

**LEISURE SERVICES DEPARTMENT**

**LIBRARY SERVICES DIVISION**



Date: April 29, 2013

Attendees

Library Advisory Board Present

Regina Bereswill, Chair  
Elizabeth Murphrey  
Grace Chewning  
Patricia Roberts  
Greg Zullig

Library Advisory Board Not Present

Pamela Neal  
Jennifer Finch

Seminole County Library Staff

Christine Patten, Library Services Manager - Secretary  
Denise Tate, Library Resource Manager  
Barbara McCullough, West & Northwest Regional Branch Manager

1. Ms. Bereswill called the meeting to order at 7:00 PM.
2. Ms. Bereswill presented the minutes from the March 25, 2013 for approval. Ms. Chewning made a motion to accept the meeting minutes for March 25, 2013. The motion was seconded by Ms. Roberts and approved by unanimous vote.
3. Previous Business
  - a. Centennial Time Capsule Programs were held at all 5 branches on April 14<sup>th</sup> at 2 p.m. County Commissioners, local dignitaries and Library Advisory Board members were invited. East Branch (Oviedo) - Ms. Bereswill and Commissioner Dallari attended; West Branch (Wekiva/Longwood) - Commissioner Constantine attended; North Branch (Sanford) - Ms. Roberts attended; Central Branch (Casselberry) - Ms. Murphrey and the Mayors of Casselberry and Altamonte Springs and Council Members attended; Northwest Branch (Lake Mary) - Ms. Chewning attended. There were a total of 232 in attendance at all 5 branches.
  - b. Centennial Event at Five Points was held on Saturday April 20<sup>th</sup>. There were about 400-600 people who visited the Library Booth. Library staff handed out library information and registered 6 people for cards. People visiting the booth indicated that they already had library cards and told about their wonderful library experiences. Children made a craft from cornstarch noodles and had a great time.
  - c. Library shelving will be replaced at the West Branch. Ms. Patten and Ms. McCullough are developing specifications for the Request for Proposal (RFP) that the county purchasing department will send to vendors. They are working from a proposal template that another library developed. The Friends of the Library is funding the project.

d. Online library card registration project is moving along. Staff contacted other libraries for their policies and procedures. A special card will have to be ordered to use for both adult and juvenile registrations.

e. Library Budget FY 13/14 will stay the same with the exception of requesting that the North Branch Library be opened on Friday. Request is being made for additional staffing for a part time librarian as well as increase for utilities.

f. Capital and Operational Improvements inventory analysis was completed by the Leisure Services Department. All library buildings were surveyed for future repairs and upgrades. The analysis projects when these should be completed. This document will be presented to the Board of County Commissioners for approval and then included in the budget for specified year.

4. New Business

- a. Florida Library Association Conference May 1-3 – Staff will be attending this conference held at the Orlando Hilton. Ms Patten encouraged the Library Advisory Board to attend.
- b. Ms Bereswell asked if there are any suggestions to be added to the next agenda.
- c. Ms Roberts asked if a flyer could be developed to instruct use on the library catalog. Ms Patten indicated that staff would work on a flyer to be included in the Summer Reading Program publicity packet sent to the schools.

NEXT MEETING DATE & TIME

The Library Advisory Board set the next meeting for May 20, 2013, at 7 P.M. in the Sunshine Gallery at the Central Branch Library.

The meeting adjourned at 7:50 P.M.