

Minutes of the Volusia County Library Advisory Board Meeting
November 2, 2012
DeLand Regional Library

Members:

Claudia Hutchins, At-Large
Jean Fletcher, District I
Neil Harrington, District II
Robert Clinton, District III
Chris Hartley, District IV
Sue Lombardi, District V
Rev. Donald Needham, At-Large

Staff:

Lucinda Colee, Library Director
Chelsea Harrison, Recorder
Suzan Howes, Ormond Beach Regional Librarian
Brook White, Daytona Beach Regional Librarian
Melissa Reynolds, Deltona Regional Librarian
Kathleen Mann, DeLand Regional Librarian

Neil Harrington, Chair, called the meeting to order at 10:06 am.

All the board members were present.

Minutes of the Previous Meeting:

Jean Fletcher, District I, made a motion to approve the minutes. Chris Hartley, District IV, seconded the motion and the motion was approved unanimously.

Meeting Schedule for Next Year:

Terms expire March 2013

Neil Harrington, Chair, inquired about the purpose of rotating the board meetings at different branches and expressed a concern over the lack of public participation in the meetings. Lucinda Colee, Library Director, informed the board that there is a press release posted prior to every meeting and that all meetings are listed on the County calendar. When there are issues that are of public significance then the public participates. Donald Needham, At-Large, made a motion to continue the rotation plan and to have Lucinda Colee assign the branches. Jean Fletcher, District I, seconded the motion and the motion was approved unanimously.

Neil Harrington informed the board that all of the member terms expire in March 2013 and that the board members will have to reapply. He also asked members who are not going to reapply to inform their commissioner so that they can find a replacement.

Director's Report

Early Voting Update:

Lucinda Colee, Library Director, presented Early Voting statistics, please see attached.

Staff Promotions:

Lucinda Colee, Library Director, informed the board of two internal staff promotions: Stefan Lyhne-Neilson has been promoted to New Smyrna Beach Assistant Regional Librarian and Rudy Cantu has been promoted to a Library Assistant III at the Deltona Regional Library. The position that Stefan has left will be filled.

Neil Harrington, Chair, asked that if the staff promotions were in the annual budget and if a position cannot be filled does that mean that the County Manager is ruling over the budget. Lucinda Colee answered that the County is looking at the future and if the money will be there down the road. Lucinda Colee has been fairly successful in filling positions and is working to get funded positions approved to be filled.

Neil Harrington, Chair, stated that he does not like to see the budget as a wish list. Lucinda Colee, Library Director, thinks that the positions will be filled because they were not unfunded between the two years. However, there is quite an approval process right now to justify positions. It is very difficult to staff all of the hours and staff have been relocated to keep the staffing as level as possible.

Neil Harrington, Chair, stated that it is the role of the board to spend time with the new Council Members, invite them to the meetings, and seek them out. They may need to be educated as to what is important to the library system. Lucinda Colee, Library Director, added that if they have not been to a library in five years, then they need to know that things have changed and that libraries are more valuable today than they were five years ago.

Donald Needham, At-Large, asked about the volunteers. Lucinda Colee, Library Director, answered that the numbers are slightly down due to the economic situation. Seniors have had to become the breadwinners for their families again. Lucinda stressed the importance of volunteers, stating that the library system would not survive without them. They are a very important part of the library operation and staff is very thankful and appreciative for every minute that they give. Chris Hartley, District IV, stated that it behooves the library system to pay tribute to the people who coordinate the volunteers in each branch. All branches have a volunteer appreciation time.

Daytona Regional – Photos of new floor covering and paint

Lucinda Colee, Library Director, presented pictures of the Daytona Beach Regional Library after the new paint and floor covering. Low flow toilets have been installed by the County throughout the building. While the library was under construction, the children's section was kept open and the John H. Dickerson Heritage Library was open with extended hours. During this fiscal year, new floor covering and paint will be installed at the DeBary Public Library and the DeLand Regional Library.

DeLand Construction Update

Construction in DeLand will commence as soon as the building permits from the City of DeLand come through. Along with floor covering and paint, a revolving entrance door will be installed to provide a barrier for the front desk from the elements.

DVD Usage – State – circulation and budget by format

Lucinda Colee, Library Director, presented the circulation statistics for five other county library systems that serve a similar population to Volusia County. Neil Harrington, Chair, asked if the library gets much activity with the reciprocal borrowing agreements. Anne Powers, Network Librarian, is working on the statistics. Lucinda Colee is looking at the issue to determine what, if any, recommendation that we want to make. VCPL has a limited number of electronic downloads and it is not reciprocal if the other counties do not have the same databases.

Neil Harrington, Chair, asked if the contract specifies what type of materials will be loaned. Lucinda Colee, Library Director, is trying to determine if there is a high enough usage to change the agreement. Brevard County has added OverDrive and Flagler County will have access to digital material through NEFLIN LSTA grant funding. Neil Harrington stated that if they qualify for a grant then they do not need to use Volusia County materials.

Lucinda Colee, Library Director, explained that because the library pays per download for the services of Freegal and Freeding, we are paying directly for the reciprocal borrower downloads. Donald Needham, At-Large, asked about the Federal Document Depository. Lucinda answered that we are an electronic depository that is not supported financially; however we get the documents for free.

Lucinda Colee, Library Director, presented the Video Materials handout, please see attached. The library is still circulating more books than DVDs. The DVDs do go out more because they have a shorter loan period. Lucinda will bring an estimate of what is spent in comparison to the circulation to the next meeting. At any given time there are more than 100 people on the WIFI network during business hours. WIFI is turned off after the library closes for liability issues.

Unique Management – Collection Service – non-collectables

Lucinda Colee, Library Director, presented the Unique Management statistics and explained that the service is budget neutral, please see attached.

Holly Hill Service – Requested Information

Lucinda Colee, Library Director, informed the board that the cost of the Holly Hill site is \$50,000.00 annually to keep the machines maintained. Please see the attached statistics. When there were two machines outside of the Ormond Beach Regional Library they were averaging 1,600 circulations per month. Neil Harrington, Chair, asked if patrons don't know that the service exists or if they are just not interested in the site. Lucinda Colee stated that patrons are going to the Ormond Beach Regional Library and the Daytona Beach Regional Library.

Neil Harrington, Chair, asked who was being contacted at the City of Holly Hill about continuing this service. Lucinda Colee, Library Director, answered no one because a recommendation has not been made yet. Neil Harrington would like to make a recommendation in the future, but would also like the politicians to be involved before the recommendation is made. Donald Needham, At-Large, asked where the machines would be placed if they were moved. Lucinda Colee answered that they would be put outside of existing library facilities. Donald Needham stated that it was advisable to do whatever necessary to recommend moving the machines elsewhere. Lucinda Colee will bring the unique patron numbers and budget numbers to the next meeting in January so the board can make a motion.

New Business:

Sue Lombardi, District V, asked if eDevice classes were still being offered. Lucinda Colee, Library Director, answered yes, classes are being offered all the time. They are listed on the website and staff members are very good at helping patrons with their devices at the reference desks. Sue Lombardi asked if the classes could be separated by device. Lucinda Colee answered that some of the branches separate them and some do not. The Library has recently added

technical support to OverDrive, so patrons can now go directly to OverDrive for troubleshooting support. This service has had very good feedback as OverDrive has all of the devices and can recreate the problem to walk the patron step by step through the fix.

Adjournment:

With no further business, the meeting was adjourned at 11:06 am.

The Next Scheduled Meeting:

The next scheduled meeting will be on January 11th at the Daytona Beach Regional Library at 10:00 am.

Respectfully Submitted,
Chelsea Harrison