

MINUTES OF THE WEST FLORIDA PUBLIC LIBRARY BOARD OF GOVERNANCE
SPECIAL MEETING HELD APRIL 2, 2014 at 4PM
GENEALOGY BRANCH LIBRARY
5740 N. NINTH AVE., PENSACOLA FL 32504

Present:

Rebecca Temple, Library Board of Governance Chairman
Rodney Guttman, Library Board of Governance Vice Chairman
Dianne Robinson, Library Board of Governance Member
Frances Yeo, Library Board of Governance Member
Darlene Howell, MLS, Library Administrator
Cynthia Wolfe, MLS, Library Manager

Guest: Wen Livingston, MLS, Molino Branch Manager

I. Call to Order

Chairman, Dr. Rebecca Temple, called the meeting to order at 4:13 pm.

II. Invocation

The invocation was given by board member, Ms. Frances Yeo.

III. Pledge of Allegiance

The pledge of allegiance to the flag of the United States was led by Dr. Temple.

IV. Single Special Agenda Item

This special meeting of the BOG was called to discuss circulation policies. The following sections of the circulation policies were discussed and the general agreement of the board is noted. Ms. Livingston will compile a draft for the board to consider for future vote.

Sect 6.5 No library card at checkout or by phone

Patrons must bring cards for library transactions. If patrons forget their cards, they may pay \$1 for a temporary pass or buy a replacement card for \$3. The library will look into expanding card mobility to include photo representations or apps on digital devices or stickers.

If patrons call with requests, they must give their library card number or staff may look up people by name, address and phone number to verify identities.

Sect. 7.3 "Damaged" charges for items

Leave policy unchanged.

Sect. 7.5 Refunds

This section is procedural for dealing with lost items, not policy, and should be removed from the circulation policies.

Sect. 8.1 Holds

Increase hold pickup window to 5 days with no extensions or exceptions. The holds policy wording should be rewritten for clarity.

Board members wish to know if the ILS system automatically goes to the next patron after the pickup time of the previous patron has expired.

Sect 2.1a Resident library cards are available at no charge to anyone who:

1. Rents or owns property (or keep "resides in") Escambia County
2. Owns a business in Escambia County
3. Works for the City of Pensacola or Escambia County

Sect 2.1b Temporary library cards (or Resident Guest cards) are available at no charge to anyone who:

1. Is employed at a public or private school in Escambia County
2. Is in the military and works at a military base in Escambia County (*the library card will expire at the end of one year*)
3. Attends any public or private school in Escambia County and can provide class schedule or school ID (*the library card will expire after one year*)
4. Is visiting Escambia County for 3 or more weeks and can provide a lease agreement (*the library card will expire at the end of the lease period*)
5. Is in a treatment program in Escambia County and can provide an official letter verifying their address (*the library card will expire in three months*)
6. Is living in an Escambia County shelter and can provide an official letter from the shelter verifying their address (*the library card will expire in three months*)

Sect. 3.2 Nonresident library cards

The board requests the County analyze the cost of a library card, in terms of MSTU assessment, to residents to determine how much to charge for nonresident cards.

V. Public Forum

None.

VI. Open Board Discussion

Saturday, April 5 at 12pm, the Molino Branch Library will host a celebration of its one year anniversary.

The Awareness bookstore has Black books for increasing diversity in the library collection. The WFPL needs more children's Spanish language books as well.

The open position for the WFPL BOG has been posted. Resumes that come in will be sent to the County commissioners. The new interim County administrator should be invited to the BOG meetings.

VII. Future Meeting Schedule and Location

The Wednesday, April 16, 2014, regular BOG meeting will convene at the Main Library, 239 N. Spring St. Pensacola, FL. at 4pm.

VIII. Adjournment

Dr. Guttman moved to adjourn the meeting. Ms. Yeo seconded the motion. The motion carried unanimously.

Chairman Temple adjourned the meeting at 6:20 pm.