

**LAKE WALES LIBRARY BOARD
MINUTES FROM MEETING HELD ON
WEDNESDAY, APRIL 3, 2019**

Members in attendance: Paula Alford, Deborah Solow, and Jolene Birchfield

Visitor in attendance: Glenda Morgan, President, Friends of the Library

Staff in attendance: Tina Peak, Jennifer D'hollander, Amanda McCallister and Carolyn Perry

The meeting was opened by Chairman Paula Alford.

Introduction of Amanda McCallister

Tina introduced Amanda McCallister, the library's Teen Specialist. She joined the library staff in September 2018 and has made great strides in teen programming. Amanda reported on the many things that are happening in the Youth Services Department. She distributed an outline of teen programs for the month of April and for the summer. She also distributed data snapshots of teen services. The snapshots show the huge increase in teen program participation, the increased number of items in the teen deposit collections, and the increase in the community outreach to teens.

Review of the March Meeting Minutes

The minutes of the meeting of the Lake Wales Library Board held on March 6, 2019 were reviewed. Jolene Birchfield moved and Deborah Solow seconded the motion to approve the minutes as printed. The motion passed.

Review of February Statistics

The February statistics for the library, bookmobile and B-Mail were distributed and reviewed. In response to a question, Tina explained the process for counting various items in various categories. It was noted that the door count for visitors was down in February, but the total attendance for programs in February was the highest for this fiscal year thus far.

Review of April Calendar

The April calendar of events was distributed for review. Tina commented on how busy the library will be for the month of April – lots of programs and activities.

Glenda Morgan, President of Friends of the Library, promoted the Third Annual Virginia Lassiter Leadership Luncheon that takes place on Saturday, April 6 at 12:30 PM at the Church of the Good Shepherd in Lake Wales. This is a fund raiser and the Library Board members were encouraged to attend.

Review of Current Policy for “Unattended Children Left at Closing Time”

The current policy for unattended children left in the library at closing time was distributed and reviewed. Tina explained the current policy and the policy was discussed. Several questions were raised:

Should the policy address the age of the children who are dropped off?

What is the reporting mechanism when a child is left?

Should there be a penalty for leaving a child repeatedly?

These questions were discussed and will be considered when updating the policy.

City Budget Preparation for Fiscal Year 2019-2020

Tina reported that City budget worksheets will be distributed in the near future and budget workshops will begin in June. Tina will prepare the budgets for the library, bookmobile and B-Mail. Jennifer D'hollander, Museum Director, will prepare the budget for the museum. Jennifer wants to hire a part-time employee and plan to reflect that in her budget. The final drafts of the budgets will need to be approved by the Library Board in September.

Lake Wales Museum Report

Jennifer D'hollander reported that there were 750 visitors to the museum in March – a 20% increase over last year. The current exhibition is Postcards and Perceptions: Florida Seminoles and Tourism. This exhibit features an overview of the Seminole Indians' history at marketing their heritage to the Florida tourist.

Jennifer reported that Florida's Natural Growers Foundation has awarded the museum a grant of \$1,000 for summer programs. A grant was also received from Mountain Lake Foundation in the amount of \$5,000 for a Curriculum Development Specialist.

Deborah Solow and Jennifer consulted regarding the name change for the museum. Discussion was held about the name change and it was moved by Deborah Solow and seconded by Jolene Birchfield that the official name of the museum be changed from Lake Wales Museum and Cultural Center to Lake Wales History Museum. The motion passed. It was proposed that a celebration be held at the time of the unveiling of the new name.

Follow-up on Polk County Student Library Cards

The Chairman, Paula Alford, reported that she has been in touch with Gladys Roberts, Coordinator for Polk County Library Cooperative, regarding the matter of giving every student in Polk County schools and charter schools from Kindergarten to 12th grade a library card. Paula stated that Gladys sent a memo to the Polk County School Board regarding this project and is awaiting a response.

The next meeting is scheduled for Wednesday, May 1, 2019 at 4 pm. If you are unable to attend this meeting, please email cperry@lakewalesfl.gov.

There was no further business and the meeting was adjourned.

Submitted by

Carolyn D. Perry, Library Clerk

Paula Alford, Chairman