

MONROE COUNTY PUBLIC LIBRARY  
Minutes of the Library Advisory Board  
Key West Library  
February 27, 2018

**CALL TO ORDER**

The meeting of the Monroe County Library Advisory Board was called to order at 10:35 a.m. by Chair Michael Shields. Present were Board members George McHugh, Kathryn Norris, and Katie Scott.

Participants included (alphabetically), Head of Technical Services Karen Bar, Senior Librarian Robin Henderson, Library Director Norma Kula, Business Manager Valerie Moore, Library Administrator Anne Layton Rice, and Executive Assistant to Commissioner Carruthers Carol Shreck.

**INTRODUCTIONS:** Participants briefly introduced themselves.

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

**COMMUNICATIONS:**

- Library Administrator Anne Layton Rice recognized Archivist Breana Sowers for her invited presentation to the Maritime Historical Society conference and Distinguished Speaker engagement for the Key West Art & Historical Society.
- New board member Katie Scott announced her immediate resignation due to an unforeseen relocation.
- Library Director Norma Kula distributed the 2018 State of the County booklet.

**New & CONTINUING BUSINESS:**

- Executive Assistant to Commissioner Carruthers Carol Shreck discussed upcoming budget meetings and public hearings. Library Director Norma Kula discussed recent purchasing and hiring freezes due to Hurricane Irma. The Board encouraged staff to buttress the FY19 budget with disaster assistance initiatives.
- Library Director Norma Kula announced the passing of Islamorada Library Manager Ozzie Dominguez.
- Library Director Norma Kula reported on Hurricane Irma-related mitigation and repairs ongoing at all libraries.
- Library Administrator Anne Layton Rice and Senior Librarian Robin Henderson discussed the progress of the Key West Library's HVAC installation, including the hole in the vault roof and resulting rain intrusion.
- Library Administrator Anne Layton Rice presented the Key West Library Disaster Plan, created with the Northeast Document Conservation Center's dPlan

software. The NJ State Library's "Ports in a Storm" community resiliency project was discussed as a model for library response to local disasters. The Board encouraged staff to invite the Monroe County Emergency Management Director, Marty Senterfitt to the next Board meeting.

- Executive Assistant to Commissioner Carruthers Carol Shreck announced the April 19, 2018 ground-breaking for the Marathon Library.

**ADJOURNMENT:** The meeting adjourned at 12:20p.m. The next meeting will be April 24th at the Big Pine Key Library.

Respectfully submitted,

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

Anne Layton Rice  
Library Administrator