the Budget meeting. A pay rate study is being done to compare like counties to insure pay rates remain competitive with surrounding areas.

## **Correspondence**

## **Unfinished Business**

### **New Business**

Judy Llewellyn will be leaving the board next month the council has already set up a replacement to be present next month.

Commissioners are concerned with the board faculties and attendance recommending moving to bimonthly meeting to replace monthly meetings.

## **Friends Info**

The next Friends of the Library meeting will be the on February 13th at 9:30am.

## **Announcements**

The next County Board Meeting will be on March 20, 2019 at Port St. John Public Library.

## **Next Meeting Date and Adjournment**

The next meeting of the Palm Bay Advisory Board will be on March 12th at 9:30am.

Pat Seyfert moved to adjourn the meeting and Judy Llewelyn seconded the motion,  
Charlene Horton adjourned the meeting at 10:18A.M.

Respectfully submitted

Beth Palmateer

Secretary

/bp