

MINUTES OF THE WEST FLORIDA PUBLIC LIBRARY BOARD OF GOVERNANCE  
MEETING HELD at 4PM April 16, 2014  
At the Main Library  
239 N Spring St. Pensacola, Fl 32502

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  
Dianne Robinson, Library Board of Governance Member  
Darlene Howell M.L.S., Library Administrator  
Cynthia Wolfe M.L.S., Library Manager

Absent:

I. Call to Order

Dr. Temple called the meeting to order at 4:15 p.m.

II. Invocation

Mrs. Robinson 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

Ms. Robinson moved to adopt the agenda as written.

Ms. Yeo seconded the motion.

The motion carried unanimously.

V. Approval of Minutes

Ms. Yeo moved to approve the minutes of the March 12, 2014 Regular meeting.

Ms. Robinson seconded the motion.

The motion carried unanimously.

Ms. Robinson moved to approve the minutes of the April 2, 2014 Special meeting as written.

Dr. Guttman seconded the motion.

The motion carried unanimously

VI. Chairman's Report

The BOG's expressed values since its inception last year has mentioned fairness to all people, being a responsible member of the library, mutual respect, and to be of genuine service. Dr. Temple encouraged the BOG to continue sharing the values that are important to them as we move forward. This also includes crafting a budget that supports these expressed values. Dr. Temple stated that she would like the library to be future oriented, to serve the community, and to look toward visionary goals. Also, that it is time to transfer the implementation of goals to the employees of the library. In particular she stressed the following aspects:

- The library and BOG should work toward a financially responsible, self-sufficient system. Create reserve funds for unexpected expenses.

- Develop methods to improve employee morale. Regard the staff as professionals and focus on professionalism.
- Improve the Library culture that is currently separated and fragmented due to geographic location. Work toward creating a culture of a whole. The BOG will be conscious of the culture we want to grow and protect and be purposeful about creating a culture we value.
- Work to improve efficiency and bring in consultants and experts to convey methods for improvement of processes to improve efficiency.
- Utilize employees at their full potential. Acknowledge good ideas from employees.
- Cultivate community partnerships: grow the connections we have and find new partnerships. Also, increase outreach.
- Increase library card holders by providing the best service.

#### VII. Library Administrator's Report

Ms. Howell encouraged the BOG to publicly support the library and the values that Dr. Temple spoke of.

- Ms. Howell will meet with the County Administrator and invite him to attend a BOG meeting.
- The National Library Workers Day luncheon was a huge success. Employees enjoyed the food and several employees said thank you.
- Legion field installation of some furniture is in progress. The remainder will ship May 9<sup>th</sup>. Hopefully Legion Field will open at the end of the month.
- Closing for the new BOG member application is April 30<sup>th</sup>.
- Next week a meeting is scheduled with prospective architects regarding renovations of the café.
- Molino's one year anniversary celebration was a success. They raised \$400 at the book fair for the Summer reading program.
- The Honey Suckle Gardening Club is collaborating with the Molino Branch to create a garden which will incorporate learning experiences for children. It will also be an outdoor space for the public to enjoy.
- There is no word yet as to if the library received the Big Read Grant.
- The Library Specialist position will change to a Public Information Associate to be housed in the County's Public Information Office. For now it is a one year position and this individual will work exclusively on promoting the WFPL system.

- RFID has been sent to purchasing and will go before the BOCC on May 15<sup>th</sup>. The final quote was about \$567, 000.
- We are currently finalizing bids for the ILS system.
- A memorial for Mr. Kendig is still in the planning phase. Ms. Howell explained that a recognition plaque is planned.

#### VIII. Friends of the Library Report

Friends of the Library emailed a report in advance. Claudine Kriss, President of the Friends of West Florida Public Library offered the highlights, which were:

- The Friend's mission statement was revised.
- A funding policy for this year was approved including \$15,000 for the library for the next 6 months to be used at the library administration's discretion.
- Friends are partnering with the Humane Society to sponsor and provide children's books for the Tales with Tails program.
- Little Free Libraries will come to the end of book sale and the Friends will give them books.
- Modeleers raised \$1250 for Make n Take.
- The Friends web site is up and running.

Dr. Guttman suggested the Friends consider sponsoring movie nights for kids through the summer.

Ms. Yeo suggested that the Friends host a breakfast reception for the new County Administrator that the staff would be invited to attend.

The Friends of the Southwest Branch Library submitted their report via email and Cathy Ingram, President of the Friends of Southwest Library explained an overview of recent events sponsored by the friends. Ms. Ingram asked that the public computers at the Southwest branch have Goodsearch available as the default search engine. Ms. Howell asked that Ms. Ingram send the information via email so that she can follow up on County policy and the technical aspects of doing so.

#### IX. Unfinished Business

Circulation Policy:

Senior Librarian, Wen Livingston is preparing a draft of the circulation policy for the BOG to review at the next meeting. Ms. Howell suggested that the BOG think about and reconsider the nonresident library card fee.

#### X. New Business

Budget FY15: Ms. Wolfe explained the 2015 budget, the carry over funds and the budget planning processes. Also, she explained how the budget is submitted to County Administration. Also, that the budget must balance with the County's budget and that the library will not know actual figures until July when the MSTU is applied. The budget will be approved in September by the County Commissioners.

Ms. Yeo made a motion for the approval of the first draft of the FY15 budget to be sent to the County for approval.

Ms. Robinson seconded the motion.

The motion carried unanimously.

#### XI. Public Forum

David Bryant with the Friends of West Florida Public Library asked questions about the budget in regards to job positions and outreach. Mr. Bryant mentioned that the Friends have been encouraged to apply for an Impact 100 grant, possibly for a bookmobile. The BOG agreed that applying for the Impact 100 grant is a good idea to consider. Mr. Bryant also suggested that staff, maybe circulation staff, have visible name tags or uniforms. In the stacks sometimes library employees are not quickly distinguishable.

Ms. Ingram asked about the circulation policy recommendation regarding patrons always having a library card in hand to use the library. Dr. Guttman explained the policy and recommendations.

#### XIII. Open Board Discussion

Dr. Guttman asked about security at the library. Ms. Wolfe explained there are security guards at the Main Library during all open hours. There will possibly be security at Legion Field, but there will be more discussions with the County and/or City about security. Dr. Guttman would like the BOG to discuss as well.

Ms. Robinson asked if the Library participates in book share programs with the Florida Navigator Program. Ms. Howell said yes and that WFPL was one of the first libraries in Florida to participate.

Dr. Guttman asked if WFPL has items about Pensacola history. He suggested that the library should have a history exhibit even if the BOG adds it as a line item to budget. A suggestion was made to partner with the UWF Historic Trust. The library is a perfect location for such an exhibit as it is located in the downtown area of Pensacola. There should be some sort of tourist draw for the Pensacola Library.

Dr. Temple suggested that the BOG meeting time be changed when visiting branches. The agreement was that for now the time should stay at 4 p.m.

#### XIV. Future Meeting Schedule and Location

Legion Field Branch Library on May 21 at 4:00 p.m. in Meeting Room

1301 W. Gregory St., Pensacola, FL 32502

#### XV. Adjournment

Dr. Guttman moved to adjourn the meeting.

Ms. Yeo seconded the motion.

The motion carried unanimously.

Chairman, Dr. Temple, adjourned the meeting at 6: 45 p.m.