

Minutes of WFPL Board of Governance Regular Board Meeting
Monday, January 22, 2024 at 4:00 pm CST
Pensacola Library, 239 N. Spring St., Pensacola, FL 32502

Board Members Present:

- Robin Reshard, Library Board of Governance, Chair
- Lori NeSmith, Library Board of Governance, Vice Chair
- Liza Campbell, Library Board of Governance, Member
- Kathleen Crook, Library Board of Governance, Member
- Kenneth “Blaine” Wall, Library Board of Governance, Member

Administration Present:

- Todd J. Humble, Director Library Services
- Christal Bell-Rivera, Deputy Director Library Services
- Tricia Sheridan, Director’s Aide Library Services

I. Call to Order

- Robin Reshard called the meeting to order at 4:08 p.m.
- Proof of Publication was received.
- The quorum is present.

II. Pledge of Allegiance

- Robin Reshard led the Pledge of Allegiance to the Flag of the United States of America.

III. Public Forum

- John Bullock presented himself as an applicant for the open board position.

IV. Approval of Agenda

- The agenda was approved.

V. Approval of Minutes

- Correction to the minutes made by Ms. Campbell. The Open Discussion section should be changed to “the study rooms in the library at UWF are free of charge”. Ms. NeSmith made a motion to approve the minutes of December 11, 2023, minutes with Ms. Campbell’s correction. Mr. Wall seconded the motion and it passed unanimously.

VI. Chairman’s Report

- Discussion regarding the Books By The Bay festival. Director Hubble shared the library will be participating with a booth. Ms. Reshard requested Director Humble send out a flyer.

VII. Library Director's Report

- The Brownsville library project has begun. Anticipated finish date is January 2025. Discussion regarding the cost. The budget is 3 million for a 7500 sq ft library. Right now, 2.1 million has been spent and the book and DVD vending machines will add an additional cost.
- Ms. Reshard asked about parking access. Parking for Brownsville includes an agreement with the Assembly of God Church to be able to use park of their parking lot. Library parking will also be available on site and on the street.
- Ms. Reshard asked about the status of the Bellview library. Director Humble shared that the A.V. in the meeting room is in the process of being upgraded.
- Three applicants for the open board member positions have been received. One applicant missed the deadline, another is Liza Campbell who is seeking reappointment, and the third applicant, John Bullock, is in attendance. Commissioners make the decision on appointments. Director Humble recommended Mr. Bullock and all applicants be at the next Board of County Commissioners (BOCC) meeting.
- There are four open positions. Three positions are for library service technicians and one if for a STEM librarian, which is being reclassified. The reclassification included an industrial arts degree requirement. HR must finalize the reclassification.
- Ms. Reshard asked why the position was vacant and what are the qualification. Director Humble shared that the STEM Librarian from Bellview relocated in 2022 and the subsequent applicants have not met the STEM qualifications.
- Ms. Reshard questioned the library's retention rate. Deputy Director Bell-Rivera stated 25 of the last 30 hires in 2023 are still here. Three people have retired. Director Humble added that employees typically leave due to relocations or seeking higher wages.
- Discussion about Director Humble's annual evaluation. It was shared that the library staff will be provided an opportunity to survey the administrative staff, and this will contribute to the Director's annual evaluation. Ms. Reshard suggested moving the staff survey to the end of the year to separate the survey from the Director Humbles evaluation.
- The FY 2024-2025 budget preparation manual had not been released at the time of the meeting. Ms. Reshard asked that the next fiscal year budget planning be moved to next month since the budget information was not available. All agreed.
- Ms. NeSmith asked if the revenue and expenditure status reports are a snapshot of the current finances. Discussion regarding how the purchasing department puts only books into the capital outlay line 56601 and only about 10% has been spent. Line 55401 is for the database/Libby/magazines/periodicals/e-magazines. More discussion on Libby and how it is advertised. Ms. NeSmith stated more advertisement for Libby should done electronically since that is the kind of user it is marketed towards.

- Director Humble stated we are now on Instagram.

VIII. Old Business

- Director Humble responded to Ms. NeSmith's question during the last meeting regarding the summer feeding in Century. In 2022, the number of meals served were 3,719. In 2023, 3,560 meals were served. Both numbers reflect meal service spread out over the summer months. The breakdown of meals served at each library during 2023 was: Bellview 935, Tryon 879, Molino 540, Westside 425, Pensacola 392, Southwest 277 and Century 112.

IX. New Business

- Nominations for Chair and Vice-Chair discussion. Director Humble suggested that only those who have served on the board previously should be eligible for nominations since they have an awareness of how the board operates.
- Deputy Director Bell-Rivera suggested rewriting the Bylaws to have the elections after March when the appointments change.
- Ms. Reshard stated she is resigning as Chairperson. She opened the floor for nominations. Ms. Crook nominated Ms. Lori NeSmith as President for one-year term which is to become effective March 1, 2024. Board voted and was approved unanimously.
- Ms. NeSmith nominated Mr. Blaine Wall as Vice Chair for a one-year term which is to become effective March 1, 2024. Board voted and was approved unanimously.
- Discussion about Bylaws. Director Humble requested all comments regarding Bylaw changes be sent to his Aide by January 31, 2024. He reminded all members about the Sunshine Law and no discussion between board members should take place outside of the meeting regarding the changes. The Aide will make the requested changes and then send to the county attorney for review.

X. Open Board Discussion

- No open discussion.

XI. Next Meeting

Monday, February 26, 2024, 4:00 p.m. at the Pensacola Library, 239 N. Spring St., Pensacola, FL 32502

XII. Adjournment – Motion made to adjourn by Ms. Campbell. Seconded by Ms. NeSmith. Meeting adjourned at 5:14 pm.