

**Minutes of the WFPL Board of Governance
Board Meeting Held September 21, 2015**

Genealogy Library
5740 N. 9th Avenue
Pensacola, FL 32504

Present:

- Dr. Rebecca Temple, Library Board of Governance, Chairman
- Frances Yeo, Library Board of Governance Member
- Lynne Tobin, Library Board of Governance Member
- David J. Bryant, Library Board of Governance Member
- Todd J. Humble, Library Director
- Jennifer Yannuzzi, Interim Library Manager
- Amy Lovoy, Assistant County Administrator

Absent:

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

I. Call to Order

Dr. Temple called the meeting to order at 4:06 p.m. A quorum was present.

II. Invocation

Ms. Yeo 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

- Motion made by Ms. Tobin, seconded by Mr. Bryant, and carried unanimously, adopting the agenda as prepared.

V. Approval of Minutes:

- Motion made by Mr. Bryant, seconded by Ms. Tobin, and carried unanimously, adopting the August 17, 2015 meeting minutes as amended.

VI. Chairman's Report:

Dr. Temple will be presenting statistics on a monthly basis at future meetings in her Chairman's report.

VII. Library Administrator's Report-Good News

- Mr. Humble distributed copies of statistic summaries for circulation across the library system.
- Mr. Humble referenced a Charles H. Schulz document that was distributed with opportunity to acquire limited edition Snoopy specialized library cards. It has been approved by the Escambia County attorney as long as the Schulz guidelines are followed.
- Two articles were distributed to the board by Mr. Humble referring to meeting attendance by conference call-in phone. If a board member attends a BOG meeting by electronic means, going forward, their vote cannot be counted on any motions. The exception of conference call-in by phone is if the board member is physically not able to attend due to a serious medical condition. The call-in will not be counted towards a quorum. Ms. Alison Rogers, Escambia County Attorney advised the WFPL BOG to follow the same protocol that the Escambia County BCC Board Meetings do. They do not allow conference call-in.
- The number of new library card holders and free re-placement cards this month is being tracked.
- The September initiative with appearances by Clifford is being well received. A photo was provided of the Scholastic Books Mascot, The Big Red Dog, at a Southwest Branch event.
- Twenty six new library cards were issued at two events this past weekend. Library representatives attended the Northwest FL Day of Play at Pensacola's Community Maritime Park and at two local Historic African American Cemetery Presentations and Site Tours. Mr. Humble attended the Big Lagoon Kiwanis Club meeting. Perdido Key Chamber's After Hours event was attended by a library representative. The bookmobile and the Genealogy Branch have started issuing cards.
- Mr. Humble reported that the café progress is nearing the completion of stage one. He met with the Architect on the exterior ground paver selection. Mr. Humble will inquire about the light poles with banner post so we can add a banner post to the existing poles for flags advertising the Library, Café and book sales of the Friends. Mr. Humble plans to work with the County on the verbiage for solicitation of a vendor for the Café space as they have a similar contract being advertised.
- Mr. Humble announced that earlier this afternoon the County Administrator presented Ms. Yannuzzi with the Above and Beyond Award for her services.
- Mr. Humble distributed *The Way We Worked* flyer which advertises a March 19 – April 30, 2016 event located at the Lillian F. King Museum/Molino Branch Library. The Smithsonian Institute Exhibit is presented by West Florida Public Libraries.

- Mr. Humble distributed a Supplement to Internet Policy by the FBI that serves as a guide to safety for the parents of minors. There will be a link to the document on the revised Computer and Internet Use Policy.
- A copy of the In Weekly including positive press for the library was distributed.
- The Main Meeting Room Report was distributed with the most prevalent users noted.
- Mr. Humble said that the staff's suggestions will be considered in reference to the utilization of an existing larger youth services room. Several rooms at the main library had locks on the inside of the doors. The locks have been removed and reused on storage room doors not accessible to the public.
- A space on the west side of the main library between the entrance and the youth department is being re-utilized. The room is set up with two workstations and Mr. Humble plans to be available to patrons in that office occasionally for ease of public access to the Director of the library.
- Mr. Humble would like to have the BOG photo taken and displayed at the libraries.
- Mr. Humble announced the Friends of the Library Book Sale will be this weekend.

VIII. Friends of West Florida Public Library

- Dr. Temple announced that The Friends of West Florida Public Library report was not available at this time.
- The Southwest Branch Friends report was e-mailed to the BOG members in advance of this meeting.

IX. Unfinished Business - Policy Review:

Circulation Policy:

- Dr. Temple announced that the Circulation Policy was last approved by the BOG June 18, 2014. Mr. Humble distributed a document noted with proposed revisions.
 - Motion by Ms. Yeo, seconded by Ms. Tobin, and carried unanimously to accept the revised Circulation Policy approved on September 21, 2015.

Code of Conduct Policy Review:

- Mr. Humble said the verification of the state and county statutes was not received in time to review today for this policy.

- Motion by Mr. Bryant, seconded by Ms. Yeo, and carried unanimously to table the Code of Conduct Policy Review until BOG's October scheduled meeting.

X. New Business

- Internet Use – Revision/Updates

Mr. Humble distributed a new draft which includes everything in the current policy with additions and the title changed to “Computer and Internet Usage Policy”.

- Fiscal Year 2016 – Meeting Locations, Dates and Times

Dr. Temple referred to the distributed 2016 calendar for dates, holidays and keeping in mind traveling to branches. The dates and locations listed are to be scheduled for 2015-2016.

November 16, 2015 ~ Southwest (Century) whichever is available.

December 14, 2015 ~ Southwest (Century) whichever is available.

January 25, 2016 ~ Main (for statistics) ~ Main

February 22, 2016 ~ Tryon

March 28, 2016 ~ Molino (The Way We Worked)

April 25, 2016 ~ Westside

May 23, 2016 ~ Main

June 27, 2016 ~ Genealogy

July 25, 2016 ~ Genealogy

August 22, 2016 ~ Genealogy

September 26, 2016 ~ Southwest

October 24, 2016 ~ Century

November 14, 2016 ~ Genealogy

December 12, 2016 ~ Main

- Evaluation of the Director – October submittal due

Dr. Temple is to communicate with Mr. Brown, Ms. Lovoy and Ms. Yannuzzi on the goals going forward including organizational ideas and suggestions for the Director's evaluation. The board is in agreement for Dr. Temple to present what she deems appropriate for this fiscal year's evaluation at the October meeting.

- Original Photo Release Forms Executed

Consent for Photo forms were distributed as our PIO requested the need for the original to be kept in her files. These were signed by all board members present and returned.

XI. Public Forum: None

XII. Open Board Discussion:

- Mr. Bryant inquired about overdue fines being sent to collections in the County system and Ms. Lovoy addressed several scenarios. Mr. Humble is to meet with Ms. Lovoy on collections and Escambia County guidelines.
- Mr. Bryant inquired about the Meeting Room Report's organization booking numbers verses the current meeting room policy. Mr. Humble stated that we will be evaluating that policy for revisions soon and will address those numbers.
- Dr. Temple asked when the café is to be open and Mr. Humble hopes it will be open the first quarter of the New Year.
- Dr. Temple requested the next policies be worked on in such a time frame that drafts could be available for the next meeting. This would allow the board time to review in advance of the meetings addressing them.
- The last update of the Strategic Plan was fall 2014. The board will be looking into a timeline and update to tie it into the Fiscal Year. The Strategic Plan will be added to the October agenda.
- Ms. Yannuzzi gave the State Aid to Libraries Grant paperwork and copies to Dr. Temple for her signatures prior to Oct. 1.
 - Motion was made by Ms. Yeo, seconded by Ms. Bryant designating authorization for the Chairman of the Board to sign the State Aid to Libraries Grant Application, and all supporting documents relevant to execution of said application.
- Ms. Yeo connected with Mr. Danny Zimmern (serves on the Pensacola Little Theater Board of Trustees and the Pensacola Mardi Gras Board of Directors) and WFPL is invited to be a part of the Pelican Drop for New Year 2016. Ms. Yeo shared the possibility of the library connecting with the Pensacola Little Theater and performing dramatic readings on the stage area at the Pelican Drop.

XIII. Future Meeting Schedule and Location

Regular Meeting: Monday, October 19, 2015, 4:00 p.m.
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XIV. Adjournment

- Motion made by Ms. Yeo and carried unanimously to adjourn at 6:50 p.m.