

Library Board Minutes of the Meeting held  
November 9, 2021 at 6:00 pm.

## **APALACHICOLA'S MARGARET KEY 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 Library

Meeting was called to order by Sondra Taylor-Furbee, Chairperson at 6:05pm

#### **Members Present:**

Trinity Hardy

Jerry Hurley

Isabel Pateritsas

Audie Pieper

Sondra Taylor-Furbee

#### **Ex-Officio Members and Others Present:**

Lucy Carter, Library Director

Elizabeth Perkins, PALS Representative

Jan Thomas, PALS Representative

#### **Approval of Last Meeting Minutes**

The minutes were unanimously accepted as presented

#### **Monthly Report:**

Monthly report was presented by Lucy Carter

Copies were distributed to all attendees (copy is attached at end of minutes)

#### **New Business (out of order)**

Lucy Carter requested board action on a proposal to add the word "Public" to the current library name for clarity. After brief discussion on the library name, the board voted to support the addition of the word "Public" to the official library name.

#### **PALS Report:**

Elizabeth Perkins presented the PALS report

Elizabeth Stuckey French was the author for the November 4 Author Series event.

PALS is now using Square for credit and debit card transactions

PALS has purchased two lecterns

Janisse Ray will read from her new book on November 19. The presentation is in collaboration with Downtown Books.

Terry Lewis will be the next presenter in the Author Series on January 13.

The Robert Macomber presentation has been cancelled.

**Old Business:**

The Annual Plan of Service, which will be added to the current Strategic Plan, was unanimously approved

**Adjourn:** Meeting was adjourned at 7:14

**Next Meeting:** Tuesday, January 11, 2022 6:00

**Director's Log:**

Week 7 (So far! M 10/11-10/12, 5pm)

1. All library signage to be printed in English and Spanish
2. Program planning for November-January: Lego club starting 10/28, 4:30-5:30
3. Researched programs to be staggered with Franklin Co. library
4. Nonfiction titles research
5. New books ordered with Karen, appointment to learn ordering system on 10/22
6. Met with Missionaries from Church of JCoFLDS for Family Search appointment offerings, potentially every Tuesday 4-5:30pm
7. Pumpkin Patch temporarily closed until pumpkins can be delivered. Information shared on social media, sign posted on chair by tent
8. PALS Pumpkin Patch money counted and delivered to PALS.

(Shared above with LAB at second mtg. 10/12/2021)

Week 7 continued (10/12-10/16):

1. Posted list of museums in libraries
2. Spoke to Caty Greene on fliers for City historical homes
3. Signed up for the Florida Library Association
4. Quote from Culligan water (which City also uses) and/or purchase of water cooler
5. Displayed Fall-themed books throughout library
6. Displayed PALS Author Event books
7. Met with IT contact on: phone line in mtg room, computer security, laptop updates, and Memory Lab set-up
8. Moved phone to sit by desk, old desktop removed from back reading room
9. Spoke with Audie on possible programming
10. Shifted Easy Readers into separate section of Children's area
11. Moved seed library out to front by door
12. Sat out in Pumpkin Patch on Saturday (day off) to help volunteers
13. Typed up Pumpkin Patch 'lessons learned' document for PALS

Week 8 (10/17-10/23):

1. Worked Sunday to train new Sunday volunteer
2. Began new volunteer protocol of copying ID, filing Volunteer interest form and signed liability waiver
3. Partnering with downtown bookstore for Janisse Ray author visit
4. Attended PALS mtg. for clarification on pelican branding, report of pumpkin sales, Elizabeth Stuckey-French, and Janisse Ray visits to library
5. Began advertising for Lego club
6. Serviced 3D pens with help from volunteer, Richard
7. Emailed Mayor Ash on Lights on for Afterschool proclamation and Lego Club as library's partnership celebration

8. Emailed with Sara in City finance on regular budget reports, so that the library stays on track
9. Created and filed Better World Books process for volunteers
10. Packed up 6 boxes of Better World Books
11. Met with Carol Barfield for adult book club starting November 3<sup>rd</sup> 6-7pm
12. Created library email signature
13. Scheduled program for January with Legal Services of North Florida
14. Met with Jody, PALS President
15. Sat out in Pumpkin Patch on Saturday (day off) to help volunteers

Week 9 (10/24-10/30):

1. Created Janisse Ray flier
2. Created EventBrite for Janisse Ray tickets
3. Updated library website with November events
4. Helped to take down P.A.L.S. tent
5. Spoke to Red Cross representative about training modules for library/City employees
6. Meeting with UF-IFAS Extension agent on regular food/nutrition programming (Will begin in November)
7. Created Book Club flier
8. Trained in Ingram book ordering with Karen Kessel
9. Met with Wilderness Coast Directors in Zoom call (They will visit Apalachicola on November 17<sup>th</sup> for lunch and a tour)
10. Signed contract for new library printer, as recommended by City (same services, lower fee)
11. Met with Pam Richardson on Archives room and volunteer tasks
12. Created Volunteer sign-up list for activities
13. Emailed City to present name change at December meeting
14. Created Kids/Teens activities flier
15. Passed out candy outside the library after school
16. Helped at Panhandle Players Halloween special—folded fliers at library, judged costume contest, etc.

Week 10 (10/31-11/6):

1. Worked Sunday to take down Halloween/October books and set out November titles
2. Began creation of seasonal booklists
3. Contacted Garlick Environmental (next door) for more extreme plant questions, outside of the expertise of the Master Gardener program
4. Passed out candy and handed out library fliers with Trinity
5. Spoke with PALS President Jody about Book Sale space
6. Emailed with Dancing Witches about possible library partnership
7. Finished Pumpkin Patch negotiation—PALS earned nearly \$1500 for the library!
8. Participated in first Book Club
9. Helped to set-up/take-down Author Event
10. Spoke to Travis Wade about old library

11. Attended PLAN Conference virtually
12. Outdoor lampposts fixed (lights!)
13. Packed up books for Better World Books
14. Emailed with contact about FamilySearch trainings/workshop
15. Began December/holiday planning—consideration of “Giving Tree” for library

Week 11 (11/7- projected 11/8):

1. Met with Carrie about library landscaping—called Apalach landscaping for quote
2. Coordinated with volunteer to weed/alphabetize Book Sale space for BWB shipments
3. Emailed Travis about library’s safety/security procedures
4. Began search for new liability/hold harmless waiver for volunteers
5. Put in work order for blinds. Reviewed library’s work orders (none outstanding)
6. Spoke to Pam Richardson about alphabetizing Margaret Key files
7. Wrote Pumpkin Patch Thank you press release and submitted to Times

Projected for 11/8:

1. Visit ABC and HeadStart

Future Projects List:

1. Hours Study
2. Fees Study
3. People Counter for accurate stats (Sensource company: 1-800-239-1226)
4. CPR/AED Training and Defibrillator in library
5. Pocket doors for security
6. Filling gaps in library’s collection
7. Covered shelter for students/pedestrians
8. Visiting ABC and Franklin Co. Schools
9. Visiting area businesses
10. Nail Down Dates:
  - Book club for adults—First book purchased “Their Eyes Were Watching God”
  - Bread making program
  - Toddlers club
  - Clean living programs and/or club
11. Check with schools about popular clubs for kids/teens; ie. Self-care/mental health clubs; poetry exploration club; techxperts club, etc. NAMI branch? Toastmasters?
12. Back concrete patio area—partner w/businesses inside? Find out status of building’s care/renovation
13. Consideration of new checkout platform

