

Clay County Library Advisory Board of Trustees Meeting  
Fleming Island Library, January 18, 2017  
Minutes

**Board Members Present**

Lynn Jenkins  
Ed Dickson  
Sandy Coffey  
Rindetta Stewart  
Linda Eason  
Kimberly Miskowski

**Staff Present**

Pat Coffman  
Lynn Pinilla  
Jason Black

- Call to Order: Pat Coffman called the meeting to order at 3:30 p.m.
- Roll Call: Pat Coffman
- Public Comments: No public comments
- Welcome: Pat Coffman
- Minutes: Query by Ed Dickson as to why less money allocated for print/e-books. Pat Coffman explained that the relevant budget category lost \$10, 000. In addition that allocation still bears the cost of public printing/copying equipment and will do so until revenues from printing equals the cost of providing it. Lynn Jenkins moved, Linda Eason seconded approval of minutes; minutes approved by unanimous vote.
- Policy Status:
  - A. No changes yet—still under review with county attorney.
  - B. Social Media: still waiting for county policy. Jason Black shared research on social media use in nearby counties. Because of Freedom of Information law, all social media has to be archived for future FOIA requests. Jason is researching how this is being handled by other counties. The advantage of social media is that information can go out instantly
- Kim Miskowski asked why Clay County does not participate in AskALibrarian.org. Lynn Pinilla said it had been discontinued due to lack of participation by the potential audience.
- Rindetta Stewart asked whether libraries track diverse users. Pat Coffman said that they don't, but welcome all users.
- Annual Statistics:
  - A. Library Stats: Pat Coffman shared information in the packet as to library usage.
  - B. County Report: Pat Coffman reviewed a report on overall library activity, prepared for incoming BCC members.
- Rindetta Stewart expressed concern about older patrons who cannot get to the library. Lynn Pinilla said that e-books are an excellent resource for those who cannot make it into the library and our collection continues to grow to meet that need. The library is working to make more online resources available.
- Sandy Coffey urged that LABT meeting packets (which represent a great deal of valuable information, and are not, at present, available to a wide audience) as well as meeting minutes be placed online via a link on the library website. Pat Coffman said this could possibly be done, that we would send the information to MIS for consideration.
- Kim Miskowski shared that she has a link to libraries on her school web page.
- Sandy Coffey asked about the Tumblebooks and A-Z databases. Pat Coffman said that contracts have not yet been finalized to get them online.
- Rindetta Stewart asked about bilingual resources. Lynn Pinilla said that Spanish and French resources are being added at HQ library and Spanish at OP Library—circulation will be monitored. Pat Coffman said that bilingual resources are in every library and more added are added regularly.

- NEFLIN Partnership: Lynn Pinilla shared that Clay County has received a competitive grant for a NEFLIN marketing project. This will involve a professional presentation and consultation, beginning with a kickoff at Thrasher-Horne on Feb 23, 2017.
- Vacancies: Pat Coffman reviewed current vacancies. She expressed hopes that salary scales will be adjusted upward for some of the lowest-paid library staff, which in turn will help recruitment and retention of quality employees.
- Budget: CIP (Capital Improvement Program) planning: Pat Coffman presented library proposals for new and expanded sites based on projections of local populations. Details of presentation and supporting mapping are in the meeting packet. CIP monies have to be spent on items that will last at least 5 years. Pat also shared that the BCC is beginning a series of information and comment meetings at 8 AM on 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays. Currently, these are focusing on CIP issues, such as roads and other related items.
- Summer program 2017: Planning is already underway.
- Board Reports: Kim Miskowski mentioned how important and appreciated the summer programs are. Linda Eason commented on the article and photos in *Clay Today* about a Green Cove Springs library program. Sandy Coffey asked whether the Trustees and administration would support a request for full restoration of library hours. Ideally, all branches should have the same hours. Pat Coffman said the cost would be \$250,000 per year. The group agreed that this would be a good goal. Rindetta Stewart recounted her sister's activism in encouraging libraries to purchase certain materials. Lynn Pinilla said that the libraries do keep and follow up on all requests for materials. Ed Dickson expressed appreciation for the book storage area allocated to the Friends of Middleburg/Clay Hill Library. Previously, the Friends only had shelves in one area of an office at the library and had to use outside storage for the books they sell to raise funds.
- Public Comments: None
- Adjourn: Pat Coffman adjourned the meeting at 5:12 PM.

Minutes Submitted by Sandy Coffey