

**New Port Richey Library Advisory Board (LAB)
Meeting Minutes
November 25, 2019**

In attendance: Board of Directors: Andrea Figart, Joan Hook, Dianne Ayers (via teleconference), Bonnie Martin, Marci Mihall, Mark Vandebroek
Absent: Jayne Brewin and Peter Segall

Call to Order: at 9:34 a.m. by Chairwoman, Joan Hook.

Minutes: October's minutes were distributed and read. A motion was made by Joan to accept the minutes. It was seconded by Mark. The motion passed with a unanimous vote.

Library Director Report:

- Andi noted that the City Council approved the HVAC bid from Amsco. The estimated time work to start on the new HVAC system is January or February and the chiller will be the initial installed component. It is the first step in the library renovations. The library expects to be closed for 4 days while the chiller is installed.
- Staffing - Andi indicated Jeffrey McGill will fill the vacant Librarian 1 position. He will begin on December 9, 2019.
- Andi reported that the Library's new self-checkout system call meeScan will be up and running soon. The old system is unreliable and out-of-date. The new system includes an app for cellphones to check out a publication and will send the user a reminder to return the item. Parents can have their children's accounts on their phones. The LAB indicated pride in being the first Library in Pasco County to have a self-checkout system.
- Andi is in the process of completing the second part of the State report which is to be submitted by December 1, 2019. The first part was submitted in October and both are required for our Library's receipt of State funds.
- Changes to the Meeting Room Policy were distributed by Andi. The LAB suggested developing a room reservation fee that is paid in advance as a deposit and is refundable once the room is used. Andi will check with the City Attorney and bring the LAB a corrected policy for approval.

Old Business:

- The Holiday parade is at 6pm. The LAB requests our float and golf carts follow the City Council float. Joan asked if we could be informed of where we will be in the cue. She also added that the parade participants are very involved and creative with the golf carts.
- There is an open BOD position for someone who resides in the City limits. Interested persons need to complete an application available from the City Clerk's office. It was noted that Jen Sorrenson is interested and will submit an application. Marci raised the question of how the positions are advertised or posted.

New Business:

- Andi discussed the time released camera that the solar company sent to view the progress of the solar installation. Hours of work can be viewed in a fraction of the time.
- In addition to the ESOL, French, and German offerings, Bonnie suggested the Library also offer Spanish language classes. Andi welcomed the idea and will look for someone to teach them.
- Dianne wanted us to know that we are very important to the LAB. We voiced an appreciation of her statement of gratitude.