

# **LIBRARY BOARD MEETING MINUTES TOWN OF LADY LAKE, FLORIDA**

**March 14, 2019**

The Lady Lake Library Board Meeting was held in the Town Hall Commission Chambers at 409 Fennell Blvd., Lady Lake, Florida.

## **A. CALL TO ORDER**

The meeting convened at 4 p.m.

## **B. INVOCATION**

A moment of silence was observed

## **C. PLEDGE OF ALLEGIANCE**

## **D. ROLL CALL**

Joseph D'Elia, Member; Richard Jones, Member; Dorothy Grubb, Vice Chairperson/Member; Dr. Lily Kliot, Member

ABSENT

Reverend Dr. Paul Harsh, Chairperson and Member

STAFF PRESENT

Marsha Brinson, Library Director; Kris Kollgaard, Town Manager; Pam Winegardner, Finance Director and Carol Osborne, Staff Assistant

OTHERS PRESENT

Commissioner Ruth Kussard

## **E. PUBLIC COMMENTS**

Vice Chairperson and Member Grubb asked if anyone in the audience wished to speak. There were no comments.

## **F. NEW BUSINESS**

### **1. Approval of Minutes**

Member Jones made a motion to approve the January 10, 2019 Library Board meeting minutes as presented. Member Kliot seconded the motion. All were in favor (4-0).

## **G. OLD BUSINESS**

Member Kliot asked if there is an update regarding the Lake County Library Advisory Board Representative.

Ms. Brinson stated she will report on this during her report.

## **H. REPORT BY CHAIR**

## **I. REPORT BY TOWN COMMISSION LIASSON**

Commissioner Kussard reported that the second Annual Water Conservation Poster Contest was held recently. The entrants were from grades 1, 2, and 3 of the Villages Elementary School of Lady Lake Judging was conducted on March 7<sup>th</sup> and the winner will be announced at an April Commission meeting where prizes will be awarded.

Commissioner Kussard stated the Lady Lake Easter Egg Hunt will be held on Saturday, April 13<sup>th</sup> from 10 a.m. to noon at the Guava Street Sports Complex. The Shred-A-thon is scheduled to be held on Saturday, April 27<sup>th</sup> from 9 a.m. to noon at the Target parking lot, with each person being allowed to bring three boxes or bags of papers to be shredded.

## **J. REPORT BY LAKE COUNTY LIBRARY ADVISORY BOARD REPRESENTATIVE**

No report.

## **K. REPORT BY LIBRARY DIRECTOR**

Ms. Brinson reviewed highlights of the Library Director's Report for as follows:

The Lady Lake Library is particularly busy this "winter" season.

AARP is doing tax preparation on Tuesdays and Thursdays from 9 a.m. to 4 p.m. It is a very popular service and one that library staff is happy to bring to patrons and the community.

AARP is processing 30 to 50 returns a day.

Programming continues in the Adult Library with Best Buy's programs on Fridays. They bring several technicians from their Geek Squad to help patrons with devices, computers and phones. The library has a great partnership with them and they have been helpful with donations for programs. Book discussion groups continue as well as the adult craft class and acrylic painting class. The Lake County Extension Service conducted their Closing Your Seasonal Home program. SHINE is at the library bi-monthly to help with Medicare issues. There is also two English for Speakers of Other Languages (ESOL) classes with 10 to 15 attendees each week.

The Youth Library is busy as always with their classes, programs and story times. The highlight of the month was a Revolutionary War program presented by Jack Ciotti. He brought many artifacts and reproduction clothing from the era. The children got to dress up as various characters of the period and learn what their jobs would have been like.

The library staff member responsible for all the materials that leave the library to satisfy holds and then processing them when they are returned will be on leave starting around April 1st. There has been discussion with the Town Manager as to how her position will be filled when she is on leave.

Ms. Brinson reported that she has attended several workshops with other member libraries to discuss funding formulas for State Aid monies. She explained that the Lake County Library System is comprised of true branch libraries that are managed by the county, and member libraries that are managed by municipalities. She stated each library system across the county receives state subsidies that are divided among all the libraries. There has been discussion about making that division of money fair for all the libraries. The consensus is to keep the library allotments divided according to circulation statistics for each library. She stated this year the Lady Lake Library will receive \$137,000.

Ms. Brinson stated that Frank Kershenheiter has resigned as the liaison to the Lake County Library Advisory Board and the Town's Library Advisory Board. She stated the county will be voting on the libraries' interlocal agreement later this year which is updated every five years. She explained this agreement is signed by the member libraries to become part of the Lake County Library System. She asked for direction from the Board as to how to fill the liaison position. She stated the representative does not have to be a member of this board; it can be a person who has an interest in the library and its future, and they must attend the monthly meetings in Tavares.

Member Grubb asked if this vacancy has been posted.

Ms. Brinson stated she will post the vacancy at the library.

Ms. Kollgaard stated it will be posted on the Town's website.

Ms. Brinson stated the only requirement is the liaison must be a Lake County resident. She encouraged the Board to spread the word.

Ms. Kollgaard stated it can be announced at a Commission meeting when the press is in attendance.

Ms. Brinson stated she is preparing projects for the next fiscal. These include exterior painting of the Youth Library, after hours pick-up of hold items, adding programs and weeding non-

fiction material. She is currently working on an after-hours service for patrons to obtain requested materials; no other library in the area has this service. The items will be in lockers in front of the library, under cover and by the security cameras. She stated that patrons will have a one-time use code to retrieve their items. She stated she has been in contact with several vendors, along with libraries across the country that have this service. She explained this will extend the service hours of the library without adding additional staff.

Member Jones asked if purging older materials is easier with the library inventory on the computer.

Ms. Brinson stated library materials are always being weeded. She stated it is important to keep the collection updated and fresh, although she will always keep the classic books available.

Member Grubb asked how books are disposed of if they are not donated to the Friends of the Library book sale room.

Ms. Brinson stated very few books are disposed of; any books that are not sold are donated to church ministries, prison ministries and the Veterans Affairs. Also, there is a shelf with free books.

Member D'Elia stated he was very impressed was with the Alzheimer Disease display at the library. He stated it is very striking and encouraged everyone to see it.

Ms. Brinson stated this is a traveling exhibit and the Lady Lake Library is the first library in the area to host it. She stated it should be at the library through March.

#### **L. ADJOURN**

The meeting adjourned at 4:28 p.m.

Respectfully submitted,

s/ Carol Osborne, Staff Assistant

s/ Dr. Paul Harsh, Chairperson

Note: The original signed documents are on file at the Town Clerk's office. Copies are available upon request.

Minutes transcribed by Carol Osborne, Staff Assistant to the Town Clerk.