

MINUTES OF THE WEST FLORIDA PUBLIC LIBRARY BOARD OF GOVERNANCE
MEETING HELD DECEMBER 15, 2014 2PM
CENTURY Branch Library
7991 N. CENTURY BLVD., FL 32535

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
Frances Yeo, Library Board of Governance Member

Darlene Howell, M.L.S., Library Administrator

I. Call to Order

Dr. Rebecca Temple called the meeting to order at 2:14 p.m.

II. Invocation

Dianne Robinson 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

Frances Yeo moved to adopt the agenda as written.
Lynne Tobin seconded the motion.
The motion carried unanimously.

V. Approval of Minutes

Ms. Tobin moved to approve the minutes of the November 17 Regular meeting.
Ms. Robinson seconded the motion.
The motion carried unanimously.

VI. Chairman's Report

Dr. Temple distributed a draft of the first BOG generated annual report addressed to all of the appointing bodies of the BOG to inform them as to what the BOG, the Library, and the staff have been working on for the past year. Dr. Temple would like for this report to set a precedent for this Board and future library boards as an additional method of communication to the City of Pensacola and the BCC. The letter should include the future (2015) goals of the library. It was decided that the Genealogy branch would begin to store them in print form and electronically.

Dr. Temple's recommendation that the Molino Branch be visited soon was accepted and tentatively planned for the February or March meeting.

VII. Library Administrator's Report

Ms. Howell reported that the café renovation project was moving forward. The City of Pensacola is now in possession of the draft of the Interlocal Agreement that would allow for renovations of the café area and obtaining a suitable vendor for the café. After it is approved by the City Council, the proposed agreement will go before the Board of County Commissioners for final approval. Renovations can then begin. The Library is looking forward to an operational café and believes this enhancement will be beneficial for the library and the community.

The RFID tagging project has begun and the self-checkout machines and sorter should be installed around February or March of 2015.

Job postings for three upper level clerical positions have been posted.

Good news! The Southwest Branch received the Community Excellence Award from the Perdido Chamber of Commerce. The WFPL will be presented with the Liberty Bell Award on January 27th for its Explore Pensacola History grant.

VIII. Friends of the Library Report

The Friends of West Florida Public Library and the Friends of the Southwest Branch were not present but submitted a report electronically.

IX. Unfinished Business

The BOG debated several points of the Code of Conduct policy and concluded that it would be beneficial to follow Escambia County's policies regarding unaccompanied minors, cellphone usage, and weapons. The age of unaccompanied minors will be set at 12 years and any child under 12 years of age must be accompanied by a parent or guardian 15 years or older.

Library staff should be instructed on using discretion when dealing with potential offenders.

Further discussions advised that children have emergency contact information and be in the immediate vicinity and in visual contact of said caregiver. Caregivers must be on library property during children's programs. When children are found unattended caregivers should be notified. The law enforcement will be contacted in the event the caregiver cannot be located.

The discussion of policy vs. procedure and the subjective nature of noise pollution were discussed prior to deciding that the library should have designated cellphone usage areas. Basic phraseology should be used to minimize misunderstanding and written in such a way that it reflects the library culture. Deciding upon said areas and the creation of signage will be left up to library administration. Staff procedural training on various situations will take place.

The meeting room and food and drink policies will be reviewed by the BOG and discussed at a later date.

X. New Business

The BOG reviewed a list of upcoming programs at the library in January which included new themed programming. The BOG inquired as to how they are marketed. Ms. Howell explained that a news release is distributed each month and social media is also used. The BOG questioned whether one comprehensive list would garner media attention and questioned whether the library's marketing needs were adequately being met. Per the strategic plan's recommendations for a marketing position they inquired as to the status of the position. Ms. Howell is currently discussing this position with the county administrator and trying to work out the details of how this position would work with the county PIO. The BOG recommended that Board members and the friends of the library should be encouraged to personally promote library events and programs but not from an official position.

Dr. Temple suggested that the Library specialist position be kept on the BOG radar.

Dr. Guttman requested sample head counts for various programs and events to help determine if the library is adequately staffed to handle an increase in patrons.

The BOG would like to invite the County Administrator to the next BOG meeting and is willing to adjust the meeting time and location to accommodate his schedule.

The BOG reviewed the 2014 Annual plan, the 2015 Annual Plan Tracking Document.

XI. Public Forum

There were no public forum issues.

XIII. Open Board Discussion

Dr. Guttman requested an FPAN update.

XIV. Future Meeting Schedule and Location

The motion that the next BOG meeting will be held at 4p.m. on January 26, 2014 at the Genealogy Branch was adopted.

Monday January 26th, 2015 at 4pm
Genealogy Branch Library, Meeting Room
5740 N. 9th Ave. Pensacola, FL 32504

XV. Adjournment

Francis Yeo motioned to adjourn.
Lynne Tobin seconded the motion.
The motion carried unanimously.
The meeting adjourned at 4:36 p.m.