

MONROE COUNTY PUBLIC LIBRARY
Minutes of the Library Advisory Board
Key West Library
August 29, 2017

CALL TO ORDER

The meeting of the Monroe County Library Advisory Board was called to order at 10:30 a.m. by Chair Michael Shields. Present were Board members Linda Douville, George McHugh, Kathryn Norris, and Mimi Young.

Participants included (alphabetically), Marathon Library Manager Cristy Danford, Marathon Senior Librarian Walt Johnson, Library Director Norma Kula, Library Administrator Anne Layton Rice, and County Commissioner David Rice.

INTRODUCTIONS: Participants briefly introduced themselves.

APPROVAL OF MINUTES: The minutes for the June 2017 meeting were unanimously approved.

COMMUNICATIONS:

- Library Director Norma Kula acknowledged Library Administrator Anne Layton Rice's recent award of "Exemplary Service" from the statewide Ask A Librarian program.
- Library Director Norma Kula directed attention to the history exhibit on display in the Marathon Library conference room. Marathon Library Manager Cristy Danford credited Library Assistant Inna Moore for the exhibit.

New & CONTINUING BUSINESS:

- New Board Member Kathryn Norris was introduced and welcomed.
- Library Administrator Anne Layton Rice distributed recently designed library brochures and discussed the new library logo to be used on various websites. The board recommended several locations for county-wide distribution.
- Library Director Norma Kula and County Commissioner discussed the timeline for the Marathon Library project. Plans for the building are 100% complete and the RFP is being generated. Board member Linda Douville brought attention to Marathon Library's healthy statistics and congratulated them for community engagement. Library Administrator Anne Layton Rice discussed the HVAC and ADA bathroom renovations.
- Library Director Norma Kula reported on budget meetings and distributed information regarding proposed 2019 budget. Chair Michael Shields requested staff to provide more library budget detail. Staff salaries and the upcoming Evergreen position assessments were discussed.

- Chair Michael Shields announced board elections and the annual report will be on the October agenda. He requested comments from the board members to include in the report.
- Board member Linda Douville discussed the low response rate of the county's survey. Library Director Norma Kula distributed survey results. The board will defer plans to design a library survey for a future meeting.
- The Board determined that their Takeaway item will be to attend final budget meetings in September and to monitor progress of the Big Pine Key prison building.

ADJOURNMENT: The meeting adjourned at noon. The next meeting will be October 24th at the Islamorada Library.

Respectfully submitted,

A handwritten signature in cursive script that reads "Anne Layton Rice".

Anne Layton Rice
Library Administrator