

Minutes of the WFPL Board of Governance
Board Meeting Held August 17, 2015

Genealogy 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
- Frances Yeo, Library Board of Governance Member
- David J. Bryant, Library Board of Governance Member
- Todd J. Humble, Library Director
- Jennifer Yannuzzi, Interim Library Manager

Via Conference Phone:

- Lynne Tobin, Library Board of Governance Member

I. Call to Order

Dr. Rodney Guttman called the meeting to order at 4:03 p.m. A quorum was present.

II. Invocation

Dr. Guttman gave the invocation.

III. Pledge of Allegiance

Dr. Guttman led the pledge of allegiance to the flag of the United States.

IV. Approval of Agenda

- Motion made by Ms. Yeo, seconded by Mr. Bryant, and carried unanimously, adopting the agenda as prepared.

V. Approval of Minutes:

- Motion made by Ms. Yeo, seconded by Mr. Bryant, and carried unanimously, adopting the June 29, 2015 and July 20, 2015 meeting minutes as amended.

VI. Chairman's Report:

Dr. Temple introduced our new Director, Mr. Todd Humble. She thanked the Board, staff, and audience members for their input and effort throughout the interview and hiring process

VII. Library Administrator's Report-Good News

- Mr. Todd Humble, Library Director announced that the Board of County Commissioners (BCC) approved the request for the Friends to serve wine or champagne at their annual meeting at the Main Library in September.
- The cafe construction's low-bid contractor has been approved by the BCC and the cafe should be ready the first quarter of next year. A public use conference room and the Friend's book sale area will not be available during the time of construction.
- Two thousand one hundred thirty two (2,132) youth signed up for the Summer Reading Club and a total of six thousand five hundred thirteen (6,513) were at a various number of summer programs. Mr. Humble appreciates all the hard work and acknowledged the good job by the summer staff.
- In reference to a memorial plaque for a previous board member, a color photo of a County plaque was distributed for an example recommended and is being researched by one of the library branch managers.
- Florida Public Archeology Network (FPAN) display is at the Main Library with display boards that were available and are set up
- Mr. Humble announced that September is National Library card sign up month and the Board of County Commissioners will be presenting a proclamation to WFPL. Mr. Humble invited the Board of Governance to attend the BCC meeting scheduled on Sept. 3rd at 5:30 p.m. at the BCC meeting room.
- A sample of a Snoopy bookmark was distributed and Mr. Humble referred to it when proposing to lower the renewal of a library card for twenty five (25) cents for the month of Sept. in 2015.
- Mr. Humble reported that HR will have a Director's Assistant job advertisement out later this week for applicants inside and outside of the current Escambia County System. Mr. Humble described the job as staff for both the Director and the Library Manager to utilize.
- Mr. Humble brought up a branding issue. He is suggesting to County Administration that the name should be West Florida Public Libraries at all locations.
- There is building maintenance money left in the budget and various managers have submitted issues including painting. He will be visiting branches next week to verify any projects and cost associated with them for submittal.
- Mr. Humble distributed an update of the BOG contact list and terms. Revisions were requested by several board members and revised copies will be distributed at the next board meeting.
- There were previously no telephones at the front circulation desk at main. He had telephones added only at the middle two sections of the circulation desk.

VIII. Friends of West Florida Public Library

- The Friends of West Florida Public Library report was announced by President, Ms. Linda Williams.
- Southwest Branch Friends report was announced by President, Ms. Cathy Ingram.

IX. Unfinished Business

Circulation Policy:

- Mr. Humble mentioned there should be only minor updates to the Circulation policy and will address it at the next meeting.

Code of Conduct Policy Review:

- Mr. Humble distributed a draft version of the WFPL Patron Behavior Policy recommending the policy name change. After discussion Mr. Humble requested the board submit any additional comments, concerns and/or revision recommendations to him prior to Wednesday. The draft will be submitted to Ms. Allison Rogers, Escambia County Attorney for verification with the current County policies. Mr. Humble requested input on wordsmithing from the board members.

X. New Business

- Motion made by Mr. Bryant, seconded by Dr. Guttman and carried unanimously, excusing the absences of Dr. Temple and Ms. Yeo for the July 20, 2015 BOG Meeting.

XI. Public Forum:

- Mr. Bill Stromquist recommended the BOG members have their pictures posted in the library. Mr. Humble suggest there be group photos identifying the members of the BOG for display at all locations and he will visit the branches to see where it may fit best. Mr. Bryant would like the role of BOG in library affairs discussed in the display.
- Mr. Bill Stromquist requested the lettering on the Southwest Branch building be painted white due to low visibility.
- Ms. Ingram spoke to the Friends of Southwest Branch utilizing Mr. Bill Stromquist with the Chamber of Commerce and that may be a good situation for distribution of library information. Mr. Humble will attempt to have a representative from the

WFPL at the meeting in September and requested Mr. Stromquist sends him information on the meetings.

XII. Open Board Discussion:

- At the request of the Board, Mr. Humble is to have small boards made with the WFPL BOG name and contact information added to the FPAN display.
 - Motion made by Ms. Yeo, seconded by Mr. Bryant and carried unanimously, to waive the three dollar (\$3.00) replacement card fee and waive the temporary card fee (day pass for “forgotten cards”) of one dollar (\$1.00) for the month of September in 2015.
- Dr. Guttman requested statistics on the before, during and after September Library Card Sign Up month and Mr. Humble offered to bring stats to the next meeting.
- Ms. Yeo asked about a timeline for RFP bids on a vendor for the cafe that has been modified for commercial use. This should be into the first quarter of next year and Mr. Humble will be getting recommendations and input from the board.
- Ms. Yeo presented Mr. Humble a document copy from a 2013 workgroup comprised of Ms. Cathy Ingram, Mr. Mike Lane and Ms. Yeo with data referring to a survey taken on FL library’s meeting room policies. Dr. Temple verified that it was a re-fresher document with no changes and it could be referenced for the meeting room policy review scheduled in November.
- Ms. Yeo reported that in 2013 the board had a partnership with a public relations class at UWF. The Friends group benefited from their service and she had brought copies for distribution. Ms. Yeo verified that it was the same document that was previously distributed. Mr. Humble and Ms. Cathy Ingram were given copies.
- Dr. Temple reminded the board members to adhere to the flow of information for all of the BOG meetings. Any information new to the board must go through the Director first. When approved by the Chairman, the information can be added to the Agenda.

XIII. Future Meeting Schedule and Location

Regular Meeting: Monday, September 21, 2015, 4:00 p.m.
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XIV. Adjournment

- Motion made by Dr. Guttman and carried unanimously to adjourn at 6:34 p.m.