

# City of New Port Richey Library Advisory Board

## Meeting Minutes

Monday, September 26, 2017

**Members Present:** Dianne Ayers, Carol Casey, Liz Harth, Joan Nelson Hook, Mark Vandebroek and Andi Figart.

**Meeting Called to Order:** 9:07 AM

### Approval of Minutes:

Minutes for the August 29, 2017, meeting approved as presented on a motion made by Mark and seconded by Diane.

### New Business:

The current budget has \$25,000 in it to review current Library space.

Discussed the need for a new door counter to more accurately capture users.

Reviewed and agreed to the Staffing Plan including adding the word "Suggested".

Andi stated that there was increased emphasis on Library cleanliness and its appearance including lighter paint colors

### Old Business:

Joan stated that the Library's Long Range Plan had been presented to the City Council on September 19, 2017. Joan, Mark and Carol had addressed Council on it. Andi said it had been subsequently approved as updated.

### Library Director's Report:

Andi discussed the proposed Library budget, noting that there were reductions in positions, retirement and benefits, and cuts in such areas as the circulation budget.

Andi noted the Library is looking to develop a "Code of Conduct" for patrons. Andi discussed fines for late material and at times the need to at times work with borrowers who occasionally borrowers have to work off fines.

Hurricane preparedness and Council's praise of staff for protecting materials was noted. Six from staff helped work on park clean-up when the Library was closed.

**Friends of the Library Report:** No report. Carol managing the next day's book sale.

**Communications:** Nothing discussed.

**Meeting Adjourned:** 10:10 AM

**Next Regular Meeting:** October 23, 2017, at 9:00 AM.

# City of New Port Richey Library Advisory Board

## Meeting Minutes

Monday, October 23, 2017

**Members Present:** Dianne Ayers, Carol Casey, Liz Harth, Joan Nelson Hook, Mark Vandebroek and Andi Figart.

**Meeting Called to Order:** 9:02AM

### Approval of Minutes:

Minutes for the September 26, 2017, meeting approved as corrected, on a motion made by Liz and seconded by Mark.

### New Business:

There was a discussion of current Library space/needs. Andi is looking into engaging a service to review this.

We agreed to receive a report from a staff member each month.

### Old Business:

Agreed to tracking milestones met, and unmet, in the 5-Year Plan.

### Library Director's Report:

Andi announced that the Library had installed a Sensus door counter. Both systems will be run in parallel for two months. The installed cost was \$1,400, plus a \$400 annual maintenance fee.

Andi said an Enterprise router that works with all of the equipment was installed.

The Advisory Board and the Friends Board were invited to participate in the annual Kids' Trick or Treat event the Library was hosting.

The State Library Advisory Board is encouraging all Libraries to reach out to their representatives for support.

New library hours will be: 10AM-8PM (M-Thurs.) and 10AM-5PM (F-Sat.)

Noted Elena Dimova was now a part-time Librarian.

**Friends of the Library Report:** Carol said Friends gave Elena a certificate and gift.

**Communications:** Nothing discussed.

**Meeting Adjourned:** 10:05 AM

**Next Regular Meeting:** November 27, 2017, at 9:00 AM. Agreed none in December.