

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

**November 12, 2015
4:00 p.m.**

The Lady Lake Library Board Meeting was held in the Town Hall Commission Chambers at 409 Fennell Blvd., Lady Lake, Florida. The meeting convened at 4:00 p.m.

MEMBERS PRESENT: Chairperson/Member Rev. Paul B. Harsh, Vice Chairperson/Member James Page, Member Linda Underhill, Member Dorothy Grubb, and Member Joseph D'Elia

MEMBERS ABSENT: None

TOWN STAFF PRESENT: Marsha Brinson, Library Director; Kris Kollgaard, Town Manager; Beverly Lemay, Staff Assistant to Town Clerk;

OTHERS PRESENT: Mayor/Commissioner Ruth Kussard

ABSENT: Frank Kirschenheiter, Liaison to Lake County Library Board

CALL TO ORDER: Vice Chairperson/Member James Page called the meeting to order at 4:00 p.m.

INVOCATION: Pastor James Keough, Congregational Church of The Villages

PLEDGE OF ALLEGIANCE

OPEN FORUM: There were no comments from the audience.

INTRODUCTION OF NEW BOARD MEMBER – Joseph D'Elia

Mr. Page, Vice Chairman, asked new board member Joseph D'Elia to introduce himself to the other members and to give a background summary of his pertinent experience.

Member D'Elia stated that he is a retired librarian and was a former director of the Millville Public Library in Millville, New Jersey and former director of the Kodiak Public Library in Kodiak, Alaska. He also stated he was a former member/President of the Alaska Library Association and former member/President of the Kiwanis Club of Kodiak.

APPROVAL OF MINUTES: February 12, 2015

Upon a motion by Member Underhill and a second by Member Grubb, the Lady Lake Library Board approved the minutes of the August 12, 2015 regular meeting as presented by a vote of 5 to 0.

REPORT BY CHAIR:

Chairperson Harsh reported he is glad to be back and feeling well, and should have a report at the next meeting.

REPORT BY TOWN COMMISSION LIAISON: No report.

REPORT BY LAKE COUNTY LIBRARY ADVISORY BOARD REPRESENTATIVE: No report.

REPORT BY LIBRARY DIRECTOR:

Marsha Brinson, Library Director; reviewed highlights of the Library Director's Report for October-November 2015. The full report as handed out is as follows:

October was a busy and rewarding month at the Lady Lake Library and we look forward to all of our classes, programs and activities in the next months. During October, we took part in the town's "Not Too Scary Halloween Party" in the ball field behind the library. Traditionally, the library sponsors the costume contest and this year was no exception. The winners took home a gift card as their prize. Along with many others, the library gave out candy, information and had a fun game for kids to play. Our booth was visited by hundreds of children and adults and everyone had a great time. Other programming included "An Evening with Benedict Arnold", a living history presentation that was well attended. We also had our book discussion group, Boost Your Brain class, craft classes and all of our children's programming. Kids had fun with story times, craft classes, Minecraft Mondays, Thrive Thursdays, Fun Fridays, a face painter and a fun Halloween party.

Every year, I submit a report to the state including all of our statistics for the past year. Statistics include programming, door counts, circulation, staffing, funding and other library information. I am pleased to say that there has been a 390% increase in total (adult and youth) programming, a 108% increase in total program attendance, a 51% increase in library attendance and a 16% increase in registered card holders.

We are busy working on our entry for the Town of Lady Lake Christmas parade. This is the first year the library has entered a float. The theme for this year's parade is "Christmas Stories"; how perfect! Everyone is lending a hand with the creation of the float in some way, from ideas to the actual building. It will be a real team effort.

I have completed three policies: Code of Patron Behavior, Unattended Child Policy, and an Internet/Computer Use Policy. They are currently being reviewed by the town attorney and will soon be brought before the Town Commission for approval. Written policies are beneficial for the public and staff, create a feeling of professionalism, and offer clear and fair resolutions to any problems that may arise.

The Town Commission will also vote on a "Food for Fines" program on November 16th. This program will allow patrons who cannot use their cards to "start fresh" by donating non-perishable food items to pay any existing fines. The donated food will be given to a local food pantry for the holiday season.

The Lady Lake Library has also started an outreach program to The Villages Elementary School of Lady Lake, Little Blessings Preschool, and Lexington Park Assisted Living. We will be guest readers at the elementary school, as well as hosting their parent/teacher evening at the library in January. Nicole LeFrancois, our Youth Program Coordinator, is bringing monthly story times to

the preschool. Lori Sadler, our reference assistant, is teaching tablet and eReader classes and is also bringing puzzles and other activities to the assisted living. The library was also represented at Government Day on November 7th and will take part in National Safety Day at Home Depot on November 14th.

The library team is truly dedicated to making the library an educational, as well as a fun destination for all of our patrons.

Ms. Brinson noted that the Commission did approve the “Food for Fines” program at the November 16th Commission meeting. She announced the start of a new series of classes in January 2016 with the return of basic computer classes and Windows 10 will also be offered as these are requested by the public and are very popular.

Vice Chair/Member Page inquired about the participation in the language programs offered.

Ms. Brinson replied that people still use the tapes, although the Pronunciator program is now being offered through the Lake County Library system and is accessible through the county’s web-site. She stated you can learn any language listed; approximately 300 languages can be resourced. These on-line classes are offered from beginner to advanced courses

Member Underhill asked if there have been any problems with the child policy.

Ms. Brinson explained there has been an issue with parents using the library as a baby sitter, and although staff is dedicated in making the library a safe environment for the children, staff cannot be responsible for them. She stated the library has an age limit on each course, and guidelines to enable staff to remedy any situation that may arise, especially during the summer months when children are on summer break.

Member D’Elia complemented Ms. Brinson on the development of these policies. He stated they had similar policies in Kodiak, and reiterated how important they become when needed.

Ms. Brinson stated she has seen many of these behaviors exhibited at some point in time.

Member Underhill commented on the use of public computers and the effect of security issues that may arise with patrons.

Ms. Brinson reported that one of staff’s biggest issues is new users asking for assistance; as an example, they will ask staff to sit with them at the computer and enter their credit card information into the computer. She stated that specific policy is a protection for staff as well as the patrons. She also stated that is why numerous basic computer classes are offered, and this would ensure that those who wish to increase their knowledge may do so at their own pace.

Chairperson Harsh reviewed the destructive behavior policy and asked what recourse library staff would have if a 17 year-old individual becomes unruly under the Code of Patron Behavior.

Ms. Brinson replied there will be a written warning given to the child, parent or caregiver with a first occurrence; if this destructive behavior continues, the parent or caregiver will be asked to escort the child off premises. She stated that if further action is required, staff will take the necessary steps to rectify a potentially serious situation.

Vice Chair/Member Page suggested that the revision date should be noted on the document when a policy is updated or revised in any way.

Ms. Kollgaard, Town Manager, assured members that the revision/approved date will be added to the document after it is approved by the Commission. She stated these proposed changes are presented to the Board first for review and suggestions, then taken to the Town Commission.

Member Underhill inquired if the new policies will be posted.

Ms. Brinson replied the policies will be posted at each side of the library, in the adult area as well. She stated these types of postings are not usually of particular interest to patrons, yet they will be adopted by the Town and displayed.

Ms. Brinson reported that renovations for the youth library are being planned for next year. She stated that a wall will be taken down for better sight lines, the circulation desk will be relocated, and it will be rearranged to be more conducive for classes that are planned. She also stated that she would like to have an area for Makerspace up and going in the springtime; not only for technology, but to include other hands-on uses such as a cricket machine scrap bookers use, a sewing machine, 3-D pens, and a 3-D printer. This will enable Makerspace patrons to set up an appointment and utilize the library's services. Ms. Brinson stated this all falls into line with the library being a destination.

Vice Chair/Member Page expressed concern regarding the cost for these ideas.

Ms. Kollgaard advised that most of what is being planned will be done in-house with Public Works staff doing much of the work. She stated that the plans will be brought before the Library Board first, and then will go before the Town Commission for approval.

Ms. Brinson stated staff has a basic blueprint of what they would like, but it will not happen until after the holidays.

Chairperson Harsh asked if there will be Library Board meeting in December. He also asked if the Board members could stop by and get a walk-through to see what is being planned.

Ms. Kollgaard replied that there will probably not be a meeting held in December, and that the planning is in the thinking stages, with nothing drawn up.

Ms. Brinson invited the Board members to stop by any time and staff would answer any questions.

Member Underhill asked what the policy is regarding different groups, religious or otherwise, setting up displays near or on the library property.

Ms. Brinson replied that any display must be completely non-partisan and cannot block entrances. She also stated that the group cannot approach anybody.

Member D'Elia inquired if there is a policy in place regarding displays or exhibits. He stated that at the library he worked at in the past, they developed such a policy due to liability issues, in case of stolen, broken or damaged materials.

Ms. Brinson stated there is a Lake County policy, but the Lady Lake Library has not had any issues because the library does not have typical display areas such as display cases. She stated there is no

written policy for Lady Lake, although it might be a good idea to develop a policy not allowing any private collections or displays.

Ms. Kollgaard further stated that the Town's insurance will not cover anything, and if somebody wanted to display something, they would have to sign a release form.

Vice Chair/Member Page commented on the space on the second floor of the library.

Ms. Brinson reported that the library's meeting rooms on the second floor are heavily used by area organizations with meetings or seminars booked on a regular basis. She stated the large empty space on the second floor is also being utilized more; an example being the children's bike rodeo that was held this past summer.

Ms. Kollgaard mentioned that AARP will be at the library again soon, and Ms. Brinson agreed they will start their Tax Aide sessions again in February.

OLD BUSINESS: No old business.

NEW BUSINESS: No other new business.

COMMENTS BY BOARD MEMBERS/OTHERS: No further comments.

ADJOURN: *With no further business or discussion, the meeting was adjourned at 4:47p.m.*

Nancy Slaton, Deputy Town Clerk

Dr. Paul Harsh, Chairperson

Minutes transcribed by Beverly Lemay, Staff Assistant to Town Clerk & Nancy Slaton, Deputy Town Clerk