

New Port Richey Library Advisory Board (LAB)
Meeting Minutes
4/22/2019

In attendance: Board of Directors: Mark Vandenbroek, Liz Harth, Peter Segal, Andrea Figart, Joan Hook, Jayne Brewin, Dianne Ayers, Marci Mihall, and Bonnie Martin

Call to Order: at 9:35 a.m. by President, Joan Hook.

Minutes: Last month's minutes were distributed and read. Dianne suggested two typographical errors be corrected. Jayne Brewin indicated her name had been misspelled. Joan asked for a correction under Centennial Celebration and stated the incorporation in 1924 was of the City of New Port Richey, not the library. Also she mentioned the need to add the City Clerk's last name of Meyers. A motion was made to accept the March 2019 minutes with corrections. Motion passed with a unanimous vote.

Library Director Report:

- Andi distributed an updated roster of the LAB. It was compiled by Judy Meyers, NPR City Clerk. Needed corrections were discussed and Andi will provide the information to Ms. Meyers.
- The library has ordered a small imprinting stamp which will be used to stamp the back of bookmarks with the telephone number, days and hours of operation and website html. A decal with similar information will be put on the front door of the library.
- Andi provided the LAB with a written historical synopsis of the City of NPR and the NPR Public Library. The information in the document is divided by decade and was last updated around 2011. Andi indicated the history needed to be updated again.
- A new glass-enclosed display unit will be installed on the first floor of the library. It will feature different collections. Currently there is a display representing National Poetry Month.
- The purchase of the TBS print system was approved by the City Manager and the needed components are being ordered. The set-up will be completed in a few months. Joan suggested Andi present information about the new system to the NPR City Council at their meeting. Andi agreed and will do so after the unit is installed.
- A new payment system is being researched as the current Paypal program has been unreliable.
- The library staff participated in the NPR Recreation and Aquatic Center Easter Egg Hunt.
- Andi met with Willam's Architecture firm and space data information sheets have been given to staff. Library staff are asked to complete them by filling in their suggestions for good uses of the library space.
- Andi shared that the City Manager will give all department heads a fiscal workbook. Each department is asked to cut expenses by 1-2%. Many LAB members expressed their concerns that cuts have been requested of the library every year.
- The new library cards with updated design are now available. Liz asked how patrons are notified that a card had expired as there is no expiration date on the card. Andi states the cards expire every two years. The same card can be used but patron information must be updated. Andi added that the State of FL Library requires all libraries to review and update patron records for non-use and any changes. Jayne suggested the staff ask patrons if there are any changes in their information when the patron checks out an item.

Old Business:

- Joan asked about the art collection that a resident hoped to provide to the library. Andi indicated the NPR City Attorney is working on an agreement to present to the donor. Once the agreement is procured, a hanging display will be installed for the art lending program.
- The Collection Development Policy was reviewed by LAB members. Dianne made two suggestions: rewording a redundant paragraph and specifying how to access the Donation Policy referred to on the second page. Joan offered a rewording of the redundant paragraph and Andi will add a statement to direct the reader to the Donation Policy. A motion was made by Marci to approve the policy with corrections and Mark seconded the motion. It passed unanimously.
- The Meeting Room Policy was reviewed by LAB members. Liz raised the concern that the cleaning fee section of the policy was confusing. Mark agreed that the statement was vague. Many suggestions for corrections were made by members. Liz also raised a concern that the “smoking and consumption of alcohol was prohibited” statement in the policy omitted firearms. It was agreed that the word firearms would be included in the final draft and in the Code of Conduct. Lastly, Andi stated she and the staff want to add a statement in the policy which limits the number of months an organization can reserve a meeting room. The staff have found it difficult to schedule library activities because of meeting rooms reserved over a long length of time. After all discussions, Joan stated that we would postpone a vote on this policy until we can review the revised edition next month.
- Many LAB members were able to attend the Volunteer Recognition Dinner that the NPR City Council arranged for city volunteers. Joan asked Bonnie to send a thank you to the City Council for the dinner.
- Centennial Celebration: Joan mentioned that she has arranged a meeting with the Friends of the NPR Library and Historical Society to coordinate efforts for the library's centennial celebrations. In addition, she presented ideas which emerged during a informal social hour which was attended by several LAB members. They recommended a golf cart parade with each cart owner decorating the cart and dressing up as a character from a popular book during one of 10 decades during the past 100 yrs. Joan handed out a list of books which were popular during those decades and she has 10 golf cart owners ready to participate. Another result of the social meeting was the idea that the Friends of the Library may want to develop a centennial float for the NPR Christmas 2019 Parade and the Chasco Parade 2020. Andi indicated she has a truck and a flatbed trailer that could be used. The Friends will discuss this at their upcoming meeting.

New Business:

- Joan attended the city's Strategic Planning Committee Meeting. She indicated that one item in the plan - “to build and develop a plan to celebrate the 100th anniversary of the library” was taken out. However, she noted that near the end of the meeting the City Manager recommended that the library be included in the final draft of the Strategic Plan. Andi indicated she will be requesting funding in the budget for celebrating the centennial event.
- Bonnie complimented Andi on the improved, and very apparent, congenial customer service exhibited by library staff. Other LAB members had also noticed the positive change.
- Bonnie discussed the USF Literacy Program that is offered over the summer at two church locations in the West Pasco area. She suggested the NPR Library might be a good host for a USF program and she provided contact information to Andi. Bonnie also

suggested the Friends of the Library might consider offering scholarships to offset the costs charged to students who would participate in such a program.

- Joan read friendly correspondence from Rep. Amber Mariano.

Adjourn: A motion was made and seconded to adjourn at 10:50 a.m. It met with unanimous agreement.

Due to the Memorial Day holiday, the next meeting is changed to May 22, 2019.

Respectfully submitted,
Bonnie M. Martin

Bonnie M. Martin, Secretary