

# City of Clearwater

*Main Library - Council Chambers  
100 N. Osceola Avenue  
Clearwater, FL 33755*



## Meeting Minutes

Thursday, February 4, 2021

10:15 AM

Main Library - Council Chambers

## Library Board

**Roll Call**

**Present** 7 - Chair David Loyd, Vice Chair Barbara Ann Murphey, Board Member Rosemarie Kibitlewski, Board Member Donna Dennis, Board Member Kelly McLeay, Board Member Helen Amburgey and Board Member Andrew Lorenti, who attended the meeting via telephone

**Also Present** - Jennifer L. Obermaier – Library Director, Patricia O. Sullivan – Board Reporter

Awaiting approval

**1. Call To Order**

*The Chair called the meeting to order at 10:22 a.m. at the Main Library.*

To provide continuity for research, items are in agenda order although not necessarily discussed in that order.

**2. Approval of Minutes****2.1 Approval of February 6, 2020, Library Board Minutes**

**Member Dennis moved to approve the minutes of the February 6, 2020 Library Board meeting as submitted in written summation. The motion was duly seconded and carried unanimously.**

**3. Citizens to be Heard Regarding Items Not on the Agenda:** None.**4. New Business Items****4.1 Review Library Board Powers and Duties as defined by City Code**  
Determine if changes are needed to the City Code.

*Consensus was the only change would replace “secretary” with “vice chair.”*

*Member Lorenti reported difficulty hearing the meeting.*

**4.2 Discuss Library Board Meeting Frequency.**  
Determine if changes are needed to the Library Board’s meeting frequency.

*Consensus was to maintain meeting frequency. It was hoped that members could attend meetings via Zoom when out of town.*

**4.3 Identify month for the Library Board’s annual report to council**  
Library Board to determine date of their annual report to the City Council.

**Member Dennis moved for the Library Board to present their annual report to Council in September. The motion was duly seconded and carried unanimously.**

#### 4.4 Discuss Countywide Overdue Fines

PPLC Libraries are considering elimination of overdue fines. Discuss the overall concept and its impacts for the Clearwater Library System.

*Library Director Jennifer Obermaier said PPLC (Pinellas Public Library Cooperative) libraries were discussing eliminating overdue fines countywide. Benefits of this national trend included equal access to borrowing, even if fines were owed, and eliminating staff costs to collect fines and track money. Lost or damaged material charges would not be waived. The PPLC may vote on the proposal in October. City Council approval may be needed.*

*In response to questions, Ms. Obermaier said fines were capped at \$10. Collected fines were submitted to the General Fund. It was suggested fines may encourage patrons to return materials.*

**Member Dennis moved that the Library Board endorsed eliminating overdue fines and maintaining lost and damaged material charges. The motion was duly seconded and carried unanimously.**

#### 4.5 Review FY21 Library Budget

*Ms. Obermaier said the 2% increase in the proposed FY (Fiscal Year) 2021/22 Library budget financed pay adjustments required by the City's classification study; no personnel or other changes were proposed. CIP (Capital Improvement Project) items included Maker Space enhancements and FF&E (furniture, fixtures & equipment).*

**Member Dennis moved that the Library Board recommended approval of the Library's FY 2021/22 budget. The motion was duly seconded and carried unanimously.**

#### 4.6 Discuss Imagine Clearwater - Main Library Renovation

Discuss City Council's decision and potential internal modifications. Library administrative staff is meeting with design vendors to propose a small-scale redesign of the 1st and 3rd floors to be presented to City Management and City Council.

*Ms. Obermaier said in December the City Council had canceled Imagine Clearwater plans to renovate the Main Library. Minor redesign proposals, to be presented in March, will not remove walls or relocate the entrance but will incorporate movable furniture, flexible spaces, and small meeting rooms. In response to a question, she said the Main Library will reclaim its large meeting room once a new City Hall is built; part of Council Chambers was available now for library programming when no meetings were scheduled.*

#### 4.7 Florida Library Association Award for 2020

*Ms. Obermaier said the virtual 2020 annual Florida Library Association Conference had presented Clearwater Library with the Intellectual Freedom Award for its Prison Letter Program which provided inmates access to information. Started more than 3 years ago, staff answered basic reference questions and provided research assistance every month to 80 – 100 inmates incarcerated in more than 35 Florida State correctional facilities. Prisoners were very appreciative for this service.*

*Library staff was complimented for their efforts and congratulated for the award.*

#### 4.8 Election of Officers

**Member Murphey moved to appoint Donna Dennis as Chair. The motion was duly seconded and carried unanimously.**

**Member Dennis moved to appoint Kelly McLeay as Vice Chair. The motion was duly seconded and carried unanimously.**

### **5. Old Business Items**

#### 5.1 Discuss Library Operations and Programming

*Ms. Obermaier reviewed 2020 operations. The Library adopted City and County safety guidelines and reopened in May after closing mid-March. Unable to hold in person sessions, staff shifted to virtual programming; story time and book club met via Zoom. The popularity of craft kits, available for pickup at all branches, spanned all age groups. Curbside service was available. In the Heritage Studio, staff digitized patrons' films, VHS tapes, etc., a time consuming process limited to 2 requests/month; the studio has reopened by appointment only. All branches served patrons in different ways. Virtual programming, including bedtime stories on the Library's YouTube channel, will continue after COVID restrictions are rescinded. Staff missed seeing patrons in person.*

*Staff was complimented for their efforts. It was hoped residents were aware of available services.*

*Ms. Obermaier said in January staff started planning the summer reading program and purchased new recording equipment and lighting to create effective programming to post on YouTube. Staff adapted and learned many new skills in a short time, including remote communication.*

*In response to a question re homeless persons, Ms. Obermaier said no rule changes occurred except the requirement that all patrons wear masks*

*properly unless exempt for health conditions. The Library provided masks. Safety protocols included installation of plexiglass barriers and closing one hour midday to clean. Circulation and door counts were down systemwide.*

*In response to a question, Ms. Obermaier said the School Board's food service contract had expired; staff was considering uses for the space.*

*Noting resident stress during the pandemic, it was recommended that the City and Library post daily vaccine distribution information on its website.*

*Ms. Obermaier said while observing mask and social distancing protocols, staff had helped many people register on the Patient Portal for vaccine appointments. The City website featured a COVID information section. Staff provided callers with County Emergency Manager vaccine distribution updates.*

## **6. Director's Report**

### **6.1 Update Library Foundation**

*Ms. Obermaier said the Foundation was unable to hold its annual back to school activities distributing backpacks, books, and school supplies. To continue the tradition, the Foundation generously donated about \$8,000 for 1,000 backpacks and supplies that were quickly claimed. The Foundation only met virtually during the pandemic.*

### **6.2 Update Friends of the Clearwater Library**

*Ms. Obermaier said after curtailing acceptance of book donations last March, Friends of the Clearwater Library Friends recently began accepting contributions to restock the Main Library bookstore and hold a book sale.*

## **7. Board Members to be Heard**

*Chair Loyd announced he had declined reappointment to the board to focus on coaching youth soccer. He said he always would be a resource to support the library. He said he had enjoyed working with the Library Board.*

## **8. Adjourn**

*The meeting adjourned at 11:25 a.m.*

Attest:

\_\_\_\_\_  
Chair – Library Board

\_\_\_\_\_  
Board Reporter