

APALACHICOLA MARGARET KEY PUBLIC LIBRARY

Regular Meeting of the Library Advisory Board

~ Mission Statement ~

“The Apalachicola Margaret Key Library contributes to a healthy, vibrant community by helping citizens create and live their best life.”

Meeting Location:

Apalachicola Margaret Key Public Library

Meeting was called to order by Sondra Taylor-Furbee, Chairperson, at 6:03 pm

Members Present:

Audie Pieper

Sondra Taylor-Furbee

Jerry Hurley

Ex-Officio Members and Others Present:

Lucy Carter, Library Director

Liz Perkins, PALS Representative

Approval of Last Meeting Minutes

The minutes were unanimously accepted as presented

Director's Report:

Outreach

'22 Annual Plan of Service Goal #5- Promote Informed Citizenship.

• Since last meeting:

1. Judged County Spelling Bee w/BMABF and Shirley Ammons on 12/14
2. December calendars posted in town and delivered to Head Start, Davis Day Care, ABC, Baptist, and Franklin Schools—if you see them still up, please take down!
3. Tabled at Fresh Market w/PALS volunteer Liz Perkins. Collected \$75 in donations, signed up 4 library cards.

• Ongoing/Upcoming Plans:

1. Emailed H'COLA Committee an open invite for library to help in any Black History Month activities. Elinor Mt. Simmons will bring the offer up in their planning meeting.
2. Will table at H'COLA African American Festival on Saturday 2/18. Volunteer?

Programming

Goal #1- Satisfy Curiosity & Create Personal Enrichment through Lifelong Learning;
Goal #2- Create Young Readers with Strong Engagement in Early Literacy; Goal #3-
Stimulate Imagination & Create Engaged Readers.

• Since Last Meeting:

1. December Activity Notes: Next year, advertise only 3 Kids events: 1. Santa Visit, 2. Party or Movie, 3. Daily Readings for week of break. In addition, have pop-up crafts available as ppl visit the library. Two pop up craft days held were a hit with all ages—This was not advertised, just available in the library. Library also needs to be Toys for Tots collection point. Big thanks to all volunteers for coming out for activities! Notes on individual events, as follows:

a.) Ornament and window art crafts led by PALS volunteer, Connie Justice on Thursday, 12/1 [a pop-up] and Friday, 12/2. 10-15 kids w/parents—well attended!

b.) Shrimp Boat Santa visit on Thursday, 12/15. 78 kids w/parents, last year was 68. Santa was happy. Greater advertising next year, perhaps w/Chamber help at Shrimp Boat Santa arrival (?)

c.) Jerry Hurley Night Before Christmas read-aloud with cocoa on Friday, 12/16. Only 1 child and 2 adults, and 2 volunteers! Thank you anyway, Jerry. Pop-up craft that afternoon had 7 kids.

d.) Mayor Ash read aloud with cookie decorating on Monday, 12/19. Mayor Ash canceled, so library director read books to 2 kids/1 adult and served a snack.

e.) Hanukkah Lesson with David Adlerstein and dreidel game on Tuesday, 12/20. 15 attended, with only 4 kids, who left halfway through. Discussion was adult-led. David gave write-up in the paper mentioning the library. He wants to host again next year. A surprise success!

f.) Christmas en Español and craft on Wednesday, 12/21. Three children attended. They were Hispanic but preferred the story in English. Isel read aloud, and then they wrote letters to Santa.

g.) Classic Christmas Celebration on Thursday, 12/22. Only 1 adult, and 2 kids. Parent (Brandy Reeder) was understanding.

2. January program planning. Three health/wellness programs beginning:

a.) Pilates Workshops on Fridays (beginning 1/13 from 6:30-7:30)

b.) Yoga for adults Mondays 6:15-7:30 beginning 1/23

c.) Yoga for kids Wednesdays 3-3:30 beginning 1/25

3. PALS Movie Night had 15+ attend. Classic comedies w/short cinema history is a draw!

4. Mahjong group now meets on Wednesday mornings at 10—good attendance.

5. Crochet and Craft Circle rebranded as just 'Craft Circle' with new time—Tuesdays @ 1.

• Ongoing/Upcoming Plans:

1. January PALS Author event with our own Jerry Hurley! Thursday, 1/19 @ 6. Let's all attend!

2. February Book Sale set for Saturday, 2/11, 11-2. Will be weeding collection in

upcoming weeks—shelves are full.

3. Met with PALS volunteers Janine Gedman, Elly Bissen, and PorchFest rep. Jenny Odom on PorchFest funds and Winter Music Series. Plan to host Music Series on Fridays in Feb. and lineup is set. Will feature more diversity with Kenny Turner, and Christopher Supersaud on final two Fridays. Pay has been increased for musicians, from \$50 per musician, to \$100, and \$200 if they are traveling from out of town. Plans to use PorchFest funds will be discussed at future PALS meeting.

4. Working on February Black History Month 'reading in the round' activity. Choosing a book by a black author, and having volunteers read a chapter each night for 1 week. Mentioned idea to H'COLA and Dr. MLK Jr. Planning Committees.

Communications & Community Connections

Goal #5- Promote Informed Citizenship and Goal #7- Internal Development

• Since Last Meeting:

1. Wrote December and January press releases for paper. Published in Thurs. Dec. 8 th and Thurs. Jan 5 th Apalach Times.
2. Attended City Commission Meeting for appointment of Dolores Croom to Library Advisory Board—Welcome Dolores!
3. Wrote Jerry Hurley press release. Adlerstein confirmed it will be published in Thurs. Jan 12 th edition. Oyster Radio already covering.
4. Project Impact visit in December had PALS volunteer, Richard, teaching paper tree construction with Liz Perkins from PALS assisting.
5. Dropped off old newspapers to animal shelter.
6. Sent Pilates flyer and write-up to Oyster Radio—already covering.
7. Sent Hurley flyer, Pilates flyer, and Jan. calendar to Chamber for coverage.

• Ongoing/Upcoming Plans:

1. Drop off paperbacks to Sheriff's Office ahead of Book Sale in February.
2. Still need to create an email list and text blast list to alert parents/visitors about events. I have the raw data; it needs to be input and organized.
3. Write February press release, send to newspaper, Oyster Radio, & Chamber.

Internal Organization

Goal #4- Foster Information Fluency & Critical Thinking Skills and Goal #7- Internal Development.

• Since Last Meeting:

1. PALS decorated library for holidays on 11/27, then took down decorations on 1/8.
2. Library awarded over \$2k in Emergency Connectivity Funding! This will be used for purchase of MiFi's—think, wireless internet service enhancers.
3. Two people interviewed for Library Assistant position. Will be interviewing more.
4. Work on Inner Library Lending accomplished. Now I need to train. & gt; Still!

5. Scanner and computer purchased. Some hardware has apparently arrived at IT Department, and is ready to be installed. Training date TBD.
6. Blinds for office arrived, Work Order has been sent for installation.
7. Liability waiver (finally!) sent over by City Attorney. This will be used for Pilates and Yoga, and will be modified (w/attorney's approval) so that any volunteers (PALS or otherwise) will also need to sign.
8. Ordered materials for Summer Reading Program, and they have arrived. Theme is "All Together Now"... Library will focus on community engagement and music.

• Ongoing/Upcoming Plans:

1. Connie Justice's husband Ken weatherproofing Little Free Libraries. Thank you, Ken!
2. Called landscaping company out of Sopchoppy for tour and quote. Company delayed tour of property because of rain.
3. Called 'We Love Land' in Apalachicola for current quote, last one received in April of 2021. They will be in touch this month.
4. Spoke to City Planner Bree Robinson, on best practices for managing quotes. She suggested getting 3 for any project and keeping records.
5. Continuing to follow up on glass tops for tables, and door installations. Would like to have 'fax' table sanded and refinished.
6. Need to order 2 locking display boxes for outdoor library advertising—will purchase with League of Mayors grant funding.
7. Need to review library's status on requirements for State Aid. We should be eligible next September.
8. Reviewing library layout for inclusion of more local art, and space for new microfilm machine.
9. Continuing to create best practices for Archives Room.
10. Will review library's Annual Plan of Service for discussion at February LAB meeting.

PALS Report:

PALS Activities 2022 Revised 1/9/23

January 2022

- Moved seasonal decorations to new storage space at City Hall, Jan 5 • Hosted author Terry Lewis for book talk & signing, Jan 13

February 2022

- Held 'Love Your Library' book sale, Feb 12

March 2022

- Hosted author Sue Cronkite for Women's History Month, Mar 11
- Volunteered for library's Spring Break Activities, Mar 13-18
- Designed new templates for monthly Library Calendar & Kid's Calendar

April 2022

- Hosted author Marie Bostwick for book talk & signing, Apr 8
- Produced and distributed Spring KEYNOTES newsletter for library

May 2022

- Held 'Stock Up for Summer' book sale, May 7
- Produced and began distributing new library brochure

June 2022

- Helped with Summer Reading Kickoff Party, June 3 • Hosted Family Movie Night, June 10
- Hosted Summer Music Series, June 17 & 24

July 2022

- Hosted Summer Music Series, July 1 & 8
- Hosted Family Movie Night, July 15
- Helped with Summer Reading Closeout Party, July 29

August 2022

- Produced and distributed Summer KEYNOTES newsletter for library • Hosted Summer Music Series, August 26

September 2022

- Solicited volunteers for fall activities
- Hosted Classic Movie Night, The Thin Man, Sept 16 • Hosted Summer Music Series, Sept 30

October 2022

- Helped staff Pumpkin Patch, Oct 2-20
- Hosted Classic Movie Night, Ghostbusters, Oct 7 • Created Donation Jars for Porch Fest
- Handled the donations, expenditures, & thank-you notes for Porch Fest • Hosted Hospitality Tent and Library Tent for Porch Fest, Oct 22

November 2022

- Hosted Classic Movie Night, The Pink Panther, Nov 18
- Produced and distributed Fall KEYNOTES newsletter for library • Solicited volunteers for winter activities
- Decorated the library for the holidays, Nov 27

December 2022

- Helped Lucy represent library at Holiday Fresh Market, Dec 3
- Helped host Night Before Christmas Read Aloud, Santa's Visit, and Hanukkah Presentation, Dec 15-20

Individual PALS board members help with:

- Processing books donated to the library
- Working the desk
- Organizing the book stacks
- Running the monthly STEAM Club at Project Impact • Running the Chess Club
- Repairing and trouble-shooting library mechanical devices and furnishings • Decorating the PALS bulletin board
- Baking cookies & bringing flowers for author events
- Designing and distributing library flyers and calendars
- Running the PALS Facebook page
- Running the financial affairs of PALS
- Running the PALS membership program
- Running the PALS volunteer program
- Writing thank-you letters to donors
- Chairing PALS meetings and attending City Advisory Board meetings • Serving as ambassadors for PALS and the library
- Creating pop-up activities for children and teens
- Organizing library supplies and storage areas

PALS Board

Jan Thomas, Chair Elly Bissen

Janine Gedmin Connie Justice Rich Lenhart

Liz Perkins

Lowell Thomas

Celia Winterringer

Lucy Carter, Library Director (ex officio, non-voting)

Old Business

Updates to the annual plan of service will be finalized at the February meeting.

New Business

Adjourn: Meeting was adjourned at 6:42.

Next Meeting: February 14, 2023