

MINUTES OF THE WEST FLORIDA PUBLIC LIBRARY BOARD OF GOVERNANCE

MEETING HELD at 4PM March 12, 2014

At the Southwest Branch Library

12248 Gulf Beach Highway, Pensacola, FL 32507

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

Guest:

Wen Livingston M.L.S., Senior Librarian

I. Call to Order

Dr. Temple called the meeting to order at 4:11 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. Yeo moved to adopt the agenda as written.

Ms. Robinson seconded the motion.

The motion carried unanimously.

V. Approval of Minutes

Ms. Robinson moved to approve the minutes of the February regular meeting as written.

Ms. Yeo seconded the motion.

The motion carried unanimously.

VI. Chairman's Report

Dr. Temple reminded the board about the budgets that are coming up. Last year was a learning year and hopefully this year will be easier. Establishing the funds and moving towards self-sufficiency is a priority.

VII. Library Administrator's Report

Ms. Howell gave a brief report.

- There will be a meeting soon regarding the café.
- The posting for the announcement for the vacant BOG member position will be posted in a few days by the County.
- The Molino anniversary celebration is April 5th. Ms. Livingston gave summary of the event.
- RFID is proceeding as planned and it will be installed by Oct 1st. The library is waiting for the finalization of the quote and for the funds to be released.
- The library is evaluating vendors for the new online catalog.
- Adult volunteers will go through the County's volunteer process.
- Focus groups will happen later in the year.
- Employee training has started, including orientation for new employees. Additional training for staff development in computer skills is coming.
- Internal communications are improving and the monthly employee newsletter is ongoing.
- Monthly manager meetings are ongoing and are meant to improve communication.
- We have a new County web master. We are looking at developing a new web site.

- Book groups are starting at the Main library and Tryon.
- There is a new librarian in the fiction/computer area.
- The library is working with the County for clear directional signage at the main library.
- The hanging art system is being installed.
- The library applied for the BIG READ grant for the amount of \$20,000 and we should have an answer in April.
- The furniture for Legion Field has not arrived yet. The projected opening date is mid-April, but no confirmation yet on the exact date. The grand opening will be the same time as the community center, but after the branch has been open a few weeks.

Ms. Wolfe added that the budget estimate is due March 31st. The budget is based on last year. Some line items changes will be present in the 2014 budget and will be off a bit due to City to County transition. BOG will receive the budget in April.

VIII. Friends of the Library Report

Claudine Kriss, President of the Friends of West Florida Public Library gave report including budget information from the FWFPL. FWFPL tabled funding adult and children's programs until specific amounts are decided upon. There is a need for volunteers for the book sale April 26-27. Linda Williams is the contact. Friends are getting a new web site and would like the library's web site to link to it. The Friend's would like office and sorting space in the Main library. They are losing the space they are currently using at the old Clubs school on Cervantes St. Discussion involved best use of existing space, space requirements for additional staff, and post-construction realities.

Ms. Howell stated a memorandum of understanding (MOU) is needed and the library will develop the MOU. There will be separate MOUs for each Friends group. The library staff will verify the policy and the state requirements for Friends groups.

Cathy Ingram, President of the Friends of the Southwest Branch, provided a report and budget. She gave a recap of events, previous, future and ongoing. The southwest Friends made a donation to the Pearl Nelson center in memory of Mr. Kendig. There is concern about the summer program needs and they have not yet received information on expenses.

IX. Unfinished Business

Circulation Policy: Sections 6.1 through 7.1 were discussed. A special meeting is scheduled for Circulation policy review on April 2 at 4 p.m. at Main library.

Section 6.1 Overdue fines. BOG recommends a fine of \$0.20 per item per day.

Section 6.2 Overdue fines will not exceed the price of the overdue item. BOG recommends capping fines at \$7 per item.

Section 6.3 Overdue notices. BOG recommends leaving the policy as is.

Section 6.4 Patrons with overdue fines at \$3 are blocked. BOG recommends leaving the policy as is.

Section 7.1 Processing fee plus price of items & 7.2. Destroyed or Loss. The BOG recommends rewording to make the policy clear by removing the phrase beginning with "other than "browsing" paperbacks..." and ending with "an exact ISBN replacement copy. Also, the BOG recommends leaving the processing fee of \$5 for every item and the price of the replacement fine should be equal to the actual item cost.

Sections 6.5 and 7.2 through Section 9 were not discussed.

X. New Business

None

XI. Public Forum

Bill Stromquist from the Perdido Chamber of Commerce said that the Bauer Rd Bridge will be finished this month. He also let the BOG know that the drive through at the Southwest Branch is in the process of being fixed.

XIII. Open Board Discussion

Congratulations to Dr. Guttman in his new position as BOG vice chair.

XIV. Future Meeting Schedule and Location

Special meeting for discussion of the Circulation policy is set for April 2nd 4 p.m. at Main Library.

The next BOG regular meeting will be held at the Main Library on Wednesday, April 16th 4 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 6:11 p.m.