

MINUTES OF THE WEST FLORIDA PUBLIC LIBRARY BOARD OF GOVERNANCE  
MEETING HELD NOV 17, 2014 at 4 PM  
Genealogy Branch Library, Meeting Room  
5740 N. 9th Ave., Pensacola, FL 32504

Present:

Dr. Rebecca Temple, Library Board of Governance, Chairman  
Dr. Rodney Guttman, Library Board of Governance, Vice Chairman  
Dianne Robinson, Library Board of Governance Member  
Lynne C. Tobin, M.L.I.S, Library Board of Governance Member

Darlene Howell, M.L.S., Library Administrator  
Cynthia Wolfe, M.L.S., Library Manager

Absent:

Frances Yeo, Library Board of Governance Member

I. Call to Order

Dr. Rebecca Temple called the meeting to order at 4:13 p.m.

II. Invocation

Dr. Guttman gave the invocation.

III. Pledge of Allegiance

Dr. Temple led the pledge of allegiance to the flag of the United States.

IV. Approval of Agenda

Dr. Guttman moved to adopt the agenda as written.

Ms. Tobin seconded the motion.

The motion carried unanimously.

V. Approval of Minutes

Dr. Guttman moved to approve the minutes of the October 6, 2014 Regular meeting.

Ms. Tobin seconded the motion.

The motion carried unanimously.

VI. Chairman's Report

- Dr. Temple requested that those BOG members whose term is expiring be recommended for reappointment.
- Dianne Robinson and Dr. Guttman are the BOG members whose two year terms will expire on February 29, 2015.
- Dr. Temple is working on an annual report for the Board of County Commissioners and the City of Pensacola. Dr. Temple will have a copy for the BOG to approve.
- Big Read is almost over. The staff has worked hard to make the Big Read a success. Dr. Temple extended her thanks to everyone.

VII. Library Administrator's Report

- Cafe: Copy of the inter-local agreement was provided to the City to review. Once received it will return to County legal. The project should go out to bid by the end of the year.

- RFID project temporarily on hold until vendor and legal resolve payment issues. Introduction and welcome to Joseph Bradford, who has been hired as the new Administrative Assistant.
- Vacancies: Two senior librarians, a library specialist, and three upper level clerical positions.
- Local Option Sales Tax (LOST) funds have passed. The BCC will make final decision on projects to be funded. The BOG will submit recommendations to the County Administrator via Ms. Howell.
- Attendance at Big Read events: 160 at UWF, 140 at the Main Library.
- Adult volunteer applications have been approved.
- Library staff are working on themed programming for the new year.

### VIII. Friends of the Library Report

- New Friends president, Linda Williams, gave a report.
- The Friends visited branches to make membership brochures available for patrons.
- Spoke with President of Big Brothers/Big Sisters to discuss having the Big Brothers and Sisters accompany their “little” brothers and sisters to library programs and to encourage them to sign up for library cards.
- The ice maker they purchased has been installed and the chair dollies they ordered were delivered to the Main library.
- The book sort/drop off location will move to the Allie Yniestra school the first week in December.
- Friends website was updated with a new membership form, details concerning events involved with the Big Read, new officers and board members, brick installation, photos, and a link to our Friends Amazon page where they get a donation for every purchase made.
- They will be ordering T-shirts for Friends Board members to wear to book sales and gallery night events to help with the branding of the Friends organization.
- David Bryant mentioned that the Friends hoped to donate \$15,000 to \$20,000 in funding for the library.
- Sent out membership renewals have 175 back already. Sold first lifetime membership for 1K.

Ms. Howell thanked David and Linda for the new direction the Friends Board has taken and looks forward to a harmonious relationship.

- Southwest Friends were unable to attend because their meeting is at the same time as the BOG meeting. They submitted their report to the BOG electronically.

### IX. Unfinished Business

#### Code of Conduct Policy

Ms. Howell requested more time to work on the policy to ensure staff input. She mentioned noise levels, cell phone use and the age of unaccompanied children in the library as staff and public areas of concern. Ms. Howell requested the BOG email their thoughts to her and requested that the discussion be moved to the next meeting.

Dr. Guttman asked for examples from other libraries in Florida. Discussion took place regarding the legal definition of the age of a minor, etc.

## X. New Business

### 2015 Annual Plan

- Ms. Wolfe provided an overview of the FY 15 Second Annual Plan as an individual document. The FY14 First Annual Plan has been kept separate as an official document but objectives on the plan will continue until completion. Tracking of objectives for both plans can be combined in a single document for future meetings. The second annual plan is due to the State on Dec 1<sup>st</sup>. Plans can be modified, and future years may include evaluation of the BOG as suggested. Clarification was made regarding the continuation of subject guides and signage into the second annual plan.

Dr. Guttman moved to approve the second annual plan.

Lynne Tobin seconded the motion.

The motion carried unanimously.

## XI. Public Forum

### XIII. Open Board Discussion

Discussion on the roles of volunteers for library card sign-up process and outreach

### XIV. Future Meeting Schedule and Location

BOG members needing transportation will meet at Genealogy Branch Library by 1 PM. for the next BOG meeting held on Monday, December 15 2014, at 2:00 PM at the Century Branch Library, located at 7991 N. Century Boulevard, Century, FL 32535

### XV. Adjournment

Dr. Guttman motioned to adjourn.

Lynne Tobin seconded the motion.

The motion carried unanimously.

The meeting adjourned at 5:21p.m.