

# City of New Port Richey Library Advisory Board

## Meeting Minutes

Tuesday, October 25, 2016

**Members Present:** Dianne Ayers, Carol Casey, Susan Dillinger, Kelly Hackman, Liz Harth, Catrina Hopkins Joan Nelson Hook, Rose Mohr and Mark Vandebroek.

**Meeting Called to Order:** 9:05 a.m.

**Approval of Minutes:** Prior Minutes approved.

### **Library Directors Report:**

Susan had the each of us introduce ourselves since new members recently joined the Board.

Kelly noted there are no new budgeted staff positions.

Members discussed the Library Advisory Board's plan regarding the Library's budget as the new one has no additional funding. Discussed the desire to increase Library hours given the budget cap.

Reviewed the importance of the Library to the community and the increase usage.

**Friends of the Library Report:** Carol updated the Board.

**New Business:** Joan was appointed to the Pasco County Library Board.

**Old Business:** Nothing discussed.

**Communications:** Nothing discussed.

**Meeting Adjourned:** 10:05 a.m.

**Next Regular Meeting:** November 21, 2016, at 9:00 a.m.

**City of New Port Richey Library Advisory Board**

**Special Meeting Minutes**

**Friday, July 29, 2016**

**Members Present:** Dianne Ayers, Carol Casey, Kelly Hackman, Liz Harth, Joan Nelson Hook and Rose Mohr.

**Meeting Called to Order:** 8:05 a.m.

**Approval of Minutes:** Deferred to next regular meeting.

**Special Meeting:**

The purpose of this meeting was to discuss the budget to be presented at a Council workshop on August 1, 2016, at 7:00 p.m.

Kelly reviewed changes to budgeted staff positions.

Members discussed the Library Advisory Board's plan regarding the Library's strategic direction.

**Meeting Adjourned:** 8:40 a.m.

**Next Regular Meeting:** August 23, 2016, at 9:00 a.m.

## **City of New Port Richey Library Advisory Board**

### **Revised Meeting Minutes**

**Tuesday, July 26, 2016**

**Members Present:** Carol Casey, Susan Dillinger, Kelly Hackman, Liz Harth and Joan Nelson Hook.

**Meeting Called to Order:** 9:05 a.m.

**Approval of Minutes:** June 28, 2016, Minutes approved with two minor corrections.

#### **Director's Report:**

Susan reviewed some staffing reassignments as a result of a resignation of an Information Specialist I.

She was unable to review the proposed budget as had been scheduled for this meeting as it had not been returned with comments. She said the submitted proposal was basically the same as last year's as it related to personnel.

Discussed local demographic changes and increasing demands on the Library.

Susan said the Library is putting in place a program that will allow participants to earn high school certification online and that they will receive a diploma after successful completion of the program.

The Library helps individuals enhance their skills through language programs, being an authorized testing center and offering programs such as mailing books to shut-ins.

Susan noted the difficulty of staffing Elfers.

#### **Friends of the Library Report:**

Carol noted that the Friends will continue to make grant applications.

Carol said she had sent out letters on behalf Friends to local companies requesting support and that the Tampa Museum of Art had participated by sending four complimentary admission passes for the Red Apple School.

**New Business:** Board scheduled a special meeting on July 29<sup>th</sup> regarding the budget.

**Old Business:** Deferred discussion on Florida Public Outcomes and Standards 2015.

**Communications:** Nothing new to report.

**Meeting Adjourned:** 10:00 a.m.

**Next Meeting:** July 29, 2016, at 8:00 a.m.

**Next Regularly Scheduled Meeting:** August 30, 2016, at 9:00 a.m.

**City of New Port Richey Library Advisory Board**

**Revised Meeting Minutes**

**Tuesday, June 28, 2016**

**Members Present:** Dianne Ayers, Carol Casey, Susan Dillinger, Kelly Hackman, Liz Harth, Catrina Hopkins, Joan Nelson Hook, and Rose Mohr.

**Meeting Called to Order:** 9:00 a.m.

**Approval of Minutes:** March 22, 2016, Minutes approved.

**Director's Report:**

Susan introduced the two new Library Advisory Board members, Catrina Hopkins and Rose Mohr.

She noted that the Library continues to apply for grants, such as for 3D printers and sewing machine stations.

Susan provided staffing update.

**Friends of the Library Report:**

Carol noted that the Friends had made a grant application for a Mobile Makercart.

Carol said she had sent out letters on behalf Friends to local companies requesting support.

**New Business:** Susan discussed a draft of the next budget year for the Library.

**Old Business:** Deferred discussion on Florida Public Outcomes and Standards 2015.

**Communications:** Nothing new to report.

**Meeting Adjourned:** 10:00 a.m.

**Next Meeting:** July 26, 2016, at 9:00 a.m.

**City of New Port Richey Library Advisory Board**

**Meeting Minutes**

**Tuesday, March 22, 2016**

**Members Present:** Dianne Ayers, Carol Casey, Susan Dillinger, Kelly Hackman, Liz Harth and Joan Nelson Hook.

**Meeting Called to Order:** 9:05 a.m.

**Approval of Minutes:** Approval of the February 23, 2016, Minutes deferred until the next meeting.

**Director's Report:**

Susan noted that the Apples had been installed. She said that some printing glitches .

Susan reported that in January the Sierra application server crashed and replacing it and associated issues delayed the installation of Apples. Staff is now up and running.

Susan said various Library staff were going to Daytona to participate in FLA workshops the following week.

**Friends of the Library Report:** Nothing new to report.

**New Business:**

The Board began reviewing the Public Library Outcomes and Standards of 2015. During the review our Library's high utilization was noted. The review will continue at the next meeting.

**Old Business:** Nothing new to report.

**Communications:** Nothing new to report.

**Meeting Adjourned:** 10 a.m.

**Next Meeting:** March 22, 2016, at 9:00 a.m.

## **City of New Port Richey Library Advisory Board**

### **Meeting Minutes**

**Tuesday, February 23, 2016**

**Members Present:** Carol Casey, Susan Dillinger, Kelly Hackman, Liz Harth and Joan Nelson Hook.

**Meeting Called to Order:** 9:05 a.m.

**Approval of Minutes:** Joan made a motion, which Liz seconded, to approve the Minutes of the December 8, 2015, meeting. The Minutes were approved as presented.

#### **Director's Report:**

Susan said that there will be City Council meetings on March 1 and March 8, 2016, and at the later meeting the Library will be on the agenda.

Susan noted that Apple is working to rectify coding issues that have caused problems related to accessing some printers. She said that staff has access to printers via its Apples but there is a problem with patron access to printers.

Susan reported that in January the Sierra application server crashed and replacing it and associated issues delayed the installation of Apples. Staff is now up and running.

Susan said various Library staff were going to Daytona to participate in FLA workshops the following week.

**Friends of the Library Report:** Nothing new to report.

#### **New Business:**

The Board began reviewing the Public Library Outcomes and Standards of 2015. During the review our Library's high utilization was noted. The review will continue at the next meeting.

**Old Business:** Nothing new to report.

**Communications:** Nothing new to report.

**Meeting Adjourned:** 10 a.m.

**Next Meeting:** March 22, 2016, at 9:00 a.m.