

MINUTES OF THE WEST FLORDIA PUBLIC LIBRARY
BOARD OF GOVERNANCE
REGULAR MEETING HELD JULY 14, 2014
GENEALOGY BRANCH LIBRARY
5740 N 9th AVENUE, 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
Frances Yeo, Library Board of Governance Member
Lynne C. Tobin, Library Board of Governance Member
Darlene Howell, MLS, Library Administrator
Cynthia Wolfe, MLS, Library Manager

Guest:

Bette Hooton

Absent:

- I. Call to Order
Dr. Temple called the meeting to order at 4:12 pm.
- II. Invocation
Ms. Robinson gave the invocation.
- III. Pledge of Allegiance
Dr. Guttman led the pledge of allegiance to the flag of the United States of America.
- IV. Approval of Agenda
Dr. Guttman moved to approve the agenda as written.
Ms. Robinson seconded the motion.
The agenda was unanimously approved
- V. Approval of Minutes
Dr. Guttman moved to approve the minutes of the June 16, 2014 Board of Governance Regular Meeting with the amendment of simplifying Ms. Tobin's background description to say, "She was a school librarian with an MLS, worked at the Naval War College and completed a 15 year career with the CIA."
Ms. Tobin seconded the motion.
The motion carried unanimously.
- VI. Chairman's Report
Dr. Temple deferred the chairman's report until the structure and substance of what a chairman's report should contain is established.
- VII. Library Administrator's Report
Ms. Howell updated the board on the new ILS system RFID system, café, Legion Field, bookmobile, budget and exhibits at MAIN.

The Library Corporation (TLC) ILS

- An email was sent to the board and library staff, which lists the ILS features that will benefit the library.
- The library may have to close for two days for the data transition, and those days will be used to train staff on the new system.

- Once transition is complete, ebooks will be added and the print management system will be implemented (RFID).
- The go-live date will be late September.

RFID system.

- The bid process closed on RFID, and Tech Logic is the library's choice.
- Some of Tech Logic's features include: self-checkout, credit card payment, real-time linking including bookmobile and library card signup offsite, book drop and other check in sorting.
- The library now awaits BCC approval.

Café

- The city should approve in August the interlocal agreement between the city and county for improvements to the city-owned MAIN library building. The county can then approve the agreement which will free the architects to begin working with a timeline of about 3 months.
- Money for the project is from last year's 123K leftover from donations toward construction.

Legion Field

- The lease for the library branch in the new Legion Field, Theophalis May Resource Center, has not been signed by the city or the county, but Ms. Howell will meet with the new county administrator to discuss it.

Bookmobile

- The bookmobile generator needs replacing, which is a heat threat to the driver and patrons. In addition, the vehicle has wasps.
- The library is getting quotes on repairing the bookmobile.

Budget

- The county approved the budget after close scrutiny, though the MSTU money belongs solely to the library budget. The county had questions concerning additional staff, IT, and facilities maintenance.
- The final budget will be approved in September after two public hearings.
- The county administrator has a standing invitation to attend the BOG meetings.

Exhibits

- Artel has finished installing artwork at the Main Library.
- Dr. Guttman and Ms. Howell met with Nicole Bucchino, Outreach Coordinator of the Florida Public Archaeology Network (FPAN). Ms. Bucchino will send a list of traveling exhibits available for libraries. FPAN has four displays ready for exhibition and new ones created by UWF students on an ongoing basis.

VIII. Friends of the Library Report

Friends of the West Florida Public Library

- Claudine Kriss, president of the Friends of the West Florida Public Library, expanded on Ms. Howell's discussion of the artwork installed at the Main library. Ms. Kriss

explained that the Friends partnered with Artel for the artwork and sponsored the reception July 11.

- Their fall book sale is scheduled for September 26-28.
- Their mystery dinner at \$40/plate is slated for September 13 at the Main Library. They hope to serve alcohol and will require approval from the BOG. They have the required insurance policy but need approval by city (city facility). Last year, the county administrator, Mr. Touart, said alcohol was generally approved for county buildings.

Friends of the Southwest Branch Library

- Cathy Ingram was unable to be present to speak but submitted a report to the board. Pensacola State gymnastics team performed at SW branch summer reading program.

IX. Unfinished Business

ILL

- The librarian overseeing ILL has been on vacation as well as the staff member who works in the ILL office. These staff members' input will be sought before presenting the board with a final ILL policy.

X. New Business

- Bette Hooton, former president of the West Florida Regional Library board of trustees for 6 years, now serves on the Library Services Technology Act (LSTA) advisory council for a four year term.
- With Escambia county being the third poorest county in Florida, Ms. Hooton, urged the WFPL to collaborate with the Friends of the Library to apply for grant money.
- She also urged the library to increase the number of cardholders to increase the likelihood of receiving grants.
- Ms. Hooton's term expires in September, and she is recommending another Pensacola resident to fill her place.

XI. Public Forum

- A Southwest Branch Library (SWB) patron praised the bridge repair that now makes the SW Branch more accessible. He expressed disappointment in the library's 17% usage rate and in the library's marketing. He feels marketing and increasing cardholders should be priorities.
- The board and staff pointed out that the library is used by non-cardholders for services such as programs, meeting rooms, quiet rooms and computers, and that though the county is large, the library branches are not strategically located throughout the county. So even if the percentage of card holders seems low, library usage is comparatively high.
- September is library card signup month, and an action plan is being formed to get the word out. In addition, the library is trying to fill a marketing position and is progressing on plans for a café at MAIN to appeal to the public. The new ILS system will allow staff to issue library cards offsite in real time.
- Marketing ideas including mobile outreach booths, visiting hospitals, library volunteers, targeting emergent literacy and BLAB TV were discussed. Ideas require staff and funds for implementation. Volunteers and Friends members might conduct some marketing more cost effectively than staff.

XII. Open Board Discussion

None

XIII. Future Meeting Schedule and Location

The next Board of Governance Regular Meeting will be held, Monday, August 11, at the Genealogy Branch Library at 4pm.

XIV. Adjournment

Dr. Guttman moved to adjourn meeting.

Ms. Tobin seconded the motion.

The meeting adjourned 6:20 pm