

PALM BAY PUBLIC LIBRARIES ADVISORY BOARD MEETING MINUTES

Regular Meeting No. 2019-03

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

Present

- Jane Antonsen- Chairperson
- Pat Seyfert
- Vacancy
- Charlene Horton
- Annett E. Reid
- Chris Sullivan, Director- Absent
- Elanya Bairefoot, Head of Palm Bay Library
- Beth Palmateer, Secretary

Call to Order

The meeting was called to order by Charlene Horton at 9:34 A.M.

Public Comments

Approval of Minutes

Board members were asked to approve the minutes from the February 12th, 2019 meeting. A motion was made by Pat Seyfert to approve, seconded by Charlene Horton to approve the minutes. All voted in favor.

Director's Report

Ms. Bairefoot went over the monthly reports for February 2019 for DeGroodt Library. DeGroodt patron attendance was down 4%, with a decrease in checkouts of 4%. Total borrowers are down. Reservations for our meeting rooms remain steady with 92 meetings for the month. 401 volunteer hours for 40 volunteers completed for February. 3 satisfaction surveys were shared, all of which were excellent in content. Fines and Fees totaling \$2,850.17 collected.

Ms. Bairefoot also 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 39%

for February. Total borrower cards decreased for the month. A total of 4 comment cards were shared all with excellent content. Fines and Fees totaling \$1,290.07 were collected. 49.75 volunteer hours from 9 volunteers were completed.

Library News

DeGroodt

Amanda Douglas has been hired at the Library Assistant II for Youth services and began on the 4th.

Margaret Melson has been promoted to a fulltime position as Tech Processor for Cocoa. We will be posting her vacancy on Monday and the Library Aide position will be advertised then as well.

Keep Brevard Beautiful will begin the native plant project on the 23rd and 30th.

Katherine Fuhrig will be attending the Florida Library Association Conference and is halfway completed with the Sunshine State Library Leadership Institute program.

Caroline Rosado is halfway completed with her Masters of Library Science degree.

Spring Break programs will be held from March 18th to the 22nd with a STEAM program at 11am.

Our Egg Hunt will be on the 20th.

National Library week activities include a Open House Tour on April 9th at 3pm, Black Out Poetry display and a free corner bookmark craft on the 11th at 6pm.

Palm Bay

The people counter will be replace on February 27th.

Materials updates are in the works.

Youth services department statistics are reflecting a down turn due to previously being short staffed. Currently Palm Bay is fully staffed. Edward Haslam has been hired as the new Janitor and Colleen Thompson as the new Youth services Librarian with only 3 classes left to complete the Employee Development program.

Blind date with a book is ongoing.

Quotes have been approved for the bathroom repairs including bathroom trailers that will be available to the patrons so that we may remain open during the 6 to 8 weeks of construction. The parking lot will also be repaired during this time.

Both Libraries

Library News

Libraries Budgets will remain status quo for the New Year.

Correspondence

Unfinished Business

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

Discussion contained on the bimonthly meeting ending in a vote of 3 to 1 in favor of bi-monthly meetings for a trial period of six months at which time the board will revisit this issue.

New Business

The board welcomes new member Anita Reid, we are all please to have her aboard.

Signage announcing board meeting to be more protonate the week of the meeting.

Friends Info

The next Friends of the Library meeting will be the on March 14th 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 May 14th at 9:30am.

Charlene Horton moved to adjourn the meeting and Anita Reid seconded the motion, Jane Antonsen adjourned the meeting at 10:30A.M.

Respectfully submitted

Beth Palmateer

Secretary

/bp