

Minutes of the WFPL Board of Governance
Board Meeting Held November 16, 2015
At Century Branch Library, 7991 N. Century Boulevard, Century, FL 32535

Present:

- Dr. Rebecca Temple, Library Board of Governance, Chairman
- Frances Yeo, Library Board of Governance Member
- Lynne Tobin, Library Board of Governance Member

Absent:

- Dr. Rodney Guttman, Library Board of Governance, Vice-Chairman
- David J. Bryant, Library Board of Governance Member

Library staff present:

- Todd J. Humble, Library Director
- Jennifer Yannuzzi, Interim Library Manager
- John D. Shelton, Director's Aid
- Vicki Woolford, Customer Service Technician

I. Call to Order

Dr. Temple called the meeting to order at 4:00 p.m. A quorum was present.

II. Invocation

Mr. Humble gave the invocation.

III. Pledge of Allegiance

Ms. Yeo led the Pledge of Allegiance to the flag of the United States.

IV. Approval of Agenda

- Dr. Temple asked if any items needed to be added or removed from the agenda. Mr. Humble requested the Library Code of Conduct be deleted from unfinished business as it is too wordy and he would like to rewrite it. Mr. Humble also requested the Internet Use Policy also be struck as it is missing an item to better address E-Rate funding. There was no discussion for the items. Motion made by Ms. Yeo, seconded by Ms. Tobin and carried unanimously, adopting the agenda as prepared with the said items struck.

V. Approval of Minutes:

- Motion made by Ms. Tobin, seconded by Ms. Yeo, and carried unanimously, adopting the October 19, 2015 meeting minutes as amended.
- Motion made by Ms. Yeo, seconded by Ms. Tobin, and carried unanimously, adopting the September 21, 2015 meeting minutes as amended.

VI. Chairman's Report:

Dr. Temple spoke of the need to have the annual letter from the Board for the appointing body that needs to go out in January. Dr. Temple will have it ready for the December meeting. Officer elections will also happen in January.

VII. Library Director's Report-Good News

- Mr. Humble spoke about sponsoring a trustee training day funded by PLAN.
- Mr. Humble informed the Board about the grand piano donated by the Jazz Society of Pensacola and the live music on Tuesday evenings.
- Mr. Humble informed the Board about Star Wars day and the library participation in Escambia Cares.
- Mr. Humble informed the Board of the new county PIO and the upcoming revamp of the WFPL website during the first quarter.
- Mr. Humble informed the Board about petitioners outside the library and what the county policy is regarding them.
- Mr. Humble informed the Board of the EOC training undertaken by several of the WFPL staff.

VIII. Friends of West Florida Public Library and Southwest Branch Friends Reports

- The Friends of West Florida Public Library report was sent to the BOG members.
- The Southwest Branch Friends report was sent to the BOG members.

IX. Unfinished Business -

- Café Vendor Request for Proposal Draft Review: The draft had not gone out by the beginning of the meeting. Will be sent out for public notification before next BOG meeting.
- Bulletin Board and Literature Distribution Policy: One edit was made to change "library" to "libraries". Motion was made by Ms. Yeo, seconded by Ms. Tobin, and

carried unanimously to approve the Bulletin Board and Literature Distribution Policy.

- Meeting Room Policy:
Policy shelved as unfinished business for next BOG meeting. Request made by Ms. Yeo to distribute to members not here to review and table for December meeting.
- Evaluation of the Director:
Dr. Temple referenced the abbreviated director evaluation form. Copies will go out to the members of the BOG and will be brought up again during December's meeting.
- 2016 Annual Plan of Service:
Mr. Humble presented the draft of the 2016 Annual Plan of Service. Plan includes items not accomplished in 2014-15. Objectives for 2016 were correlated with goals of the West Florida Public Libraries. Motion made to approve WFPL 2016 Annual Plan of Service by Ms. Tobin, seconded by Ms. Yeo, passed unanimously.

X. New Business

- Board Member Term Renewals:
Dr. Temple stated that the BOG appointments for all three members present would be up for renewal very soon.

XI. Public Forum: None.

XII. Open Board Discussion:

- Ms. Tobin asked for an update regarding access to e-materials. Mr. Humble spoke about the e-book options available through PLAN (Panhandle Library Access Network, Inc.).
- As a note for the Record, Dr. Temple verbally authorized Mr. Bryant to sign the recently submitted PLAN Innovation Grant for HP Sprout computers and a notation was made into the minutes.

XIII. Future Meeting Schedule and Location

Regular Meeting: Monday, December 14, 2015, 4:00 p.m.
Southwest Branch Library
12248 Gulf Beach Highway
Pensacola, FL 32507

XIV. Adjournment

- Motion made by Ms. Tobin, seconded by Ms. Yeo and carried unanimously to adjourn at 6:33. p.m.