

MINUTES OF THE WEST FLORIDA PUBLIC LIBRARY BOARD OF GOVERNANCE  
MEETING HELD OCT 6, 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 Guttman Library Board of Governance Vice Chairman  
Dianne Robinson, Library Board of Governance Member  
Lynne C. Tobin, M.L.I.S, Library Board of Governance Member  
Frances Yeo, Library Board of Governance Member  
Darlene Howell, M.L.S., Library Administrator  
Cynthia Wolfe, M.L.S., Library Manager

I. Call to Order

Dr. Temple called the meeting to order at 4:09 p.m.

II. Invocation

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

V. Approval of Minutes

Dr. Guttman moved to approve the minutes of the August 11, 2014 Regular meeting.  
Ms. Robinson seconded the motion.  
The motion carried unanimously.

VI. Chairman's Report

Dr. Temple shared observations of the Legion Field ribbon cutting. She reported that the facility is fully functional and there was a good turnout and several people using the library. She shared that there was an announcement for the Big Read that was advertised on WUWF radio. She encouraged the BOG to look at the MYWFPL web site for the Big Read schedule of events and to attend when they were able. She stated that she appreciated the number of partners and speakers involved. Dr. Temple is giving a talk entitled *New Secondary Explosions: Combat PTSD and Moral Injury* on November 12<sup>th</sup> at 6 p.m. about moral injury and how morality affects the events of war.

VII. Library Administrator's Report

Ms. Howell submitted a report.

WFPL recently integrated the library system to The Learning Corporation, (TLC). The migration and training was successful. It was the first time in over two years that staff were able to train together and they really enjoyed meeting their coworkers from other locations. Training consisted of the new circulation policy, confidentiality, big read and computer skills testing. Ms. Howell and Ms. Wolfe met with some library employees in small groups giving them an opportunity to voice to provide feedback and/or voice concerns. The administration was encouraged by the ideas and suggestions they heard and staff was excited to meet with admin. More staff training and meetings at branches will be forthcoming.

We are ready to move ahead with Radio Frequency Identification (RFID) and the PC reservation system.

EBooks are in process and we have three quotes from the best eBook vendors. The library is working with the county purchasing department. The library is looking at vendors who will be compatible with the new ILS software.

The library's 2015-16 budget was approved.

Cafe construction should begin in January pending BCC and Pensacola City Council approval.

The Museum on Main Street grant was approved for a \$6,000.00 exhibit for Molino in partnership with the Molino Historical Society. The program will run March 2015 through April 2016.

#### VIII. Friends of the Library Report

New Friends president, Linda Williams, gave a brief report. The fall book sale raised \$11,854.94 which was about \$1,000.00 more than last year. Sale was extended for one hour on Sunday afternoon. The Friends partnered with Habitat for Humanity for volunteers. Also, the Friends partnered with the Humane Society creating a Read to Cats program which has been a big success so far. The goal of the Friends is to increase membership in the 20 to 30 year old demographic.

Southwest Friends were absent due to a scheduling conflict, but submitted their report.

#### IX. Unfinished Business

##### **Code of Conduct**

Ms. Howell moved the Code of Conduct policy review to a later meeting as there is still a need for feedback from the staff. Also, they are reviewing other libraries policies.

#### X. New Business

##### **Board Communication**

Preferred method for cancelations of meetings on the same day as the meeting will be via email or a phone call as time allows.

Per the Board's discussion, public communications should be sent to Ms. Howell and Dr. Temple. The board will then have an opportunity to respond as a unit. The BOG is available for open public forum and complies with Sunshine laws.

BOG communication to the BCC and city council need to be in a formal report format annually. Dr. Temple will design a draft of the BOG goals, mission statement and vision. The BOG will discuss the report at the next meeting and will have an annual report ready for the BCC and Pensacola city Council by the January Annual meeting of the BOG.

### **Annual Plan Update**

Ms. Howell asked that the BOG look over the current annual plan to discuss at the next meeting. Also, she asked staff for suggestions for the second annual plan items. Incomplete items from the first annual plan will be continued during the second annual plan.

## XI. Public Forum

### XIII. Open Board Discussion

Mr. Guttman asked about the FPAN red snapper display. Ms. Howell will get an update.

Ms. Yeo asked about the new features of the ILS. Ms. Howell explained the improved interface.

Mr. Guttman asked that Library "Good news" items be added to the BOG agendas for future meetings.

### XIV. Future Meeting Schedule and Location

November 17 2014, 4:00 PM at Genealogy Branch Library, Meeting Room located 5740 N. 9th Ave., Pensacola, FL

### XV. Adjournment

Dr. Guttman motioned to adjourn.

Ms. Tobin seconded the motion.

The motion carried unanimously.

The meeting adjourned at 6:20 p.m.