Library Advisory Board Meeting
October, 18 2022
Minutes

The meeting was called to order by Caitie Cerise at 4:03 PM

Roll Call – Attending the meeting were Monda Duncan, Heather Johnson, Jess Mitchell, and Lynn Lamere. Attending virtually was Lucy Dingledy.

Minutes – No corrections were noted, and the voted was tabled until the next meeting due to lack of quorum.

Caitie noted a correction to the agenda that the Collection Development Policy revision should have been a Circulation Policy revision. Corrected agendas were provided at the meeting and emailed to those not in attendance.

Director's Report – Caitie Cerise elaborated on the submitted Director's Report.

Old Business

Library Staffing - Caitie announced the hiring of Barb Hughes as the new Branch Mana ger for the Walton-DeFuniak Library. Brittany Alford was moved from a part-time position to full-time. Alisha Tucker resigned her position at the Coastal Branch Library and a position for a Youth Services Clerk will be advertised. Three new FTEs were approved in the annual budget, and Caitie announced that those positions will include an Outreach Coordinator which is posted, a Technology Specialist which is posted, and an Outreach Clerk. Caitie announced that the County is undergoing a Compensation and Classification study. Monda asked how long the positions would remain posted. Caitie stated that the positions had been posted for one week and would remain open for one additional week before closing.

Bookmobile update – Caitie announced that the Bookmobile exterior design is waiting on a few revisions.

LSTA grants – Caitie noted that both LSTA grants were funded by the state, and contracts are with county legal for approval, which will then go to the BCC from approval and signatures.

Career Online High School Update – Caitie announced that the library has awarded another scholarship, giving us four students in the program. One has graduated, so we have three active students currently. Caitie noted that the funding for these scholarships has all been expended and requested any ideas the Library Board may have for funding sources. Heather suggested approaching the Friends of the Library groups to help fund these scholarships depending on where the candidate lives.

New Business

DeFuniak Land purchase – Caitie announced that the County has closed on a parcel of land on Baldwin to build a new Library Learning Center in DeFuniak. Caitie has met with the county's administrative project specialist, our county's lobbyist, and a member of the Triumph Board to discuss steps to utilize that funding to assist with the construction funding.

Budget request FY23 – Caitie reported that the FY23 budget was approved as submitted with no changes.

Circulation Policy revision – Caitie noted that due to feedback from the public and staff, a revision to the circulation policy will increase the amount of items allowed for checkout, increase the number of items on hold, and to add a line on the application that parents are responsible for their minor children. Caitie stated that since there is not a quorum there will be no vote, but asked for any concerns. All board members present were in support of the revisions.

Heather Johnson noted that that paperwork for Friends of the Paxton Library nonprofit organized in order to support a library in Paxton in the future is being completed. Heather noted that the Masonic Lodge was up for sale, and they were asked to donate it to the City of Paxton. They declined the donation. Caitie noted that the county owns property on Clerk Springs Road adjacent to Ghentsville Park and Commissioner Glidewell and our county environmental engineer, Scott Carraway, did note that the area to the east of the park is compatible for building a potential library. There are currently no plans for that lot.

Caitie noted that she has reached out to the City Manager of DeFuniak Springs, Robert Thompson, about the architectural report and plans for any remediation. Caitie has not gotten a response and will continue to reach out.

Caitie reported that the Technology Plan has been completed and will provide a blueprint for the library technology for the next three years.

Heather Johnson noted that a woman she knows worked with the Mattie Kelly Center to find locations for people to come speak and suggested we partner with them to bring speakers and presenters to the libraries.

Jessica Mitchell noted the success of Freeport's Summer Reading program and how well-ran the program was. Caitie agreed that it was truly a testament to what a library can do in a community.

Caitie also noted that the County is working on an Advisory Board Policy where meetings are recorded and may have to take place in a board room with a court reporter and posted agendas in an effort to get all Advisory Boards active and current. Caitie will let everyone know on any changes prior to the next meeting that may affect time and date. Lynn asked if Caitie knew the catalyst for the decision. Caitie stated she believes it is for transparency for public processes.

There were no other comments or new business added by those present.

Meeting adjourned at 5:02 pm.