

Library Advisory Committee

The Library Advisory Committee met on the above date with the following members present: Michael Sandler, Pat Rose and Martha Lyle. Also present were Hunter Walker (County Administrator) DeVann Cook (Human Resources Director) Gwen Wilson (Library Director) and Kathy Jordan. Michael Sandler called the meeting to order at 4:02 p.m.

The minutes of the August 18, 2011 meeting were approved.

Director's Report

Gwen Wilson presented a brief outline of the Plan of Service submitted to the State Libraries focusing on Five Service Areas (see attached) that will enable us to meet our goals.

Ms. Wilson pointed out some ways that we are getting information out to the communities about our libraries. She noted the Library Newsletter format has been changed and is issued monthly and includes the Library Events Calendar. Margaret is continuing with distribution of information to schools to reach young users and their parents as well.

She noted that there is ongoing training for library staff to make sure they know how to use our resources and can assist users with all resources such as the tumble books and how they link to data bases. Displays have been created to show that we have other services and how to use those services. She hopes to involve community experts to augment staff with training services for the public.

Ms. Wilson said we will continue to provide popular books and movies and expand the genealogy collection. The Friends groups have agreed to help expand the DVD collections and the libraries will help tie-in books with the DVDs. She also wants to expand the audio book selection and music collection and the Friends groups have agreed to help with the endeavor.

She said we will continue to provide youth programs and summer reading programs but will also provide some focus on adults and family programs such as movie nights and computer training or gardening programs.

Mrs. Rose asked if we have to attain the rights before we show a movie. Mr. Walker noted that the county does pay a licensing fee to ASCAP and that may cover the right to show a movie as long as we are not charging. The county attorney can review our contract.

Ms. Wilson also noted that Saturdays with Santa will be starting soon and staff is excited about doing that program and is investigating ways to expand our library outreach programs.²

Ms. Wilson noted that library staff will continue to maintain the space available in all libraries and make sure things are in order and appealing and will continue to coordinate with building maintenance to insure that things are in good repair and clean. She noted that Building Maintenance has been very helpful and works very well with Library staff.

Staff maintains a current disaster plan for securing the libraries and in January will participate in emergency training. Mr. Walker noted that in the event of a natural disaster we need to know how to keep people safe during an emergency event such as tornadoes or other major events. Mr. Sandler commented that those type of emergencies are year round events and not seasonal.

Mr. Sandler said that he and Mrs. Rose attended a volunteer appreciation event with lunch and door prizes in Navarre. He felt that staff really showed their appreciation to all the volunteers. Mrs. Rose noted that the bookstore staff appreciated being included. Mrs. Lyle commented on how nice the refreshments were that were provided by library staff.

Other Business

There was no new business. Mr. Walker noted that the "Interim" should be removed from Ms. Wilson's title in December.

Next Meeting Date

The next meeting is scheduled for February 16, 2012 at 4:00 p.m. at the Gulf Breeze Library.

Adjournment

There being no further business to come before the Committee, the meeting adjourned at 4:30 p.m. to tour the Library Administration building.

November 17, 2011

Milton, Florida