

Minutes of the WFPL Board of Governance
Regular Meeting held Monday, May 22, 2017
at the Pensacola Library, 239 North Spring St., Pensacola, FL 32502

Board Members Present:

- Dr. Rebecca Temple, Library Board of Governance, Chairman
- David J. Bryant, Library Board of Governance Member
- Lynne Tobin, Library Board of Governance Member
- Sally Fox, Library Board of Governance Member
- Dr. Carol B. Tanksley

Board Members Absent:

- N/A

Library Administration Present:

- Todd J. Humble, Library Director
- Kristine Crane, Library Manager
- John Shelton, Director's Aide

I. Call to Order

Mr. Bryant called the meeting to order at 4:04 p.m.

II. Invocation

Mr. Humble gave the invocation.

III. Pledge of Allegiance

Mr. Humble led the Pledge of Allegiance to the Flag of the United States.

IV. Public Forum

- No members of the public were present.

V. Friends' Reports

- The reports of the Friends of West Florida Public Library and Friends of Southwest Branch Library were provided to the Board members.

VI. Approval of Agenda

- The Agenda was approved unanimously.

VII. Approval of the Minutes for March 27, 2017.

- A motion to approve the minutes was made by Ms. Tobin, seconded by Ms. Fox, and passed unanimously.

VIII. Approval of the Minutes for April 24, 2017.

- A motion to approve the minutes was made by Ms. Fox, seconded by Ms. Tobin, and passed unanimously.

IX. Chairman's Report

- The Chairman directed the Agenda be sent out in both PDF and Word format.
- The Chairman discussed changes to the Director's Evaluation. The date on page one was changed to indicated 2016-2017 and additional questions for the self-evaluation were added to page six. The Board also decided how the evaluation would be written.

XI. BoG Manual

- The Board reviewed and edited chapters 9 and 16 of the BoG Manual. The Board also reviewed the upcoming schedule for the BoG Manual writing. At the next meeting, the Board will review Managing the Library Budget and BoG Member Roles and Responsibilities.

XII. Director's report

- Mr. Humble discussed the statistics for last month.
- Mr. Humble briefed the Board on the progress of issuing library cards to all students in the Escambia County school system.
- The Director briefed the Board on an interview he gave to a local talk radio station concerning a tab in the adult library catalog featuring LGBTQ material. He also informed the Board concerning his plans to make the children's section of the online catalog more obvious and easier to use.
- Mr. Humble briefed the Board about the progress of obtaining eRate funding. Ms. Fox moved that the Director be allowed to use \$10,200 from reserves to fund installing fiber optic lines at the new Brownsville Community Center. The move was seconded by Ms. Tobin and passed unanimously.
- Mr. Humble updated the Board on the current limitations he has faced in expanding the Tryon Library hours during the summer. Because of the potential budget cutbacks, the idea was rejected.

- While speaking about the current budget limitations the county is facing and possible budget reductions the library system might face, the Director proposed if the library system is forced to reduce their 2017-18 proposed budget by 10%, the reduced amount would be taken from the book budget. The board also proposed that if the 10% reduction was enacted, all previously approved spending from reserves, totaling \$978,000, would be delayed until the BOG could re-evaluate future budget needs. The motion was made by Dr. Temple and seconded by Ms. Tobin, and passed unanimously. Ms. Fox was out of the room.
- Mr. Humble informed the Board the county will not approve any out-of-state travel for the foreseeable future due to budget restrictions. He intends to shift money previously budgeted for travel and training to training online or within the state.
- Mr. Humble requested the Board approve the creation of object code 55201 to be in cost center 110504-Library Donations. The motion was made by Lynn Tobin and seconded by Sally Fox and was then passed unanimously.
- Mr. Humble updated the Board on his plans to make the library makerspace mobile, as he does not have the needed space in our branches, other than the Pensacola Public Library Location, to accommodate a full makerspace.

X. Unfinished Business

- The Board reviewed the Library/Non-Profit Partnership Policy. Mr. Bryant committed to incorporating this policy into the previously approved Outside Support Organizations policy and will re-present to the BOG the next meeting.

XI. New Business

- The Board voted to excuse the absences of the Board members due to reasonable causes May 2016 to April 2017. The motion was made by Dr. Temple, seconded by Ms. Tobin and passed unanimously.
- Mr. Humble requested the Board approve using \$27,000 from library reserves to replace the carpet at the Southwest and Century Branches. The motion was made by Dr. Temple, seconded by Ms. Fox and passed unanimously.
- The Board reviewed the WFPL Internet Policy changes that need to be made in order to be compliant with federal eRate funding. After reviewing, Ms. Fox made a motion to approve the policy as modified, Ms. Tobin seconded it, and it passed unanimously.

XII. Open Board Discussion

- The Chairman expressed his desire that the Director ensures open communication with the BOG, especially for items such as closing library hours, press events, important county meetings, etc..

XIII. Future Meeting Schedule and Location

Next Regular Meeting: Wednesday, June 26th, 2017, 4:00 p.m. at the Pensacola Branch Library, 239 North Spring St., Pensacola, FL 32502.

XIV. Adjournment

Meeting was adjourned by Mr. Bryant at 7:23 pm.