

Approved March 12, 2014

MINUTES OF THE WEST FLORIDA PUBLIC LIBRARY BOARD OF GOVERNANCE
MEETING HELD at 4PM February 19, 2014
At the MAIN LIBRARY
239 N SPRING ST., PENSACOLA FL 32502

Present:

Dr. Rebecca Temple, Library Board of Governance Vice Chairman
Frances Yeo, Library Board of Governance Member
Dianne Robinson, Library Board of Governance Member
Darlene Howell M.L.S., Library Administrator
Cynthia Wolfe M.L.S., Library Manager

Guest:

Wen Livingston M.L.S., Senior Librarian

Absent:

Dr. Rodney Guttman, Library Board of Governance Member

I. Call to Order

Dr. Temple called the meeting to order at 4:10 p.m.

II. Invocation

Ms. Yeo gave the invocation.

III. Pledge of Allegiance

Ms. Robinson led the pledge of allegiance to the flag of the United States

IV. Approval of Agenda

Ms. Yeo moved to adopt the agenda as written.
Ms. Robinson seconded the motion.
The motion carried unanimously.

V. Approval of Minutes

Ms. Yeo moved to approve the minutes of the December regular meeting as written.
Ms. Robinson seconded the motion.
The motion carried unanimously.

VI. Chairman's Report

The Chairman's report is postponed until the next Board of Governance (BOG) regular meeting on March 19.

VII. Library Administrator's Report

Ms. Howell provided updates on Legion Field, BOG Bylaws, Café, movie licensing, BIG READ grant and RFID.

- Ms. Howell and Ms. Linda Templeton-Rice, the branch manager for the Legion Field met with the architects and city staff to discuss library furnishings which have now been selected and ordered. The cost was approximately \$85,000 which included \$10,000 donated by the Friends of West Florida Public Library. The opening date has not been decided for Legion Field, but will probably be in mid-April.

- The bylaws for the BOG have been approved by the Board of County Commissioners (BCC) with one correction. The terms of office were edited from the October 1st start date and changed to March 1st.
- The BCC discussed how to fill the unexpired term of Mr. Rodney Kendig. Applications will soon be available for interested County residents to apply. Ms. Howell will keep the BOG informed as to the timeline for the application process.
- Ms. Howell has met with the County Finance and Facilities departments regarding the logistics of opening the café at the Main library. The library has been given the go ahead to get estimates for the work required to meet code requirements. Once estimates are received, the City will need to approve the work since they own the building. The library is hoping for a vendor that will provide not only coffee but also healthy menu items. Ms. Howell reported that she has full confidence in the County Facilities and Maintenance Department. She commended them for their responsiveness to the needs of the library.
- The paperwork for getting a license to show movies at all library locations, excluding the Genealogy Branch has been submitted. The licenses will cost about \$2,500 and will start April 1st.
- The Big Read grant was submitted and grantees will be announced in April.
- The Friend's lock box has been installed.
- RFID vendor recommendations are nearing completion. The process will be handled by the County's purchasing department. An implementation schedule will be drafted once a decision has been made.
- Ms. Howell shared the upcoming library program and event schedule with the BOG including the Black History Round Table and Age of Champions Program.
- The BCC is asking for the LOST fund requests for the next ten years out beginning with FY 2015 or 16. The BOG will need to discuss the possibilities of the funds being used for long term projects and future needs of the library system.

- Ms. Wolfe provided an updated BOG calendar. She also shared that the staffing matrix is still a work in progress.
- Ms. Wolfe said the library is looking into live and/or streaming video. A videographer has been used for the Explore Pensacola History programs and they will be uploaded to the web. Some fee estimates were given in the range of \$500-\$800 per session. Also we need to look at other technical requirements.
- Ms. Wolfe also stated that the postponement of the election at the annual meeting and the officers remaining in office until the vote was complete was handled correctly according to the bylaws and Robert's Rules.

VIII. Friends of the Library Report

Claudine Kriss, President of the Friends of West Florida Public Library asked the status of the art hanging system. Ms. Howell said it is scheduled to be installed. Artel has been contacted and they will send a CD with selections.

There will be a Modelfest on March 15th. The proceeds will go to the Friends so that the Modelers can continue the Make n Take program at Main. Also, they would like to expand the program to Tryon as well.

The Friends planning workshop went well. Objectives and strategies were decided. Priorities were assigned and duties given to members for implementation of ideas. Ms. Howell asked if the Friends mission and vision statements were final. Ms. Kriss said yes. Ms. Howell explained that the primary mission should be to support the library's mission and goals in the strategic plan. She made an observation that the library was listed second after "advocate for literacy and learning in the community".

The Friends would like to work outside in the community to support literacy. Ms. Howell said that the library would support the Friends in the community through a partnership. Dr. Temple noted that we all, the BOG, library friends and community have the same goals and focus. Ms. Kriss said that the Friends' mission and vision was meant to echo the library's mission and vision. The Friend's want to have the flexibility to work with other community groups as well that have a similar mission. It was noted that the Friends would not exist without the library. Ms. Yeo commended the friends for having a planning session. The planning document will not go to the Friends membership until October. There will be additional workshops. Both the Friends and the Library are willing to discuss this further and agree that it is an opportunity to move forward. Dr. Temple said that the more information the Friends can provide to the BOG the better. The Friends agreed.

The Friends of the Southwest Branch Library submitted their report via email.

IX. Unfinished Business

Election of Officers was conducted.

Ms. Yeo nominated Dr. Temple for BOG Chairman and Dr. Rodney Guttman for BOG Vice Chairman.

A ballot vote was conducted. Dr. Temple was voted the BOG Chairman and Dr. Rodney Guttman was voted the BOG Vice Chairman.

Ms. Yeo motioned to accept the results of the vote.

Ms. Robinson seconded the motion.

The motion carried unanimously.

Circulation Policy

Ms. Livingston explained the circulation policy review process and the data collection method. The BOG discussed the first section of the library's circulation policy with the understanding that the policy review would take more than one meeting to complete. It was suggested that a special meeting may be required to finish the review of the circulation policy, possibly between the March and April meetings. Ms. Howell requested the BOG offer their recommendations and staff will then rework the policy and offer the BOG a draft for consideration.

The BOG requested policy examples from other libraries comparable to WFPL to help guide the review of the current policy. Ms. Livingston will provide samples.

The BOG agreed that the revised policy should make it easier for patrons to acquire library cards and that all card holders should be treated equally while still contributing to the system in some manner.

Regarding the Circulation Policy, the BOG recommended:

- Tabling sections 2.1, 2.4, and 3 for a later date;
- Removing sections 2.8, 5.3, and 5.4;
- Rewording section 2.2 to reflect one form of ID with current address and a second proof of address if the address on the ID is incorrect;
- Rewording and better defining section 2.7.;
- Editing section 5.1 to allow for two additional renewals for items that do not have a hold; and requested more information regarding extending loan periods when the new LIS system is in place;
- Section 5.2 remain as is.

Sections 1, sections 2.5, 2.6, section 4, sections 6.1 through 8.1 were not addressed.

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X. New Business

Memorial – for past Chairman Mr. Rodney Kendig

The BOG supported the idea to install a permanent memorial in honor of past Chairman, Mr. Rodney Kendig. Library staff will explore naming a room or department after Mr. Kendig. The staff has collected funds and will ask the Friends if they would be interested in contributing to the memorial.

XI. Public Forum

The WFPL Friends suggested that the BOG make available drafts of the policy. The BOG agreed there was a fine line between balancing the information released and working through the circulation policy in an efficient manner. Also, during the process it would not be feasible to release the policy while the BOG is still reviewing it.

XIII. Open Board Discussion

Ms. Robinson thanked the library for the Black History month program. Ms. Howell recognized the program coordinator Mike Lane for his work in organizing “Blacks in Literature and Film: A Frank and Casual Conversation.”

XIV. Future Meeting Schedule and Location

The next BOG meeting will be held at the Southwest Branch library on Wednesday, March 12 at 4:00 p.m.

XV. Adjournment

Ms. Yeo moved to adjourn the meeting.

Ms. Robinson seconded the motion.

The motion carried unanimously.

Chairman, Dr. Temple, adjourned the meeting at 6:22 p.m.