

Minutes of the WFPL Board of Governance  
**Special Meeting Held Monday April 06, 2015 at 3:30pm**

Genealogy Library  
5740 N. 9<sup>th</sup> Avenue  
Pensacola, FL 32504

Present:

Dr. Rebecca Temple, Library Board of Governance, Chairman  
David J. Bryant, Library Board of Governance Member  
Lynne C. Tobin, M.L.I.S, Library Board of Governance Member  
Frances Yeo, Library Board of Governance Member

Cynthia Wolfe, M.L.S., Interim Library Administrator  
Jack Brown, Escambia County Administrator  
Janice Floyd, Escambia County Human Resources

I. Call to Order

David Bryant made a motion for Frances Yeo to act as Chairman.  
Lynne Tobin seconded the motion.  
The motion carried unanimously.

Ms. Yeo called the meeting to order at 3:28 p.m.  
She announced that a quorum was present.

II. Invocation

Ms. Yeo gave the invocation.

III. Pledge of Allegiance

Ms. Tobin led the pledge of allegiance to the flag of the United States.

IV. Library Director Job Description

Dr. Temple, Chairman arrived to Chair the meeting at 3:40 p.m.

Dr. Temple moved onto the discussion of the Library Director Job Description  
Janice Floyd was introduced as sitting in for Lorrie Davis.  
Ms. Floyd introduced Tonya Gant, HR Manager in the audience.

Mr. Brown provided an updated Library Director Job Description and Report. It included several policy and qualification items which were reviewed and discussed. Discussions continued regarding proposed advertising sites and costs, proposed posting for job advertisement, and the brochure being used for recruitment profile. Recommendations were made by the BOG.

Mr. Bryant moved to approve the revised job description, both short and long forms, with edits discussed in the meeting and recorded by HR, along with final edits by HR.

Ms. Tobin seconded the motion.

Ms. Yeo led a brief discussion in reference to seeing a final draft prior to release and Ms. Lloyd agreed.

The motion carried unanimously.

Mr. Bryant made a motion to advertise on the free sites as presented in addition to the American Library Association, Florida Library Association, Pensacola News Journal and the Special Libraries Association.

Ms. Tobin seconded the motion.

The motion carried unanimously.

Ms. Yeo made a motion to approve the recruitment profile with edits discussed in the meeting and the edits that Mr. Bryant provided in writing.

Ms. Tobin seconded the motion.

The motion carried unanimously.

Discussions ensued regarding the "Suggested Library Director Recruitment Timeline".  
Suggestions:

-The County will set a firm closing date (possibly May 12) for 30 days from posting (possibly April 13) of the position.

-Ms. Floyd will provide packets to all by May 6 late afternoon for the first wave of applicants; all should stop by and pick up a packet by two o'clock on 6<sup>th</sup>. The second wave if closed by May 12 will be available to be picked up by BOG on May 15 at 2 p.m. Ms. Floyd will make arrangements with Mr. Turner on the BOG members picking up packets. Upon conclusion of the interviewing process, packets will be returned.

-Applicants will be vetted during the May Regular meeting of the BOG.

-HR will be making the contacts to applicants in reference to the skype set up for 1<sup>st</sup>-round interviews.

-Ms. Floyd will draft a timeline to share with the BOG.

## V. Public Forum

Ms. Bette Hooton from the audience suggested sending ads to Florida colleges. Mr. Brown stated that college attendees would not likely have their Masters yet and/or meet the qualifications listed.

## VI. Open Board Discussion

Ms. Yeo asked about rubrics. Mr. Brown said there would be two different rubrics. Mr. Turner will create both rubrics with input from the BOG and that will be discussed at a later date prior to the interviews.

## VII. Future Meeting Schedule and Location

Mon Apr 20 <sup>th</sup> 4:00 p.m.	Regular Meeting 5740 North 9 <sup>th</sup> Ave.
Mon May 18 <sup>th</sup> 2:00 p.m. - Until	Regular Meeting (Library Director Applicants) 5740 North 9 <sup>th</sup> Avenue
Th May 28 <sup>th</sup> 8:00 a.m. – 5:00 p.m.	Special Meeting (Library Director Skype 1 <sup>st</sup> -round interviews) 221 Palafox Place Suite 200 (2 <sup>nd</sup> Floor HR)
Dates on Additional Interviews	To Be Determined

## VIII. Adjournment

Mr. Bryant motioned to adjourn.  
Ms. Yeo seconded the motion.  
The motion carried unanimously.  
The meeting adjourned at 5:47 p.m.