

**Minutes of the WFPL Board of Governance**  
**Board Meeting Held December 14, 2015**

at Southwest Branch Library, 12248 Gulf Beach Highway, Pensacola, FL 32507

Board Members Present:

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

Board Members Absent:

- Lynne Tobin, Library Board of Governance Member

Library Administration Present:

- Todd J. Humble, Library Director
- Jennifer Yannuzzi, Interim Library Manager
- John D. Shelton, Director's Aide

I. Call to Order

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

II. Invocation

Ms. Yeo gave the invocation.

III. Pledge of Allegiance

Mr. Bryant led the Pledge of Allegiance to the Flag of the United States.

IV. Approval of Agenda

- Motion made by Mr. Bryant, seconded by Ms. Yeo, and carried unanimously, adopting the agenda as modified. Item IX.c, Review Patron Behavior Policy, was struck from the agenda for further modification.

V. Approval of Minutes:

- Motion made by Ms. Yeo, seconded by Mr. Bryant, and carried unanimously, adopting the November 16, 2015 meeting minutes as amended. Several grammatical errors were corrected.

## VI. Chairman's Report:

Dr. Temple discussed working on an outline for the Trustee Handbook. She stated she would like board members to each take over writing different parts of it and asked that Board members think about what they want to add so each person could take on the portion they feel the strongest about.

## VII. Library Report

- Mr. Humble told the Board about "KC the Library Cat" now taking up residence at the Molino Library as featured in an article at Northescambia.com. He is an outdoor cat.
- Mr. Humble informed the Board about the extremely successful Star Wars Day at the main branch. The final tally was just under 500 patrons who took part.
- Mr. Humble discussed the Escambia Cares community event. The library had 137 people visit the book mobile while at the Brownsville Community Center. A full size owl character representing the library, Mr. Who, also greeted several hundred individuals during the event.
- Mr. Humble stated that the Library will be on the BCC agenda for the 7<sup>th</sup> of January, 2016 to accept the \$10,260 grant for Sprouting Creativity. WFPL's grant was the highest grant awarded for this program. Hewlett Packard offered to send trainers to Pensacola to get the staff up to speed and later in 2016 and send a Sprout Truck which will have Sprout computers on board to visit the different branches.
- Mr. Humble spoke about the improvements in security he has initiated at the main library to include RFID employee badge access and security cameras on the outside of the building. These security measures will be pushed out to the different branches as funding allows. The video recorded by the cameras will be kept for 30 days and then recorded over in compliance with Florida Sunshine Laws.
- Mr. Humble informed the Board about a \$25,000 technology grant due in March. Mr. Humble will present a draft of the grant by February, which will likely be to support expanding the Sprout program across more WFPL branches to update their computers to enable expansion into Maker technologies.
- Mr. Humble presented the monthly circulation statistics to the Board, providing detail as to how many of the statistics are obtained and what they track.

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

- The Friends of WFPL report was read to the BOG members.
- The Southwest Branch Friends report was read to the BOG members.

## IX. Unfinished Business -

- Review of Meeting Room Policy. After review, the policy was modified with regards to reservations and the ability of the Director to make exceptions to the policy as the need arises. A motion was made by Dr. Guttman, seconded by Ms. Yeo, and carried unanimously, to approve the Meeting Room Policy as edited by the Board and under the discretion of the Mr. Humble.
- Review of Internet Use Policy. Mr. Humble updated the board about how the Internet Use Policy as it currently is will change significantly when the new automated time control software is installed in January 2016.
- Evaluation of the Director. Dr. Temple stated she would cover a few general things and then focus her attention on areas for improvement and notable achievement. Administrative, collection development, Director Reports, and quarterly statistics on acquisition were all rated as good or excellent. Most of the qualifiers for good throughout the document were that the raters had simply not seen evidence for excellent. Policy recommendations were rated good to excellent. Strategic planning and priorities were rated good to excellent. Statistical accountability was good to excellent and was a notable positive. Supervision, routine maintenance of buildings and grounds, and Director adequately analyzes and reports circulation numbers were rated good to excellent. Professional awareness was good to excellent as well. A notable recognition was Mr. Humble is open to new ideas and is invested in professional development for himself and his staff. Another notable area was technology which was rated excellent. Community interaction and public services were also excellent with multiple comments about speaking engagements already being done in the community. Mr. Humble's interaction with the Friends of the Library was also rated as very positive. Shows initiative was a particular highpoint. An area for improvement is overall prioritization, to focus on a few ideas, and develop depth as well as breadth. Another comment was a desire for more organization. There were several comments noting Mr. Humble's passion for both the library and his profession. It was also noted that people see Mr. Humble as a leader of the system and able to delegate responsibility. The depth of his knowledge in how libraries operate is also very good. Dr. Temple will draft this document and make it available to the BOG members prior to the next meeting.
- Board Member Term Renewals. Mr. Humble delineated the process for the Board members to request to be reinstated to their positions on the Board.

## X. New Business

- Dr. Temple read what she has written for the Board's Annual Letter and then solicited the Board for items they would like to include. Ms. Yeo suggested including the intensive review of policies over the past year. Dr. Guttman suggested incorporating the Board's strategic planning and breaking it out as being in progress, completed, or

tabled. Review of Five Year Plan is scheduled for January. The Five Year Plan will then be reviewed annually in September of each year to allow the next Annual Plan to be completed and items for budgeting to be identified. For the January BOG meeting the Annual Letter will be ready, the Board elections, and the finalized Director's Evaluation will be presented.

XI. Public Forum: None.

XII. Open Board Discussion:

- Ms. Yeo informed the Board that she will be on the vendor selection committee for the Café at the Main Library.
- Mr. Bryant asked for an update on WFPL staffing and Mr. Humble informed the Board about recent and proposed personnel changes. Mr. Bryant made a motion that the Board would sign a letter of support, drafted by the Director, for the Director's request to create two full time positions from two part time positions. The motion was seconded by Ms. Yeo and carried unanimously.

XIII. Future Meeting Schedule and Location

Next Regular Meeting: Monday, January 25, 2015, 4:00 p.m.  
Main Branch Library, 239 North Spring Street, Pensacola, FL 32502.

XIV. Adjournment

- Meeting was adjourned by Dr. Temple at 6:14 pm.