CITY OF MOUNT DORA

City of Mount Dora
W.T. Bland Public Library
1995 N. Donnelly St.
Mount Dora, FL 32757
352-735-7180
E-mail: library@cityofmountdora.com

W.T. BLAND PUBLIC LIBRARY
BOARD MEETING
Community Room, W.T. Bland Public Library, 1995 N. Baker Street, Mount Dora, FL 32757
May 9, 2022 at 5:00 PM

AGENDA

I. Call to Order

II. Roll Call

III. Approval of Minutes

- A. April 11, 2022 Library Advisory Board Meeting Minutes

IV. Public Comment

V. Presentations

VI. Library Manager's Report

VII. Action Items

VIII. Discussion Items

- A. 2022-23 Capital Projects
- B. Library Policy Review

IX. Future Meeting Dates

X. Adjournment

NOTICE: Please note that, for purposes of Section 286.011, Florida Statutes, two or more members of the City Council may be present at this meeting, and this meeting may be considered a City Council meeting.

NOTICE: If any person decides to appeal any decisions at this meeting with respect to any matter considered, such person may need a record of these proceedings. For such purpose, a person 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.

NOTICE: In accordance with the Americans With Disabilities Act of 1990, persons needing special accommodations to participate in this proceeding should contact LaJun Garry no later than seven (7) days prior to the proceedings. Telephone (352) 735-7180 ext. 3101. for assistance. If hearing impaired, telephone the Florida Relay Service numbers (800) 955-8771 (TDD) or (800) 955-8770 (Voice) for assistance.

If you have any comments or question regarding the contents of this agenda packet, please call LaJun Garry at (352) 735-7180 ext. 3101.

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W. T. BLAND PUBLIC LIBRARY BOARD MEETING
W.T. Bland Public Library, 1995 N. Donnelly Street, Mount Dora, FL 32757
Monday, April 11 2022 - 5:00 p.m.

MINUTES

PRESENT: Cathy Gillespie (Chair), Ellen August, Carolyn Fountain, Yiris Rivera, William Lowery (Co-chair), Helen Cutshaw

ABSENT: Janet Manchon

CITY STAFF: Cathy Lunday-Library Manager and LaJun Garry-Administrative Assistant

OTHERS PRESENT: Robert Cooper

I. Call to Order
Ms. Gillespie called the meeting to order at 5:00 p.m.

II. Roll Call

III. Approval of Minutes for March 14, 2022
MOTION by Mr. Lowery SECONDED by Ms. Cutshaw to approve minutes from March 14, 2022.

AYE: Gillespie, August, Fountain, Rivera, Lowery, Cutshaw

NAY: None

MOTIONED CARRIED 6-0

IV. Public Comment
None

V. Presentations
None

VI. Library Manager's Report

Ms. Lunday shared:

- This is the Library's eleventh month in a row being second busiest with overall circulation in Lake County.
- Easter Egg Hunt Saturday, April 16, 2022 at 10:00am for children of all ages and abilities. Sponsored by Friends of the Mount Dora Library, Kiwanis Club of Mount Dora and GFWC Mount Dora Woman's Club.
- Butterfly Release April 23, 2022 at 10:30am. Dulcimer & Ukulele Band Performance and other planned activities. Sponsors of this event are the Friends of the Mount Dora Library and the Mount Dora Library Association.
- Held a second story time at the MLK Center since COVID with no one attending either story times. After rethinking and giving much thought, spoke to Pastor Rowe and Adam Sumner (Northeast CRA) regarding story time in the Northeast. Going forward Library staff will visit Head-Start once a month instead of quarterly for story time. The children's staff will read a story and each child will receive a free new book. Friends of the Mount Dora Library accepted this proposal and agreed to underwrite the cost of the books up to $2,200.
- New 12' dinosaur Nothronychus exhibit on display in the library.
- Library is no longer part of Leisure Services. It is a stand-alone department. Ms. Lunday will report directly to City Manager. Ms. Lunday will be moving into the Library Director's office which also has room enough to house the library's professional collection. Circulation Supervisor Jill Santos will be moving into Ms. Lunday's old office.
- Reviewed Library Impact Fee Fund unaudited balance handout.
- Next month review CIP plan for expanded fiction and large print shelving also expanded shelving for digital audio devices.
- Forest Preserve environmental site assessment is underway. Will not request quotes for trail assessment until we receive environmental site report.
- Two ADA staircases from the new parking lot to the existing parking lot have been approved and expect to be marked off and started within the next two weeks.
- Invited board to tour behind-the-scenes construction areas of the Children's Library Expansion project after meeting dismisses.

VII. Action Items

None

VIII. Discussion Items

None

IX Future Meeting Date

1. May 9, 2022

IX. Adjournment

MOTION by Mr. Lowery, SECONDED by Ms. August to adjourn the April 11, 2022 meeting.

Meeting adjourned.

_____ _____

Cathy Gillespie, Chair Cathy Lunday, Library Manager

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DATE: **May 9, 2022**

TO: **Library Advisory Board Members**

FROM: **Cathy Lunday, Library Manager**

SUBJECT: 2022-23 Capital Projects

Introduction:

The library's projects are designed to maximize collection space, enhance patron experience and provide an exemplary level of library service for the community.

Discussion:

The following current capital projects are projected to be completed by the end of the 2021-22 fiscal year:

- Library Parking Expansion
- Children's Library Expansion
- AWE Terminals Upgrade
- Forest Preserve - Environmental Impact and Trail Assessment studies

The following proposed capital projects will be presented as part of the 2022-23 budget approval process:

- Library Collection $93,000 (annual)
- Library Shelving Expansion $61,595 (new)
- Manga and DAD Shelving Expansion $38,485 (new)
- Forest Preserve Site Plan $40,000
- Simpson Farmhouse Restoration $100,000

The following capital outlay is included in the library's proposed 2022-23 budget:

- Two new security cameras and an upgrade to one existing camera for $6,980 (General Fund)

Budget Impact:
With the exception of the Simpson Farmhouse Restoration Project, which is funded by a Dept. of State Special Category Grant and General Fund monies, the remaining capital projects are the result of Mount Dora's growth and are therefore primarily funded by both the City's Library Impact Fee Fund (GL #310-5555-580.63-01) and the Lake County Library Impact Fee Fund.

Strategic Impact:
As Mount Dora continues to grow, it is vitally important that the City's facilities keep pace with that growth, including the Library and its campus.

Recommendation n/a

Attachment(s):

Prepared by: Cathy Lunday, Library Manager
Reviewed by:

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DATE: **May 9, 2022**

TO: **Library Advisory Board Members**

FROM: **Cathy Lunday, Library Manager**

SUBJECT: Library Policy Review

Introduction:

City Council approved the following library policies in September 2019 (also recommended for approval by the Library Advisory Board in September 2019):

- Professional Collection and Mount Dora Archives Policy
- Sensitive Content Policy

Discussion:

The Professional Collection and Mount Dora Archives policy sets parameters for patron access to long out-of-print books, rare books, historical photographs, papers and artifacts by weighing a patron's need to access original materials with the scarcity and condition of those items. An Application to Review Materials is available for patrons to identify the institutions sponsoring their research. The goal of the Mount Dora Archives is to make both the historical items and professional collection available to the public through digitization.

The Sensitive Content policy is rarely applied and allows, in certain circumstances, the ability to label an item as containing "sensitive content." This label acknowledges that the item does indeed contain objectionable, derogatory or offensive content. While some patrons may object to this content, the item's history likely reveals that others have borrowed such items with no objections. The policy also states that the American Library Association affirms the right of individuals to form their own opinions about resources they choose to read, view, listen to or otherwise access.

Budget Impact:

n/a

Strategic Impact:
n/a

Recommendation n/a

Attachment(s):
1. Professional Collection & Mount Dora Archives Policy and Sensitive Content Policy 2019

Prepared by: Cathy Lunday, Library Manager
Reviewed by: Cathy Lunday, Library Manager Final Approval - 5/4/2022

Sensitive Content Policy

Material, items or themes with content which may be found to be objectionable, derogatory or offensive are considered to be items with sensitive content. While some patrons may object, others have borrowed such items with no objections.

The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to or otherwise access.

Adopted by the Mount Dora City Council on September 19, 2019.

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CITY OF MOUNT DORA
W.T. BLAND PUBLIC LIBRARY

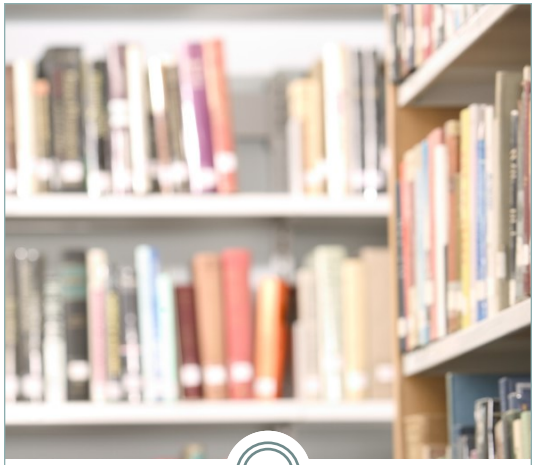
LIBRARY POLICIES

Mount Dora Archives

Professional Collection

Sensitive Content

September 2019



Professional Collection & Mount Dora Archives Policy

Sensitive Content Policy

Professional Collection and Mount Dora Archives Policy

Items in the Professional Collection and Mount Dora Archives of the W.T. Bland Public Library are held as a public trust for the benefit of present and future generations. As stewards of the collection, the Library is responsible for properly protecting, preserving, maintaining and providing access to these collections.

It is our policy that the collections will be available for publication, exhibition, interpretation, education, research, reproductions and derivative work. We will make our collections accessible to the general public to the greatest extent possible.

Appointments are contingent on staff availability and the physical condition of the materials, as well as scope of research and publishing needs of the requestor.

The Library staff is not obligated to assist inquiries that involve excessive time or cost to the institution or which expose materials to potential damage or harm due to their physical condition and rarity. If granted, the Library's materials are available to researchers by appointment only.

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For further details or an Application to Review Materials, please contact the Library Manager.