1. CALL TO ORDER
The meeting was called to order at 4:05 pm.

2. APPROVAL OF MINUTES
Anne stated that the stats she presented under Trustees Comments were from 2012 to 2016, not just 2016.

* Anne moved to approve the minutes of January 18, 2017 as corrected.
* Joy seconded the motion, **and it was carried unanimously.

3. PUBLIC COMMENT - None

4. REPORTS
A. Library Foundation - Dennis Fruitt
   - Final stats of Kiplinger luncheon show that $64K was received from all sponsors and ticket sales. Over 300 people attended. Very successful event. Looking ahead for possible dates for 2018 luncheon and a recipient of the award.
   - Michael Tougias event for tomorrow is sold out (250 tickets).
   - BookMania! Literary Affair Friday 3/3/17 has received $45K so far.
   - Dennis announced that he planned to retired by the end of May 2017 and expressed his delight to have been part of the Library and work with Jenn and her great staff.

B. Friends of the MCLS, Inc. – Mary Morett
   In Mary’s absence, Jenn reported:
   - The Friends’ Board tentatively approved approximately $100,000 donation for FY 2018 Library events. Jenn will present the Library’s request at their next meeting to be held Tuesday 2/21/2017.
   - The Library Foundation approved $101,250 donation for FY 2018 which does not include the separate direct donations for special events from other donors.
   - Friends will have a half-price sale starting today at the Book Depot.
   - They have collected $7,400 in memberships so far this year. Their goal is $10,000 for the year.

4. UNFINISHED BUSINESS
A. Reporting of Trustees’ Volunteer Hours
   - Joy - 3
   - Carolyn - 6
   - Anne - 0
   - Janelle - 0
B. Work Plan
Added to the schedule:
- Library stats review on May 2017
- Lynda.com for July 2017
- Marketing for September 2017
These dates may change later if needed.

C. Advocacy
The Library table had only 2 people during ArtsFest as the location within the area was not very visible. Jenn will request attendance stats from Arts Council for ArtsFest and provide an update when available.

5. NEW BUSINESS
A. Literacy Program Overview
By: Donna Musso, Adult Literacy Instructor
    Donna Michalak, Homework Helper Coordinator
    Toree Goldstein, Family Literacy & Outreach Specialist
In Donna Musso’s absence, Jenn gave a summary of the services provided by the Adult Literacy Program:
- Funded through a grant from the Library Foundation.
- Will become a part-time Coordinator position similar to the Homework Helper Coordinator in FY 2018.
- Will be operated with volunteers the same as the Homework Helper program.

Donna Michalak gave an overview of the Homework Helper Program
- Enhance learning for children
- Have 9 volunteers currently
- Offered by appointment only since September 2016. Up to 40 appointments this month;
- Also recommend Tutor.com through the Library webpage when help is needed immediately
- Most help requested is at Hobe Sound, Morgade and Blake Libraries.
- No organization in the community offers one-on-one assistance outside of a school setting except for the Library.

Toree Goldstein then explained the Family Literacy programs that the Library offers:
- Story Time for children birth to 5 years provided by the Children’s Library Specialist
- Family Place – Provided by Lisa Holland at all Library locations. 5-week class, with interactive, fun activities involving children and parents. Offers referrals to general family services in the area.
- Summer Reading for young children, teens and adults
- Paws to Read, a partnership with the Humane Society of the Treasure Coast who provides certified therapy dogs at the Blake and Lahti Libraries. Children read to dogs for 15 minutes. The program helps improve fluency and reading confidence in children.
- Seasons Reading – Early Learning Coalition of Martin County provides names of children who are in need of books. Citizens donate new books to distribute to those children at day care centers.
- Dr Seuss Days – 44 volunteers read Dr. Seuss books to classrooms then donate the book to the class.
- Story Express Kits – possible by a grant from the Martin County Community Foundation through the Friends. Kits contain books, toys, music CDs and other interactive materials in different themes that can be checked out with the library card. Has been very popular with early education community agencies and patrons. Ages 2-5 years old.
- Educator cards: For educators or administrators of the school system. It gives extended borrowing time, unlimited amount of materials to use in their class, and no late fines.
- Gateway to the Arts – Art workshops Tuesdays and Thursdays 2:30pm-5:30pm in the Golden Gate Area. Free admission to the public. Each month a local artist presents a project or activity to patrons of all ages.
- Toree collaborates with other community agencies such as YMCA, school district and Boys and Girls Club to disseminate Library information throughout the community.
- Jenn reported that since technology has been introduced at different outreach events, the public has been more interested in visiting the Library table. Outreach programs are also presented in Spanish for the Golden Gate community and in Indiantown and participate in programs offered in the Cassidy Community Center to the Spanish speaking community.

Toree also presented the Adult Literacy Program that provides:
- English as a Second Language
• GED – The Library, in collaboration with the Martin County Jail System, provides patrons the opportunity to earn a high school diploma in the Jail.
• Life skills training
• Career Online High School (COHS)
• Adult basic education
• Citizenship classes
• Career counseling
• Workplace Literacy
• Pell Grant assistance

6. DIRECTOR’S REPORT – Jennifer Salas, Library Director

Jenn reported that:

• SEFLIN membership – will be participating in the One Card system for out of county citizens. Membership will be $6,000 a year. Martin County citizens will have access to other participating South Florida libraries with this card.
• Martin Cares Program was revamped. We no longer do a library tour as it was too hard to manage. Now we have demo tables with Story Express Kits, technology and other materials. Attendees are invited to visit the tables after the intro presentations. The tables are working better and there is more participation than before.
• Staff working on annual performance evaluations. Self-evaluations by staff go to their manager and they review together.
• Jenn called to the Trustees’ attention the BookMania! event schedule in their folders, and the Martin County BOCC 2017 Annual Report.
• Jenn reported that the County Administrator gave a good presentation of the Library at the February 13, 2017 State of the County event.

Stats:
Jenn stated that the best way for Trustees to help increase Library stats is through advocacy and outreach. She suggested that Trustees volunteer at events that the Library participates in, and help staff spread the word to the public about the services provided by the Library.

The Division Management Team is putting together initial ideas for the new Long Range Services plan. The plan will include collection management strategies to address the decreasing circulation stats. Jenn stated that we will have a presentation later this year on how we collect and use statistics for the Library.

7. TRUSTEES COMMENTS

Genie stated that she appreciated the Literacy program presentation very much because it provided a lot of information valuable for advocacy of the Library services.

8. ADJOURN

There was no further business and the meeting was adjourned at 5:25 pm.

The next meeting will be Wednesday, March 15, 2017, 4:00 pm at the Elisabeth Lahti Library in Indiantown.

Recorded and Prepared by:

Flory Anzueto, Library Executive Aide __________________________ Date

Genie DuPell, Chair __________________________ Date