

**Minutes of the WFPL Board of Governance
Board Meeting Held October 19, 2015**

Genealogy Library
5740 N. 9th Avenue
Pensacola, FL 32504

Present:

- Dr. Rebecca Temple, Library Board of Governance, Chairman
- Frances Yeo, Library Board of Governance Member
- Lynne Tobin, Library Board of Governance Member
- David J. Bryant, Library Board of Governance Member
- Todd J. Humble, Library Director
- Jennifer Yannuzzi, Interim Library Manager

Absent:

- Dr. Rodney Guttman, Library Board of Governance, Vice-Chairman

I. Call to Order

Dr. Temple called the meeting to order at 4:07 p.m. A quorum was present.

II. Invocation

Dr. Temple gave the invocation.

III. Pledge of Allegiance

Mr. Humble led the pledge of allegiance to the flag of the United States.

IV. Approval of Agenda

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

V. Approval of Minutes:

- Motion made by Ms. Tobin, seconded by Mr. Bryant, and carried unanimously, adopting the September 21, 2015 meeting minutes as amended.

VI. Chairman's Report:

Dr. Temple discussed the Statistics Documents that were previously provided to the BOG. Library use and collection statistics were reviewed.

VII. Library Administrator's Report-Good News

- Mr. Humble had an alternate presentation on the library use and collection statistics with a format change and with comparisons to various FL counties. The board agreed to continue with a quarterly review of these statistics.
- Mr. Humble presented the Circulation Policy.
- Mr. Humble referred to the Firefighter's Memorial document. The location and inscriptions were discussed and Mr. Humble is to be in contact with Lt. Beasley for additional information.
- An announcement regarding the presentation of a 2015 Library Advocacy Award to Representative Clay Ingram in recognition of his support of FL Libraries was presented. Mr. Humble forwarded the announcement onto our Escambia County Public Information Officer for further dissemination.
- Mr. Humble presented information related to an upcoming technology grant opportunity from the Panhandle Library Access Network (PLAN) and he is preparing to submit a proposal for this technology grant due at the end of the month.
 - Motion was made by Mr. Bryant, seconded by Ms. Yeo, and carried unanimously, designating authorization for the Chairman of the Board of Governance to sign the Panhandle Library Access Network Grant Application to purchase Sprout computers and/or interactive projectors.
- Mr. Humble introduced an informative document on Suma to the board. The free piece of software developed by a University is used to track the locations used, can be linked with levels of questions for various areas and to load up information gathered on inner library spaces.
- All county vehicles, including the Library vehicles will have GPS installed early next year. Online tracking of our bookmobile could be viewable in the future.
- Escambia County approved a three percent raise at beginning of the fiscal year for all employees, including Blue Arbor employees.
- Mr. Humble has selected a Director's Aide and he looks forward to John D. Sheldon's start prior to the end of the month.
- Mr. Humble will be attending the FL Public Director's meeting on October 28-29, 2015.
- Mr. Humble announced that the WFPL Friends are making a ten thousand dollar donation to the Westside Branch.
- Mr. Humble has spoken with Mr. Zimmern and the library will be involved with the Pelican Drop for Pensacola's New Year's Eve festivities.
- Mr. Humble reported on a question from the last BOG meeting as to what filtering was presently on the library computers at this time. He said it was a standard filtering device through the county for spam and virus protection, not content, in place at the library.

VIII. Friends of West Florida Public Library and Southwest Branch Friends Reports

- The Friends of WFPL report was delivered to the BOG members.
- The Southwest Branch Friends report was delivered to the BOG members.

IX. Unfinished Business -

- Meeting Locations, Dates and Times:
The proposed list was distributed and Dr. Temple requested it be known if any conflicts exist. Ms. Tobin cannot make the Dec 14th, 2015 meeting. Ms. Yannuzzi reminded the board that Dr. Guttman has conflicts with attending meetings on Mondays at four o'clock through the month of November.

- Policy Review

Code of Conduct:

- Motion was made by Mr. Bryant, seconded by Ms. Yeo, and carried unanimously, to table the Code of Conduct Policy until the next BOG meeting.

Internet Use – Revisions/Updates:

- Motion made by Mr. Bryant, second by Ms. Yeo and passed unanimously to table the Internet Use Policy until the next BOG meeting.
- Evaluation of the Director:
Dr. Temple provided a draft copy that was previously distributed to the board members. Mr. Humble's short tenure prevents a full evaluation. An abbreviated version will be used for 2015 that should be executed by each member and returned at the next BOG meeting. A more comprehensive version will be available for 2016.

X. New Business

- BOG Policies and Procedures Manual:
Dr. Temple spoke to the roles of the BOG and the need for a BOG procedural manual. It was requested that when Mr. Humble attends the state wide director's meeting he request others share their trustee manuals for the board to reference.
- Café Vendor Request for Proposal Draft Review:
Mr. Humble has been working with the Escambia County Management and Budget Service's, Ms. Claudia Simmons. Mr. Humble reviewed options of a discount for library programs/events/meeting room users as in catering and the time frames for their business. The board will return any corrections, additions and comments on this document to Mr. Humble by Monday, October 26th.

- Ms. Yannuzzi wanted to make sure the BOG has seen the vendors list to be invited. That list will be sent to the BOG members and any names for a business that they would like to be added has an October 26th deadline.

- Policy Review:

Bulletin Board and Literature Distribution Policy:

- Motion was made by Mr. Bryant, seconded by Ms. Tobin, and carried unanimously, to table the Bulletin Board and Literature Distribution Policy until the next BOG meeting.

Meeting Room Policy:

- Motion was made by Mr. Bryant, seconded by Ms. Tobin and passed unanimously tabling the Meeting and Study Room Policy until the next BOG meeting.

- Strategic Plan 2013-2018 Annual Plan 2016:
- Dr. Temple stated we have the Blue Ribbon Task Force that will expire in two years. A new one will be established for 2018-2023. A process will be recommended from Mr. Humble to the BOG.
- Dr. Temple and Mr. Humble will work together on an Annual Report and Annual Plan to be submitted to the BOG in December 2015.

XI. Public Forum: None.

XII. Open Board Discussion:

- Mr. Bryant asked for an update on key staff positions including the Library Manager. Mr. Humble reported that the Library Manager position should be posted this week. The Senior Librarian job position/advertisement closes this week.

XIII. Future Meeting Schedule and Location

Regular Meeting: Monday, November 16, 2015, 4:00 p.m.
Century Branch Library, 7991 N. Century Boulevard, Century, FL 32535

XIV. Adjournment

- Motion made by Mr. Bryant, seconded by Ms. Tobin and carried unanimously to adjourn at 7:31 p.m.