

**Minutes of the WFPL Board of Governance**  
**Regular Meeting Held Monday, January 23, 2017**  
At the Tryon Branch Library, 1200 Langley Ave., Pensacola, FL, 32504

**Board Members Present:**

- Dr. Rebecca Temple, Library Board of Governance, Chairman
- David J. Bryant, Library Board of Governance Member
- Lynne Tobin, Library Board of Governance Member
- Sally Fox, Library Board of Governance Member

**Board Members Absent:**

- Dr. Rodney Guttman, Library Board of Governance, Vice-Chairman

**Library Administration Present:**

- Todd J. Humble, Library Director
- John Shelton, Director's Aide

**I. Call to Order**

Ms. Tobin called the meeting to order at 4:10 p.m.

**II. Invocation**

Mr. Bryant gave the invocation.

**III. Pledge of Allegiance**

Ms. Tobin led the Pledge of Allegiance to the Flag of the United States.

**IV. Approval of Agenda**

The agenda was accepted.

**V. Public Forum**

- No comments made.

**VI. Friends' Reports**

- The Friends of the West Florida Public Libraries report was presented to the Board by Mike Lane, President of the Friends.
- The Southwest Friends report was emailed to the members of the Board and was read at the meeting .

**VII. Approval of the Minutes for December 12, 2016.**

- A motion was made to amend item XII the minutes to read "reduction to 10%". A motion to approve the minutes to modify and approve the minutes was made by Mr. Bryant, seconded by Ms. Fox, and passed unanimously.

### VIII. Chairman's Report

- The board reviewed, corrected, and modified their annual letter.
- Dr. Temple suggested and the Board agreed that WFPL buy and maintain a perpetual plaque that would commemorate each member of the Board of Governance after their term.

### IX. BOG Manual

- The Board edited Chapter 15 of the BOG Manual.

### X. Director's Report

- Mr. Humble told the Board about the upcoming budget cycle and asked if they had any specific concerns. He was asked about the continued funding level under the MSTU. Mr. Humble also explained to the Board how the county is now going to a zero-based budgeting process down to a position-level detail.
- Mr. Humble reviewed the December statistics with the Board.
- Mr. Humble informed the Board concerning the new GPS tracking and reporting requirements for the county.
- Mr. Humble informed the Board there was an upcoming meeting between the county and Pensacola municipal government with an additional Westside Library as one of the agenda items.
- Mr. Humble also informed the Board about our need to establish a Continuity of Operations Plan (COOP).
- The Director told the Board he could not apply for E-Rate funding until he has budgetary and spending authority in his budget for those community centers covered.
- Mr. Humble informed the Board of his intention to apply for a grant offered by PLAN (Panhandle Library Access network) for a VR headset.
- Mr. Humble also informed the Board of his intention to spend a portion of the reserves for capital projects. The first of which are an RFID inventory control device for each branch.
- Mr. Humble told the Board about his commitment to continue having a reading program at the Ebonwood community center and expansion into other community centers in impoverished areas of the county.
- Westside Branch accessibility improvements and creation of a programming space within the existing library footprint was discussed.
- RFID disc vending units will be acquired to improve workflows at several locations.
- Estimates for remodeling at the Century Branch will be requested with a plan to add public space to youth services.
- Molino Branch improvements to their service desk and children's garden features were discussed.
- The Board gave general guidance to keep expenditures for improvements distributed throughout the county.

- Mr. Bryant made a motion for WFPL to purchase an automated RFID book sorter for the Tryon Branch and one for the Southwest Branch for a total cost of approximately \$150,000, utilizing LOST III funds. The motion was seconded by Ms. Tobin and passed unanimously.
- Mr. Humble informed the Board about his plans to install smart lockers to be placed at Marie K. Young and Brownsville community centers priced at \$22,000 each and will allow ebook access and holds delivery with minimal staff labor.
- Mr. Humble informed the Board of his intention to install bank teller style windows at the Southwest and Tryon Branch drive up windows at an estimated cost of \$8000 each.
- Mr. Humble informed the Board of his intention to expand the parking at the Southwest Branch and repair the dumpster enclosure.
- Mr. Humble updated the Board concerning plans to move Talking Books to the Pensacola Library and install compression shelving.
- Mr. Humble updated the board about the cost of the new security camera system, at the Pensacola Library and an altercation between two citizens that was caught on video.
- Mr. Humble informed the Board he is still waiting for the surplus trolley to be transferred to WFPL. He also stated he has secured agreements with children book and graphic novel illustrators to use their art to decorate the trolley.
- Mr. Humble informed the Board about needing to replace the carpet at Genealogy, Tryon, and the Southwest Branches.

#### XI. Unfinished Business

- The policy regarding sleeping patrons was tabled until the next Board meeting.

#### XII. New Business

- There was no new business added to the agenda.

#### XIII. Open Board Discussion

- There was no Open Board Discussion.

#### XIV. Future Meeting Schedule and Location

Next Regular Meeting: Monday, February 27th, 2016, 4:00 p.m. at the Molino Branch Library, 6450-A Highway 95A North, Molino, FL 32577.

#### XV. Adjournment

The meeting was adjourned by Dr. Temple at 8:09 p.m.