

MINUTES OF THE WEST FLORIDA PUBLIC LIBRARY BOARD OF GOVERNANCE
MEETING HELD AUGUST 11, 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 Guttmann Library Board of Governance Vice Chairman
Dianne Robinson, Library Board of Governance Member
Lynne C. Tobin, 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. Temple called the meeting to order at 4: 11 p.m.

II. Invocation

Dr. Guttmann 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. Guttmann moved to adopt the agenda as written.

Ms. Tobin seconded the motion.

The motion carried unanimously.

V. Approval of Minutes

Dr. Guttmann moved to approve the minutes of the July 14, 2014 Regular meeting.

Ms. Robinson seconded the motion.

The motion carried unanimously.

VI. Chairman's Report

Dr. Temple informed the board that three employees were selected by the Florida Sunshine State Leadership Program to attend training this Fall. The employees are: Melissa Davis, Mike Lane, and Lori Riddles.

We are working on the overarching goals, policies and procedures. Local Option Sales Tax (L.O.S.T.) funds will be in front of voters in November to continue through 2027. L.O.S.T. funds are for capital projects. Keep that in mind when looking at our priorities.

Dr. Temple asked that the Board of Governance (BOG) take a look at the Library's strategic plan and choose goals that each member is passionate about and decide what is

important to them. Look to the plan for partnerships and activities that the BOG can do to support the library's vision.

VII. Library Administrator's Report

Ms. Howell gave a report.

Volunteers: West Florida Public Library System (WFPL) has made progress with the county to have nationwide adult background checks for volunteers. Library will work with Blue Arbor to facilitate the background checks. Ms. Jennifer Yannuzzi, Head Librarian in Reference, briefly explained the role of volunteers.

Facebook Page: The library expressed to the County administration how important Facebook and other forms of social media are to communicating with the community. We are looking at a vendor who can archive Facebook and social media in compliance with the Florida Sunshine Law. This will cost about \$4000 a year.

Café: Ms. Howell is meeting with the architect next week.

RFID: The RFID will go before the county commission on Aug 22.

Exhibit: The Red Snapper exhibit coming.

L.O.S.T. Funds: Current suggestions have included a new library branch in the 9 mile area, bookmobile, kiosk, and other equipment.

VIII. Friends of the Library Report

Claudine Kriss, President of the Friends of West Florida Public Library offered highlights:

Friends of the WFPL asked to be allowed to serve wine at the annual friend's dinner. WFPL friends have sent in the proper insurance certificate. Author Alex Kava has a new book coming out in January. She requested to have a book signing at the main library. The author asked for a wine and cheese reception. Friend's would have to get additional insurance.

At their meeting later today, WFPL friends will discuss offering an incentive to encourage residents to register for a library card. Some raffle ideas included eReaders or gift cards.

The Friends Fall book sale is Sep 26-28.

The friends have a new brochure and it will be placed at all locations.

Friends of Southwest Branch Library offered highlights:

The Southwest Branch Library held 11 summer events, 1600 children participated. The Summer wrap up program is tomorrow at 10:30 a.m. Friends of Southwest Branch Library will participate in the Library sign up card month and have plans for recruiting card holders through outreach programs.

IX. Unfinished Business

Legion Field (LF): Branch at LF is not opened. No decision has been made regarding the opening of the branch. The BOG will discuss the possibility of moving the Westside Branch at a later meeting.

Dr. Guttman moved to make it known to the Board of County Commissioner's (BCC) that the BOG wants to open Legion Field immediately.

Ms. Tobin seconded the motion.

The motion carried unanimously.

Dr. Guttman moved to open the library at Legion Field immediately, to the extent the BOG has the power to do so.

Ms. Tobin seconded the motion.

The motion carried unanimously.

ILL Policy

Dr. Guttman moved to approve the ILL policy.

Tobin seconded the motion.

The motion carried unanimously.

X. New Business

Dr. Guttman moved to approve the request that the Friends of the West Florida Public Library be allowed to serve alcohol at the annual dinner.

Ms. Robinson seconded the motion.

The motion carried unanimously.

Closure dates for installation of the new Integrated Library System (ILS) and employee training is scheduled for September 22 and 23.

Ms. Tobin moved to accept the closure dates for the installation of the new ILS and employee training scheduled for September 22 and 23.

Ms. Robinson seconded.

The motion carried unanimously.

September is Library Card Sign-up Month. WFPL will participate and the county PIO will advertise and promote Library Card Sign up month.

Code of Conduct Policy: Ms. Howell would ask the BOG to take a look at the current policy. It is posted at all library locations. The Code of Conduct Policy is the next policy the BOG will review.

American Library Standards for library staffing levels suggest at a minimum "Essential" service is 90 employees and WFPL is at 82 employees, with at least 5 vacancies. "" level is

180 employees; Middle ground “Enhanced” is 150 employees. The BOG will discuss how to approach staffing and staffing is to be on the next meeting agenda.

XI. Public Forum

Mr. Walter Wallace addressed the board about the opening the Westside Branch Library. He spoke as a representative of the community and of the Brownsville Neighborhood Association. Mr. Wallace asked the BOG to take a stand that will benefit the community that the Westside library is in and the surrounding neighborhoods and asked them to explore “stand-alone” library location. He thanked BOG for allowing him to speak.

XIII. Open Board Discussion

Dr. Guttman suggested that there should also be good news from the library contained in the library administrator’s report and that the agenda items line up with the WFPL’s strategic plan where it is applicable. Ms. Wolfe explained there is a draft in process for the five year plan similar to the annual plan.

Dr. Temple mentioned that comments were made in the past about the need for professional development. She would like to discuss opportunities for training that all staff could participate in and which may include closing a day in order to do so. Also, she mentioned that the budget plan allocated money for consultation and increasing leadership training.

XIV. Future Meeting Schedule and Location

Monday, September 15, 2014
Genealogy Branch Library, Meeting Room
5470 N. 9th Ave., Pensacola, FL

XV. Adjournment

Ms. Robinson motioned to adjourn.
Ms. Tobin seconded the motion.
The motion carried unanimously.
The meeting adjourned at 5:48 p.m.