



**SPECIAL MEETING  
LAKE COUNTY LIBRARY ADVISORY BOARD**

**MINUTES**

August 17, 2017 – 5:00 P.M.  
Lake Extension Services, 1951 Woodlea Road, Tavares

**MEMBERS / ALTERNATES ATTENDING:**

Phyllis Smith, Member, District 1  
Caryl Harris, Member, District 2  
John Nystrom, Member, District 5  
Cynthia Burch, Member, Fruitland Park Library  
Pat Vacherlon, Member, Helen Lehmann Memorial Library  
Robert Glockler, Member, Leesburg Public Library  
John L. Johnson, Alternate, Leesburg Public Library  
Mary Page, Alternate, Minneola Schoolhouse Library  
Norma Emerson, Member, Tavares Public Library  
John Tucker, Member, W.T. Bland Public Library  
Stephen Berger, Alternate, W.T. Bland Public Library

**OTHERS ATTENDING:**

Ava Barrett, Library Services Division Manager  
Gary Earl, Library Services Support Services Manager  
Jonathan Dolce, Branch Supervisor, Astor County Library  
Lucy Gangone, Director, Leesburg Public Library  
Josie Dix, Director, Minneola Schoolhouse Library  
Ron Moore, Branch Supervisor, Paisley County Library  
Ashley Brown, Interim Library Director, Tavares Public Library  
Ashley Zotter, Circulation Supervisor, Tavares Public Library  
Cathy Lunday, Adult Services Librarian, W.T. Bland Public Library  
Bill Smith, Guest  
Karen Gouker, Recording Secretary

**PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE:**

Chair Robert Glockler called the meeting to order at 5 p.m. The Pledge of Allegiance was recited, and a moment of silence observed.

**INTRODUCTION OF GUESTS AND NEW MEMBERS:**

Ashley Brown and Ashley Zotter from the Tavares Public Library were introduced to the board. Ms. Brown is the Interim Library Director and Ms. Zotter is the Circulation Supervisor at the library. Both were welcomed to the meeting. The Chair acknowledged regular guest Bill Smith.

**NOTICE OF MEETING – PROOF OF PUBLICATION:**

Proof of publication was presented.



**APPROVAL OF JUNE 15 AND JULY 13, 2017 LIBRARY ADVISORY BOARD MEETING MINUTES:**

The July 13<sup>th</sup> Library Advisory Board meeting was called solely to review a draft of the *LCLS Strategic Plan Outline of Goals and Objectives* and make any final suggestions for changes or corrections. Due to the special circumstances of the July meeting, approval of the June 15, 2017 minutes was postponed, to be considered at the August meeting. The Chair asked for any questions or discussion on the minutes of either the June or July meeting. Absent any questions or discussion, the Chair called for a motion. **John Tucker, the member from Mount Dora, moved to approve the minutes from the June 15, 2017, and the July 13, 2017 meetings. Following a second by District 2 member Caryl Harris, the motion passed unanimously.**

**CITIZEN QUESTION AND COMMENT PERIOD:**

None present.

**COMMISSION LIAISON'S REPORT:**

None. Commissioner Blake was unable to attend due to a scheduling conflict.

**CHAIR'S REPORT:**

The Chair reminded everyone that the Lake County Library Advisory Board By-Laws stipulate the election of board officers at the October meeting and the appointment of a nominating committee at the September meeting. He asked that anyone willing to serve on the committee indicate their interest to him.

**DIVISION MANAGER'S REPORT:**

Ava Barrett, Library Services Division Manager, asked Gary Earl, Support Services Manager, to talk about statistics and offer an explanation about why the numbers seem to be declining. Gary said that discrepancies among the libraries with regard to how various "counts" are defined and measured is at the heart of the problem. Computer sessions are a good example of differing approaches to determining the number of session. At most libraries computer sessions are restricted to a set period of time from the log-in time but at others, there is no time restriction. Some libraries do not use log-ins at all. Implementation of the 2018-2023 Long Range Plan will bring consistency to statistical reporting. Gary mentioned that statistics for reference transactions are currently not being compiled and that will need to be addressed. The figures for digital circulation as a percentage of total circulation is exceeding last year. Digital circulation has slowly and steadily increased, as has mobile downloads. Additionally, the library system's main e-book vendor has changed how check-outs are counted.

Ava invited the board's attention to the hand-out showing recommended appropriation of County funds for member libraries in fiscal year 2017-2018. This information has been given to all the member library directors.

At last month's meeting Ava reported that the County was looking to expand hours at the Cooper Memorial Library. This expansion will not be taking place due to the inability of the Lake Sumter State College to pay for security and janitorial staff.

The award of library impact fees has been placed on the BCC agenda for September 26, 2017. Ava concluded her report by saying that staff is working to ensure retention of the \$200,000 impact fee awards from previous years to start the second floor build-out process at the Cagan Crossings Community Library.

**BOARD MEMBER COMMENTS:**

None.

**OLD BUSINESS:**

None.



**NEW BUSINESS:**

**LONG RANGE PLAN – Recommendation to the Board of County Commissioners for Approval of the Long Range Plan for the Lake County Library System, Lake County, Florida.** The Chair asked if there were any questions or comments. Some concerns were expressed about the proposal of turning smaller libraries into “popular libraries.” Ava responded that the consultant had included that recommendation in the plan; however, the staff task force eliminated that suggestion in the goals and objectives section. Lucy Gangone noted that the first half of the document is the consultant’s report, and the basis for developing the long range plan. The document submitted by Consultant Dick Waters has been extensively reworked with input from member and county library staff. Ava said the County Manager and Deputy County Manager also proposed revisions. John Nystrom, District 5 member, suggested that the Long Range Plan include a strong statement relative to strengthening the relationship between the libraries and the County School System. The Chair reminded the members that our position is that the long range plan needs to be on the BCC agenda for the September 12<sup>th</sup> meeting and the deadline to submit this item is August 24<sup>th</sup>. He pointed out that there are some minor changes that will be made but if the library advisory board wants to make additional changes we will need to meet again before August 24<sup>th</sup>, and he suggested moving forward with a motion at this meeting, if at all possible. **District 2 member Caryl Harris moved to accept the Long Range Plan as presented, with appropriate grammatical changes, and recommend that the Board of County Commissioners approve the Long Range Plan for the Lake County Library System, Lake County, Florida. Patricia Vacherlon, the member from Howey-in-the-Hills, seconded the motion. The vote was 8 in favor of the motion and 1 not in favor. Motion passed by majority.**

**LIBRARY RELATED ANNOUNCEMENTS:**

Library Director Lucy Gangone from the Leesburg Public Library estimates that the library has already received in excess of one thousand inquiries about the solar eclipse viewing glasses. She expects a huge turnout for the solar eclipse on August 21<sup>st</sup>.

Minneola Schoolhouse Library Director Josie Dix said radio stations are announcing that libraries have free glasses.

Jonathan Dolce, Branch Supervisor from the Astor County Library, announced that their Teen Maker Space is nearing completion.

Jo-Ann Glendinning, Library Director at the Fruitland Park Library said 60 children successfully completed the requirements for the summer reading Pizza Party at the library.

Minneola Alternate Member Mary Page announced a successful summer reading program at the Minneola Schoolhouse Library.

Ashley Brown, Interim Library Director at the Tavares Public Library, said in her capacity as the Summer Camp Director, she partnered with the Tavares Library for the summer camp program. All campers received library cards.

Cathy Lunday, Interim Library Director at the W.T. Bland Public Library, said the Mount Dora City Manager recently announced that the library will be offering Sunday hours and that there is the expectation that soon Saturday hours will be extended. This expansion would result in a total of 56 open hours per week at that library.

**ADJOURNMENT:**

There being no other business on the agenda, the meeting was adjourned at 6:09 p.m. The next meeting is scheduled for September 21, 2017 at 5 p.m.

Respectfully submitted by Karen Gouker, Recording Secretary