

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

**June 11, 2020**

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**

by Reverend Dr. Paul Harsh

**C. PLEDGE OF ALLEGIANCE**

**D. ROLL CALL**

Reverend Dr. Paul Harsh, Chairperson/Member; Dorothy Grubb, Member; Dr. Rick Jones, Member; and Dr. Lily Kliot, Member

**STAFF PRESENT**

Marsha Brinson, Library Director; and Nancy Slaton, Deputy Town Clerk

**OTHERS PRESENT**

Commissioner Ruth Kussard

**E. PUBLIC COMMENTS**

Chairperson/Member Harsh noted that no one from the public was in attendance for public comments.

**F. NEW BUSINESS**

**1. Approval of Minutes**

Member Dr. Lily Kliot made a motion to approve the February 13, 2020 Library Board meeting minutes as presented. Member Doc Jones seconded the motion. The motion passed by an all in favor vote of 4 to 0.

**G. OLD BUSINESS**

No old business.

**H. REPORT BY CHAIR**

Chairperson Dr. Harsh stated he is looking forward to the library re-opening.

**I. REPORT BY TOWN COMMISSION LIAISON**

Commissioner Kussard reported that the Town will return to normal work hours on Monday, June 15<sup>th</sup>. She noted that all Town services continued to be provided during the Covid-19 event even with reduced staffing and hours. She also stated she is also looking forward to the library re-opening.

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

Member Jones reported that he attended a meeting in June and funding was discussed. He stated there will be another meeting on June 25<sup>th</sup> and, hopefully, there will be more discussion.

**K. REPORT BY LIBRARY DIRECTOR**

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

Unprecedented times! At the present time, there is no date as to when the Lady Lake Library will be re-opening to the public. Staff came back to work on Monday, May 18<sup>th</sup>, working a revised schedule with two teams to reduce exposure. Staff is grateful to the Town of Lady Lake for their support during these troubling times. No staff was furloughed and there was no reduction of staffing.

The library began curbside pick-up of reserved material on May 18<sup>th</sup>. Items are available Monday through Thursday from 1 to 3 p.m. at the back entrance of the library. Materials can also be requested from the other libraries in Lake County as the courier service is back up and running. We are processing an average of 150 holds a day.

The three exterior book returns are open Monday through Thursday and locked on Thursday afternoon so staff does not need to come in over the weekend to empty them. As items are returned, they are quarantined on our second floor for 72 hours which is recommended by the American Library Association. Staff is following CDC recommended guidelines and wearing PPE when emptying returns and handling materials. After materials are quarantined, they are checked back in and sent to owning libraries or re-shelved if they are Lady Lake items. Staff is also maintaining social distancing while in the building and wearing masks.

There will be no meetings, classes or other programming for the foreseeable future. This will also include our youth Summer Reading Program. Youth staff is hard at work developing online story times and a virtual reading challenge for the summer.

When the library opens to the public, staff will have to follow guidelines restricting the number of people in the building, limit their time in the library, and limit computer use as well. There will be no extended visits or prolonged browsing. There will be no magazines or newspapers available. Social distancing will be observed but patrons will have to understand that they are entering the building at their own risk.

The Friends of the Library book sale room will not be able to open right away to avoid too many people in the lobby and book sale room at one time.

In reading this over it sounds very depressing and that is unintentional! Staff is still here, helping the community to the best of our ability. The Lady Lake Library will re-open and be better than ever!

Ms. Brinson announced that she will be retiring as Director of Library Services this year, and she will announce this to her staff next week.

Member Kliot asked when she will retire.

Ms. Brinson replied that she will retire effective August 3<sup>rd</sup>.

Ms. Brinson presented the recommended Lady Lake Library re-opening plan for the June to July 2020 period, and asked for input from the board. She stated that Fruitland Park, which is a third of the physical size of the Town's library, has four more staff than Lady Lake. Ms. Brinson stated the library offers much more than just books and there is a lot to consider.

Member Jones asked if there is a state standard for library staffing.

Ms. Brinson replied that there is and the Town's library staffing is less than the state standard.

Ms. Brinson stated that there have been many complaints to both Lake County and Town administration regarding the Town's library being closed. She stated the plan is to re-open on Monday, June 22<sup>nd</sup>, with sanitation procedures in place and based on the State's Phase 2 plan for 50% capacity. She stated that she has not asked whether library volunteers will be able to work in the library when it re-opens.

Member Kliot suggested that someone stand at the door to monitor capacity and book returns.

Ms. Brinson replied that she does not have the staffing and cannot count on volunteers to show up each day.

#### **L. REPORT BY CHAIR**

Chairperson Dr. Harsh stated he is not looking forward to Ms. Brinson retiring.

Ms. Brinson stated that libraries are moving into more technology and digital services rather than just books and media. She stated she hopes the Town hires someone who is interested in technology and programming, as libraries are moving into those areas more.

Chairperson Dr. Harsh also suggested that Ms. Brinson ask volunteer staff to be door counters.

Ms. Brinson stated the majority of the volunteers work in the book sale room or as book shelveers. She did not think that it would be a realistic solution.

Chairperson Dr. Harsh asked why time limits were being observed for the reopening plan.

Ms. Brinson replied that it was to give staff time to clean and sanitize in between patrons.

Chairperson Dr. Harsh asked if the library could have a soft opening.

Ms. Brinson stated staff will have to see how patrons comply with social distancing.

Chairperson Dr. Harsh asked why the Town is not taking credit cards.

Ms. Brinson replied that the Town's library is not set up to take credit cards at this time. The Town is looking to update their software and will then be able to take credit cards in the next year.

Chairperson Dr. Harsh remarked that there is talk that UV lights may be helpful for sanitizing materials.

Ms. Brinson stated it is not proven and it is hard to sanitize books because you would have to sanitize each page.

**Member Jones made a motion to recommend that Ms. Brinson choose the opening date, which she is proposing as Monday, June 22<sup>nd</sup>. Member Dorothy Grubb seconded the motion. The motion passed by a vote of 4 to 0.**

Member Grubb recommended that library staffing be increased.

Ms. Brinson stated that next year's budget has already been planned and she does not think it will happen this next fiscal year.

**Member Grubb made a motion that the Library Board recommend that the Town increase staffing for the library to meet state standards. Member Jones seconded the motion. The motion passed by a vote of 4 to 0.**

Chairperson Dr. Harsh mentioned that joint funding by both public and private sector be looked into for the library.

Member Dr. Klot commented that the Town is very fortunate to have had Ms. Brinson as the Library Director for the past six years. She stated it would be nice if Ms. Brinson was part of the search committee for a new library director.

#### **M. ADJOURN**

With no further business to discuss, the meeting adjourned at 5:10 p.m.

Respectfully submitted,

s/ Nancy Slaton, Deputy Town Clerk

s/ Dr. Paul Harsh, Chairperson