Call to Order: The meeting was called to order at 4:32 PM.

Attendees
Trustees: Jim Ulsamer (Chairman), Frank Benham, Sharon Atack, Armando Mustiga, and Alan Peterson.

Staff: Holly Albanese, Library Director; Joe Mayer, Community Services Director; Julie Murphy, Public Information Officer; Sally Sherman, Deputy County Administrator; and County Commissioner David Sullivan.

Friends of the Library: Terry Jones, President; Ken Jones, Treasurer; Pat Ryan, Vice President; and Bill Ryan

Absent: Trustees Jan Cullinane and George Hanns

Approval of Minutes: The minutes of the November 11, 2017 Board Meeting were approved as written.

Report by the Friends of the Library: The Friends updated the Trustees on upcoming programs.

Monthly Director’s Report: The Director handed out the Library statistics for the month of October and November 2017. Trustees discussed several of the numbers being lower than the same time last year. The monthly foot traffic and web page numbers were reviewed and discussed. The Director commented that the foot traffic difference is a result of the library acting as a Disaster Recovery Center after Hurricane Matthew and an early voting site for the General Election. The lower numbers for the web page and the database usage is believed to be attributed to the new website.

The Library Surplus Policy was approved at the December 4, 2017 meeting of the Board of County Commissioners. The library is now allowed to sell the items withdrawn from the collection.

The budget process will begin earlier than anticipated. As a result the Director asked for input as to what the Trustees would like to see for increases or decreases. Mr. Peterson requested a line item budget to review. Director Albanese said she will bring the FY 17/18 budget to the next meeting.

Director Albanese advised that the new 3m/Bibliotheca equipment was in the library and installation started today.

The Director submitted the Innovation Project Application grant request to the Northeast Florida Library Information Network (NEFLIN) on January 3, 2018 for a 2 year service and license of the meeScan app and equipment. If we are not funded then we will use passport revenue that was budgeted in this fiscal year for this specific purpose. The Director stated that she saw an opportunity to save the funds for future projects and decided to at least try.

Director Albanese asked Chair Jim Ulsamer to speak on the last item on the list pertaining to the Library Website.
Trustee Comments: Chair Ulsamer gave the background of past discussions since the new website went live in March 2017 and that the Trustees were evaluating the need for a separate website for the library that will be more customer service oriented. The Chair then asked Julie Murphy, Flagler County Public Information Officer to show us the functionality and organization of the current website. Sally Sherman, Deputy County Administrator also mentioned that every page looks the same so when an individual goes to our site they will recognize it as Flagler County.

Trustee Benham asked if we could at least have a separate calendar rather than being lumped into the full county calendar. He explained that this was confusing to our customers and not readily available on the library website as it was before. In response Julie Murphy indicated that this was a county decision. They wanted the public to see everything that was going on countywide.

Discussion continued with multiple Trustees and Friends members voicing their concerns about the set-up of the current library website and specifically the library calendar.

It was decided that Director Albanese would work with a small group of Trustees to come up with possible design changes and then report back to Sally Sherman for consideration. The group of Trustees will include Jan Cullinane, Chair Ulsamer and Frank Benham. Director Albanese will email to set-up a date and time.

Next Meeting: The next meeting is scheduled for February 12, 2018 at the library in Palm Coast.

Meeting Adjourned: The meeting was adjourned at 6:15 PM.

Submitted by:
Holly Albanese, Library Director