



The Lake Park Public Library

529 Park Avenue
Lake Park, FL 33403
561 881-3330

www.lakepark-fl.gov

Town of Lake Park
Lake Park, FL 33403
561-881-3330

Library Board Agenda

Thursday, March 4, 2021
6:30 p.m.
Commission Chamber, Town Hall
535 Park Avenue

Tony Bontrager
Lupe Lawrence
Shelby Lowe
Brittney Paxton
Robert Shelton

Board Member
Board Member
Board Member
Board Member
Board Member

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based (F.S. 286.0105). *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

A. Roll Call:

B. Pledge of Allegiance:

C. Appointment of Chair

D. Appointment of Vice-Chair

E. Minutes:

1. Library Board Meeting Minutes of December 3, 2020
2. Library Board Meeting Minutes of January 28, 2021

F. Library Director's Report:

3. Update on the Lake Park Public Library Objectives

G. Board Member Comments:

H. 2021 Proposed Library Board Meeting Dates:

I. Adjournment:

(3) [Reserved.]

(4) Keep records of all of the activities of the library board and make annual reports to the town manager and the town commission relative thereto or whenever requested to do so by the town commission.

(Ord. No. 5-1968, § IV, 4-15-1968; Code 1978, § 12-27; Ord. No. 05-2010, § 5, 6-2-2010)

- **ARTICLE IV. - BOARDS AND COMMITTEES**^[5] **Modified**

- **DIVISION 1. - GENERALLY**

- **Sec. 2-111. - Election of board and committee officers.** **Modified**

(a) *Chair.* Each board and committee of the town shall annually elect from its membership a chair, who shall preside at all meetings of such board or committee, and a vice-chair, who shall preside at all meetings of such board or committee in the absence or disability of the chair, at a regular meeting to be conducted in January, or if there is no meeting in January then at the first meeting of the board or committee in the new year.

(b) *Administrative support.* The town manager shall assign town employees to each board or committee, including a recording secretary who shall be responsible for recording the meetings and producing minutes of the board or committee meetings.

(Code 1978, § 2-56; Ord. No. 17-1991, § 1, 11-6-1991; Ord. No. 05-2015, § 2, 5-6-2015)

- **Sec. 2-112. - Membership on boards and committees terminated for missing meetings; filling of vacancies.**

(a) *Definitions.* For the purposes of this section, the following words, terms and phrases shall have the meanings herein ascribed to them:

Board means board or committee, as appropriate.

Valid excuse means one of the following:

(1)

Illness of a member or other person for whom the member is a caregiver;

(2)

Death of a member's relative; or

(3)

Scheduled absence approved in advance by the town clerk.

(b) *Recording of attendance.* The secretary of each board shall record the names of the board members who are present and absent at each board meeting, and shall include in the minutes of the meeting, the name of any member who has missed a meeting without a valid excuse, including regular and special meetings of said board.

(c) *Termination of membership.* Membership on a town board shall be automatically terminated for any member who, without valid excuse, misses three board meetings both regular and special in any consecutive 365-day period (any one-year term of the member).

(d) *Review of minutes.* The town clerk shall be responsible for reviewing the minutes of each board to determine when a vacancy has occurred, the town clerk shall confirm the unexcused absences of the member with the board secretary and once confirmed shall subsequently publish notice of the vacancy in a newspaper of general circulation of the town. The town commission shall fill the vacancy no sooner than two weeks after the publication of such notice. The term of a board member who is removed from office for lack of attendance shall end at the close of the third meeting in which the member failed to attend and which absence was not excused.

(e) *Notice of vacancies.* The town clerk shall monitor the terms of office for board members. Not less than 60 days prior to the end of a board member's term, the clerk shall publish a notice of the impending vacancy.

(f) *Publication of notice.* When publication of notice is required pursuant to this section, such publication shall be in the town newsletter and/or by other reasonable means of posting and publication. Copies of such notices shall be provided to the town commission at the next regular meeting following publication.

(g) *Profile sheet.* Each person seeking an initial appointment to a board shall be required to complete a profile sheet. The form for such profile sheet shall be approved by the commission. Any current regular member or alternate member seeking appointment or reappointment shall also be required to complete a profile sheet if one has not been completed within the previous three years. A profile sheet shall be due no later than 48 hours prior to the regular town commission meeting at which the appointment is scheduled to occur.

(h) *Appointment of alternate members.* The town commission shall appoint two alternates for each board. Alternate members of a board shall be appointed as first alternate and second alternate and shall serve in that order when necessary. Alternate members shall be permitted to participate in all board discussions. When an alternate member serves, the alternate member shall have all the powers and duties of a regular member including the right to vote on any matter before the board.

(i) *Nomination for action on vacancies.* The clerk shall prepare a list of volunteers, including members who seek reappointment, along with the profile sheet for commission action on a vacancy. The list of volunteers shall include the name of each person seeking the appointment for which a profile sheet has been timely received. The commission may interview board and committee members appearing on the clerk's list who volunteer for reappointment or appointment. A nomination to fill a vacancy may be made by any member of the commission. For a nominee to be appointed there must be a second and majority vote of the commission. Thereafter, the clerk shall notify each volunteer applicant in writing of the commission's action.

(j) Vacancies on a board or committee shall be automatically filled by an alternate member of that board or committee for the unexpired term. If two vacancies occur at the same time, the second vacancy shall be filled by the second alternate for the unexpired term. If a board or committee has more than two vacancies, the town commission may appoint temporary members, as necessary, who shall serve until the commission makes a regular appointment. The town clerk shall notify an alternate upon a change in status.

(k) *Residency requirement.* All members of town boards shall be residents of the town. However, unless otherwise prohibited by law, the town commission may appoint no more than two (including alternate members) town business owners to the boards of the town, excepting the planning and zoning board, and all appointments to said boards shall be made by the town commission.

(Ord. No. 33-1974, §§ I—III, 11-20-1974; Ord. No. 10-1979, § 1, 8-1-1979; Ord. No. 8-1982, § 1, 3-3-1982; Ord. No. 16-1990, § 1, 9-5-1990; Ord. No. 4-1991, § 1, 2-6-1991; Ord. No. 11-1994, § I, 5-18-1994; Ord. No. 6-1995, § I, 3-1-1995; Ord. No. 12-2001, § 1, 8-15-2001; Code 1978, § 2-57; Ord. No. 22-2004, § 2, 11-17-2004; Ord. No. 31-2004, § 2, 1-19-2005; Ord. No. 12-2006, § 2, 11-1-2006; Ord. No. 10-2013, § 2, 8-21-2013)

- **Sec. 2-113. - Scheduled board meetings; hours.**

All meetings of the various town boards shall be conducted after 5:00 p.m.

(Ord. No. 8-1985, § 1, 5-1-1985; Code 1978, § 2-58)

- **Secs. 2-114—2-150. - Reserved.**

Consent Agenda

TAB 1



Minutes
Town of Lake Park, Florida
Library Board Meeting
Thursday, December 3, 2020, 6:30 p.m.
Town Hall Commission Chamber, 535 Park Avenue

The Library Board met for the purpose of a regular Library Board meeting on Thursday, December 3, 2020 at 6:30 p.m. Present were Board Members Lupe Lawrence, Shelby Lowe, Brittany Paxton, and Robert Shelton. Acting Library Director Judith Cooper and Town Clerk Vivian Mendez. Board Member Tony Bontrager was absent.

Town Clerk Mendez lead in the pledge of allegiance and performed the roll call.

Appointment of Chair

Motion: Board Member Lowe moved to appoint Robert Shelton as the Chair; Board Member Paxton seconded the motion.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Bontrager			Absent
Board Member Lawrence	X		
Board Member Lowe	X		
Board Member Paxton	X		
Board Member Shelton	X		

Motion passed 4-0

Appointment of Vice-Chair

Motion: Board Member Lowe moved to appoint Brittany Paxton as Vice-Chair; Board Member Lawrence seconded the motion.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Bontrager			Absent
Board Member Lawrence	X		
Board Member Lowe	X		
Board Member Paxton	X		
Board Member Shelton	X		

Motion passed 4-0

Minutes:

1. Library Board Meeting Minutes of May 7, 2019.

Motion: Board Member Lowe moved to approve the Library Board Meeting Minutes of May 7, 2019; Board Member Lawrence seconded the motion.

Vote on Motion:

Board Member	Aye	Nay	Other
Board Member Bontrager			Absent
Board Member Lawrence	X		
Board Member Lowe	X		
Board Member Paxton	X		
Board Member Shelton	X		

Motion passed 4-0

Library Director’s Report:

2. Presentation of Lake Park Public Annual Report, Long Range Plan and Future Programming.

Acting Library Director Cooper gave a presentation on the Strategic Plan, Annual Report, Long Range Plan and Objective of the Library (see Exhibit “A”). Board Member Lowe asked how many Library users does the Town have at the Library. Acting Library Director Cooper stated that the Library has 14,000 cards, but only around 400 regular users of the Library. Board Member Lowe asked if the Friends of the Library assist with meeting the objectives. Acting Library Director Cooper stated that the Library does work with the Friends of the Library to raise funds.

Board Member Lawrence asked if the Library was open to the public. Acting Library Director Cooper stated that it was open to the public on a limited basis. Board Member Lawrence asked if the Virtual Art Show was for children. Acting Library Director Cooper explained that it was open to anyone. Anyone can register to join on the website, but no registrations have been received. Board Member Lawrence suggested a childrens or young adults art show. She suggestions reaching out to Lake Park Elementary to promote the art show.

BOARD MEMBER COMMENTS:

No Board member comments.

Schedule of next Library Board Meeting

The Town Clerk would send an email to confirm the next meeting date.

ADJOURNMENT:

There being no further business to come before the Library Board and after a motion to adjourn by Board Member Shelton and seconded by Board Member Bontrager, and by unanimous vote, the meeting adjourned at 7:08 p.m.

Chair

Town Clerk, Vivian Mendez, MMC

(Town Seal)

Approved on this _____ of _____, _____

TAB 2



**Minutes
Town of Lake Park, Florida
Library Board Meeting
Thursday, January 28, 2021 6:30 p.m.
Town Hall Commission Chamber, 535 Park Avenue**

The Library Board met for the purpose of a regular meeting on Thursday, January 28, 2021 at 6:30 p.m. Present were Board Members Tony Bontrager, Shelby Lowe. Acting Library Director Judith Cooper and Town Clerk Vivian Mendez.

The following Library Board members were absent Lupe Lawrence, Brittany Paxton, and Robert Shelton.

Town Clerk Mendez announced that due to a lack of a quorum the Library Board could not meet. The meeting adjourned at 6:36 P.M.

Chair

Town Clerk, Vivian Mendez, MMC

(Town Seal)

Approved on this _____ of _____, _____

New Business

TAB 3



Report on the progress of the Strategic Plan

Due to the present requirements to prevent the spread of COVID-19, a number of tasks within the Strategic Plan are not feasible at this time. However, in the month since the last Library Board meeting, the Lake Park Public Library has been able to make a start to achieve our goals.

STRATEGIC OBJECTIVES

GOAL ONE: Provide consistent, positive service to all library users and to meet their needs

Objective 1: Library users will receive consistent and positive customer service.

Task: Survey library users as to their needs from the library.

Due to staff limitations, the library has not yet developed the survey.

Task: Develop standards of customer service.

Task: Respond to the surveys from library users with continued improvements.

Objective 2: Library users will receive services designed and developed based on their needs.

Task: Conduct annual evaluations of the services offered by the library.

Annual evaluations have not been started.

Task: Add initiatives to the library budget that include an evaluation of services with input from stakeholders. (Budget initiatives are decided by the Town Manager and the Town Commission every fiscal year.)

Objective 3: Library users will be able to easily locate materials and services within the building.

Task: Make online public access catalogs easily available to users in the building.

There is a computer dedicated to the online public access catalog (OPAC) near the self-checkout.

Task: Increase signage and reconfigure materials locations to be easily findable and accessible.

This task has been put on hold until the library receives new shelving.

Objective 4: Library users will easily be able to use online library resources including both materials and programs.

Task: Increase online materials available through the library services.

Two new online materials platforms have been added, and e-books and e-audiobooks are continuing to be added to our collections.

Task: Increase amount of virtual programming available to library users.

Due to a staff member leaving, the library has not added any new videos to the adult virtual programming. There is a Zoom finance program scheduled for April. The Children's department has added a number of story times and Grab-N-Go craft videos. Miss Bell is doing Zoom story time programs with P2P and BRIDGES.

Objective 5: Library users will have access to both individual and group instruction for use of online resources provided by the library

Task: Offer group instruction at different age levels on library resources.

Due to COVID-19 restrictions and a staff member leaving, the only group instruction available is through virtual videos.

Task: Offer individual help as needed.

This is ongoing as requested by patrons.

Objective 6: Support local schools, early childhood literacy groups, parents and related groups with virtual schooling.

Task: Offer virtual resources and education on the use of the resources to all library users in need.

The library has added e-materials platforms, including one specifically for children and teens.

Task: Offer reading programs to encourage reading at all age levels.

The library is getting ready for the Summer Reading and Discovery Program. Programs are in the planning stages.

Task: Offer homework help for virtual learners.

Available on request from patrons.

Objective 7: Students and teachers at Lake Park Elementary School will have improved access to materials needed to support their curricula.

Task: Liaise with the school to make sure that the library knows the needs of the teachers and their curricula.

The library staff have had Zoom meetings with the media specialist at the Lake Park Public Elementary School and are in regular contact with the media specialist at the Lake Park Baptist School.

Objective 8: Library users will receive services and have access to materials that enhance their capacity to imagine and create.

Task: Library will offer programs that encourage participation in the visual and performing arts.

Attempting to start a virtual art gallery of local participants.

Objective 9: Library users will have access to hardware and software that assists in designing and creating.

Task: Obtain and maintain current technology for use by library users.

The library is purchasing automated laptop kiosks and laptops for use in the library.

Task: Offer programs on how to use new technology.

Due to staff limitations, this has been put on hold.

Task: Create a “new technology petting zoo” to expose library users to new technologic devices.

This task is not yet funded.

Objective 10: Library users will have improved access to the works of local artists, writers, performers and crafts people.

Task: Have local artists exhibit in the library at least three times a year.

Due to COVID-19 restrictions this task has been put on hold.

Tasks: Invite local writers and performers for programs at the library.

Due to COVID-19 restrictions this task has been put on hold.

Objective 11: Library users will have access to services and materials that allow them to master life skills needed to be successful in the areas of their interests.

Task: Implement a collection development strategy that will emphasize meeting user demand and increasing access to electronic resources.

Due to staffing limitations, a survey has not yet been developed to discover what user needs are.

Task: Offer personal finance, money management and finances as well as other “adulting” courses.

Financial literacy classes will be offered as part of the Communities Connect grant.

Task: Offer classes in information assessment, where and how to find reliable information.

Due to staffing limitations, these classes have not been developed.

Objective 12: Families will be provided services and programs that engage all family members in a shared library experience.

Task: Produce monthly programs targeting families with young children.

The Children's department has been working with BRIDGES and P2P to develop monthly programs.

Task: Participate in the Back 2 School Extravaganza offered by the Town of Lake Park.

Planning for the Back 2 School Extravaganza should start in a few months.

Objective 13: Teens will have access to a wider array of services designed to meet their specific needs and interests.

Task: Hire a person to provide programming and outreach to local teenagers.

This has not yet been funded.

Objective 14: Library users will have access to library materials and programs that are representative of the Town's diversity.

Task: Evaluate collection to ensure inclusion of materials representative of the population.

Due to staff limitations, the library has not yet developed a survey to discover the needs of the Town's library users.

Task: Acquire materials that are representative of the population.

Task: Provide programming representative of the population.

Objective 15: Encourage children to become enthusiastic library users.

Task: Evaluate collection to ensure inclusion of materials of a wide range of reading levels and interests to appeal to young readers.

This is an ongoing task of the Children's Services Assistant who verbally surveys patrons about their interests.

Task: Devise programming of interest to children that is both entertaining and educational.

This is an ongoing task of the Children's Services Assistant, who is attempting to do the programming virtually when possible.

Task: Create a youth advisory board to assist in directing programming and materials selection.

Due to COVID-19 restrictions this task has been put on hold.

GOAL TWO: Provide library users with access to current and emerging technology as well as provide education for them on how to use the technology.

Objective 1: Library users will have access to current information technology.

Task: Add computers and new technology to the library, such as intuitive based technology to help with ease of use for patrons.

The library is adding automated laptop kiosks and laptops for circulation as well as mobile WiFi hot spots.

Task: Have a “technology petting zoo” to expose users to new innovative technology.

This has yet to be funded.

Task: Market and teach library users to use current online library resources such as CloudLibrary and Overdrive.

This is being done as staffing permits.

Task: Investigate and evaluate other online library resources for purchase or subscription by the library.

The library has added two new e-materials platforms, Hoopla and Tumble Books Library. The cooperative that the library belongs to will be switching from RB-Digital Magazines to Overdrive e-magazines at the end of the month. Overdrive e-magazines will allow our patrons access to a greater number of e-magazines than they currently have.

Objective 2: All library staff members will attain a minimal level of technical proficiency.

Task: Have staff learn new technology skills through webinars and classes.

Library staff is encouraged to and have been attending webinars whenever possible.

Objective 3: Early readers will be provided access to technologies designed to strengthen their ability to read.

Task: Promote the Children’s Kiosk learning workstation (Krayon) as well as investigate newer technologies to add to the library.

Due to COVID-19 restrictions, promotion of the Children’s Kiosk learning workstation has been put on hold. The library has been investigating new technologies to add to the library.

GOAL THREE Reach out to the community, to inform community members of what the library has to offer as well as being a resource to direct community members to other sources that will benefit them.

Objective 1: New residents will receive informational material on the library and other Town services.

Task: Promote the library through outlets that target new residents.

Due to staffing limitations investigation of promotional outlets has not started.

Objective 2: Library users will have improved access to information about providers of local services.

Task: Provide programs showcasing local services.

Due to COVID-19 restrictions, this task has been put on hold.

Objective 3: Provide better access to Town historic resources.

Task: Work with the Lake Park Historical Society to provide online access to a digital depository of all historic Town materials from the library's webpage.

Due to staffing limitations and the reformatting of the library's webpage, this task has been put on hold.

Task: Library policies and annual reports will be accessible from the library webpage.

The library's webpage is moving from a separate site to become part of the Town's website. This task is on hold until the move is finished.

Objective 4: Senior citizens will be provided information and services designed to meet their special needs.

Task: Develop and promote the home delivery service.

This task is partially dependent upon the Friends of the Library, who haven't met since February 2020.

Task: Continue curbside service.

The library is providing this as an ongoing service and has added a curbside pickup tool to the library's catalog. Patrons can now place items on hold and choose to pick up using the curbside service.

Task: Develop and promote virtual programs and online platforms targeted for seniors.

Due to staffing limitations, this task has been put on hold.

Objective 5: The library will create partnerships with local nonprofit organizations and Town agencies in order to maximize their capabilities to serve the community.

Task: Network, promote, and cooperate with local nonprofit organizations.

Due to staffing limitations, the library has not been able to create new partnerships and has focused on strengthening existing partnerships.

Objective 6: The library will produce informative programs that encourage the use of Lake Park recreational services.

Task: Offer programming related to activities offered by the Recreation Department and the Lake Park Marina.

Due to COVID-19 restrictions, this has been put on hold.

GOAL FOUR: The library will develop fund raising opportunities to extend library operations and provide library users with a safe, accessible, secure and comfortable facility.

Objective 1: The library will continue to promote and support the Friends of the Library.

Task: Promote continued fundraising by the Friends of the Library.

This task has been put on hold as the Friends have not met since February 2020.

Task: Promote membership to the Friends of the Library.

Objective 2: Develop and promote alternative fundraising.

Task: Promote Dipjar, a service that allows an individual to donate \$5 by inserting their credit or debit card into the Dipjar device.

Due to staffing limitations investigation of promotional outlets has not started.

Task: Promote the Giving Tree, a program through which individuals or groups may donate money and, depending on the level of donation, an engraved leaf, acorn, bird, or stone will be added to the Giving Tree display. (Located near the lobby entrance.)

Due to staffing limitations investigation of promotional outlets has not started.

Objective 3: The library building will be remodeled, renovated, and expanded as needed to accommodate existing and anticipated services as capital expenditures and budget will allow.

Task: Analyze the community's current and projected library needs and the space required to provide these services.

This task has not started.

Task: Prepare and submit a facilities planning proposal for partial or complete grant funding to the Lake Park Commissioners to fund a building improvement feasibility study.

This task has not started.

Task: Work with grant writer to prepare and submit a Florida State Library and Archives construction grant application.

This task has not started.

Objective 4: Refurnish and redecorate to make library a more comfortable and easier to sanitize space.

Task: Replace carpeting with sound deadening hard flooring.

The library will be receiving money for capital expenditures. Estimates for rubber flooring has been sent to Community Development.

Task: Replace shelving units with newer shelving that, preferably, will be movable.

The library will be receiving money for capital expenditures. Estimates for shelving have been sent to Community Development.

Task: Replace furniture.

The library will be receiving money for capital expenditures. Estimates for furniture have been sent to Community Development.

Summary

Currently, the library has four full time staff: the Acting Library Director, the Library Accounting Clerk, the Library Assistant, and the Children's Services Assistant. Duties have been shifted or limited to accommodate having two less staff than the year prior. A request for replacement for the Library Assistant who resigned in November has been submitted to Human Resources and is currently being advertised. The deadline for applications is February 1, 2021.

The library has not been able to start many tasks in the Long Range Strategic Plan due to the limited staff and COVID-19 restrictions. However, the library has begun working on tasks, with a few having been completed and many more ongoing.

Some of the tasks in our Long Range Strategic Plan have been put on hold due to the migration of the library from a separate website to become part of the Town's website. This has not been completed, but will be soon.

The following are tasks that have been completed or are ongoing.

A computer dedicated to the online public access catalog (OPAC) allowing patrons to access the catalog.

Two new online e-materials platforms, Hoopla and Tumble Books Library, have been added to the library's collection of e-materials platforms. The SEFLIN, the cooperative that the library belongs to, is switching from RB-Digital e-magazines to Overdrive e-magazines, which will increase the number of e-magazines available to our patrons. Patrons now have access to five e-materials platforms, Hoopla, CloudLibrary, Overdrive/Libby, Overdrive e-magazines, and Tumble Books Library.

Accessing these platforms has been made easier by allowing adult residents of Lake Park and neighboring communities to apply for e-cards. E-cards can only be used on the e-materials platforms and can be applied for by email, phone, or in person, or through our webpage or catalog. Proof of address is not required. This allows individuals who do not have the necessary documents for an all access card to still be able to access some of the library's materials.

Parents and guardians of children and teens can apply for e-cards for themselves and then allow the children and teens use of their account on the e-materials platforms, one of which, Tumble Books Library, is specifically designed for children and teens. The library has been in touch with the media specialists at the Lake Park Public Elementary School and the Lake Park Baptist School to promote this service.

The library has added a number of story times and Grab-N-Go craft videos and the Children's Services Assistant is partnering with P2P and BRIDGES to provide monthly Zoom story times. For adults, a Zoom finance program has been scheduled for April.

The library is getting ready for the Summer Reading and Discovery Program. Programs are in the planning stages.

The library is purchasing automated laptop kiosks and laptops for use in the library with grant money from the LSTA grant. In addition, the library will be circulating mobile WiFi hot spots, received through the Communities Connect grant, to help patrons who don't have access to the Internet.

Curbside service has continued and a curbside pickup tool has been added to the library's catalog. Patrons can now place items on hold and choose to pick up using the curbside service, in addition to emailing or calling the library.

The library will be receiving money for capital expenditure. Estimates have been submitted to Community Development for flooring, shelving, and furniture.

Antimicrobial rubber resilient flooring and furniture with easy to clean surfaces will make the library easier to sanitize. Stationary shelving with canopies and end panels will improve the look of the library. Mobile shelving and furniture will allow spaces to be opened for additional programming.

TAB 4

2021 Proposed Library Board Meeting Dates:

Staff is proposing that the Library Board meet on the following dates in 2021. All meetings will take place in the Commission Chamber of Town Hall at 6:30 p.m.

March 4, 2021

May 6, 2021

July 1, 2021

September 2, 2021

November 4, 2021