

1. Library Board Agenda For May 3, 2023

**LAKE WALES LIBRARY BOARD
MINUTES FROM MEETING HELD ON
WEDNESDAY, APRIL 5, 2023 AT
4:00 PM
LAKE WALES PUBLIC LIBRARY – SCHOENOFF MEETING ROOM**

Members in attendance: Allison Kapphan, Brandon Alvarado, Imelda Tice, Jodie Schmidt. Kathy Manry Smith not present.

Staff in attendance: Belle Reynoso and Christine Runyon

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The meeting was called to order by Allison Kapphan.

**Review of the Meeting Minutes for March 2023**

A motion was made by Allison to approve the minutes for the March 2023 Lake Wales Library Board meeting. The minutes were approved by Imelda Tice and seconded by Jodie Schmidt.

**Library Updates**

Belle presented her Directors Report, introducing Technical Librarian Marie Zero to showcase the new Lake Wales Public Library website draft.

Marie began by saying the old website was too busy and not user-friendly. The main concerns brought up were that it was too dark and people couldn't see what they were doing or how to navigate properly.

Moving forward, Marie and the team wanted to heavily change the look of the site. This included a simple background and search bar. In regards to colors, images, background, and text, the idea is to keep everything slick, simple, and clean. There will also be a new placement of links.

On the current website, certain items were being accessed the most. The catalog search was one of the top items searched. Another was the search bar; however, it was encountering issues. Marie noticed that people were searching the Library website but it took them to search results for the entire city. In addition, people were searching around for their Accounts. It is not easily accessible in its current state. This is definitely a priority to be corrected.

Jodie and Brandon asked if the Library website will open into a new browser tab and be separate from the City of Lake Wales. Marie confirms that it will.

City Access will still be in top left-hand corner of the new website, but the Library will be the focus.

Other issues regarding the website discussed include the mega menu and the carousel menu, which will be enlarged so its easier to read the text, as well as add more picture slides. The carousel will feature our upcoming programs and news. It isn't the only place the programs will be shown, it will just be the largest space people will notice.

In the past, when the Library has had hurricane closures, there wasn't an ability on our

website to add last minute announcements; instead it was posted by the City of Lake Wales itself. With the new website, we will have this ability. There will be pictograms at the top for a drop-down menu; these are intended for visual learners.

Marie assured the board the interior components are being worked on continuously and we are in the process of “cleaning the website ourselves.”

One of the buttons to be added to the new website is a Donate button, which will also make Friends of the Library donations easier. The Donate button will go to a listing page of links.

Marie also noticed that when the Library Calendar was added to the website, it garnered a lot of traffic and the numbers for the first month were healthy, so it is beneficial to keep.

In addition, the Library Facebook page is popular. Regarding the Library’s contact information, it will be easy to find, at the bottom of the website. There will also be a list of locations so people are aware this isn’t the only one available – there are others such as BMail and Bookmobile.

Brandon mentioned he likes the generic background picture behind the carousel as well. We will have different pictures cycling behind the carousel.

IT has updated Belle regarding the website work. Since they are finished with the installation of new phones within the city, they will now be working on the Library website.

Belle moves in the direction of statistics. At the March 2023 Board Meeting, Brandon inquired about the Library’s attendance numbers in Dec ‘21 vs. Dec ‘22. Belle is happy to report that while in 2021 we had over 6,000 patrons visit, in 2022 we had over 8,000. The board is much enthused by these numbers.

The Library has quite a few events scheduled for April, including a Plant Swap, the library’s first. – We are attempting to find Food Trucks to come for the Plant Swap.

During the week of April 17th – 22st, it is Money Smart Week, with several events planned to address financial inquiries such as savings, mortgages, and loans. National Library Week is the final week of April, and in that week the library will have discounts and special programming such as Book Binding for Beginners. Allie inquired about Yum Club. It is a Youth Services Club where boxes from Universal Yums arrive and each month they showcase a different countries snack cuisine.

Belle expressed the importance of having Division lead reports every month to present to the board. This allows the board to get a greater sense of happenings and growth within the library.

Regarding Books by Mail, their Division report was quite extensive. For example, they recently visited Savannah Court. While there, they created a lot of new library memberships and added 20 or so large print books as well as 140 audiobooks. The goal is to visit every month and add more to the collection. The library also donated 300 children’s books to B Street and the surrounding daycares.

During summer the Youth Services Department gets quite busy and there is a lot going on. In 2023 the library is planning its ever-popular Touch a Truck Event, a foam party, and more entertainment.

Belle has created the before mentioned Policy Update Committee and they have met twice so far. Belle and the staff have looked at all of the policies, and there were only around two that had dates on them, so that will be a priority in the future.

Policies are broken up by department; each tackling specific policies. The first policy to be presented at this board meeting was the Patron Behavior and Responsibility Policy.

This is a new policy the library has created. Belle mentioned we have been experiencing some behaviors that we need to address via the policy, so it's a better way to do so with dignity for the patron. Currently, there is nothing about this on the website.

The next policy presented is the Group Visitation Policy. The Youth Services department and the policy committee have updated the wording and will add the date; it was never dated previously.

Jodie asked if parents are generally good about staying with their children. There are not many, but some do leave children unattended. For example, there was a time when a child was left unaccompanied and staff members had to wait for the parent to pick them up after hours.

Jodie makes a motion to approve General Guidelines for Group Policy and also the Patron Behavior and Responsibility policy. Brandon seconded. All were in favor.

Belle presented the annual report to the board members. They were incredibly pleased with the results. Eric Marshall is the Director of Communications for the City of Lake Wales and he did a wonderful job with the report.

There was no further business discussed.

### **Other Business**

The next meeting is scheduled for May 3, 2023, at 4 pm in the Lake Wales Public Library's Schoenoff Meeting Room. If you are unable to attend this meeting, please email [LIBRARY@LAKEWALESFL.GOV](mailto:LIBRARY@LAKEWALESFL.GOV).

There was no further business. The meeting was adjourned by Allison Kapphan.

Submitted by

Allison Kapphan, Chairman

Christine Runyon, Library Administrative Assistant