

**Minutes of the Volusia County Library Advisory Board Meeting  
January 10<sup>th</sup>, 2014  
Library Support Center**

**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

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Neil Harrington, Chair, called the meeting to order at 10:00 am.

All the board members were present.

**Minutes of the Previous Meeting:**

The minutes were approved as presented and passed unanimously.

**Meeting Schedule:**

The meeting schedule was handed out, please see attached.

**Board Members Contact:**

The board members contact was handed out, please see attached.

**Director's Report:**

**Capital Improvement Projects – update:**

The Oak Hill Public Library has a new roof. The Lake Helen Public Library had its porch railing and rotted structural beams replaced. The DeLand Regional Library has begun construction on the new store front, floor covering, teen area, and paint. The public access computers will be moved upstairs to help patrons more effectively from the reference desk. They will be closed for three weeks and reopen on January 27<sup>th</sup>. The Friends of the Library store will remain open throughout and have its ribbon cutting ceremony on January 29<sup>th</sup> at 10:00am.

**FY 2013 Library Use Statistics – handout:**

The Fiscal Year 2012-2013 library use statistics were handed out, please see attached. Physical item circulation is above four million, even with periodic closures of the larger libraries and patrons moving to eBooks. Everything is now visible in Surfcat, causing the digital statistics for Freading to nearly triple.

Volunteer hours had a slight reduction, however not all the Friends groups counted their bookstore hours and they will be added back in next year. There are volunteer appreciation functions at each library branch. Neil Harrington, Chair, recommended writing a letter to the editor and going on Bright House to express appreciation for the volunteers.

Number of public access computer sessions is down, but wireless activity is up. The cost of wireless devices has gone down and patrons are bringing in their own. Lucinda will bring the statistics of books versus DVDs to the next meeting.

**Annual Plan of Service - handout:**

The Annual Plan of Service based on the long range plan that the board contributed to was handed out, please see attached. The Library will continue working with the business community and economic development. A trainer will be coming in on February 10<sup>th</sup> for training on databases that are offered by the Library in the Kelly Building in DeLand. Donald Needham, At-Large, asked if there would be more focus groups. There will be more focus groups when the new long range plan comes out in 2015.

**Annual Endowment Report - handout:**

The endowment policy and endowment interest report for 9/30/2013 was handed out, please see attached. The interest will be rolled over for next year.

**Deltona Library – Café:**

The Deltona Library Café has closed for business as of December 31<sup>st</sup>. The Friends of the Library will move their bookstore into the space. They will still offer soda, water, or light snacks for the kids that come after school. Where the store is currently will become a meeting room and the eLab will move into the current meeting room.

**Old Business:**

**Meeting with Rep. Hood:**

The meeting with Rep. Dave Hood will be on Wednesday, January 22<sup>nd</sup> at 9:00 am in order to discuss the library services offered and state aid.

**Letter to County Council:**

Neil is going to draft a letter to be sent to the County Council that will be sent to the board for approval.

In the letter Donald would like to ask the Council if there is anything else that they would like the board to look into. The board thinks it is important to go on the record and say that the board should be a part of the process for closing, moving, or locating a library facility. A part of the mini budget workshop presented last year was to bring the new Council members up to speed on the services that go beyond a traditional library role.

Donald recommended that Lucinda inform the Council of the involvement and interest of the board during her time as director and that the board should be consulted before going to the press. Historically the Council has listened to this Advisory Board and most if not all have agreed with the position of the board. Neil has seen nothing but cooperation from the Council in regards to the library. The Friends of the Library are the strongest allies in this country.

**New Business:**

Jean Fletcher, District I, requested fifteen minute computers free of charge for traveling people who need to print off boarding passes. The Library does not have enough computers to set some aside for

nonresidents, especially since 90%+ of our funding comes from a local property taxes. This is something that we look at on a regular basis and the Reference desk will print out the boarding passes for the travelers.

Claudia Hutchins, At-Large, informed the board that 173 items were donated to the Community Life Center from the mitten tree at the Deltona Regional Library. Blankets are needed now.

Sue Lombardi, District V, requested more notice for the Food for Fines next year. The information was delayed due to the renovations at DeBary, but will be out sooner next year. There is a food collection for the public managed by Halifax Urban Ministries throughout the year. Jean recommended expanding the Toys for Tots next year with more time and notice.

**Public Participation:**

Jerry Lombardi informed the board about a local pastor who is building a library in Ghana and needs books to be sent. He requested that the educational books that can't be sold or used in the collection be packaged up and sent to him.

Diane, Friends of the Library, was glad to see the board recognized how important Friends of the Libraries are. She is happy to advocate for the libraries in the local community and work to support the libraries.

Lucinda informed the board of administrative reorganization as staff members are retiring. The plan has been approved and Lucinda will bring it in the form of an organizational chart. Suzan Howes is now the Regional Librarian for Ormond Beach and Daytona Beach. Kristine Crane and Stacy Hutchins will take larger leadership roles in those branches and two librarian twos will have promotional opportunities as Reference Section Heads. During this process an unfunded librarian position to work between Daytona Beach and Ormond Beach has been refunded.

**Adjournment:**

With no further business, the meeting was adjourned at 11:08 am.

**Next Scheduled Meeting:**

The next scheduled meeting will be March 7<sup>th</sup> at 10:00am at the DeLand Regional Library.

Respectfully Submitted,  
Chelsea Harrison