

Minutes of WFPL Board of Governance Regular Board Meeting  
Monday, June 23, 2025, at 4:00 p.m.  
Pensacola Library, 239 N. Spring St.  
Pensacola, FL., 32502

Board Members:

- Kenneth “Blaine” Wall, Chair
- John Bullock, Vice Chair
- Lori NeSmith, Member
- Joyce Hopson, Member

Administration:

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

Absent:

- Liza Campbell, Member

I. Call to Order

- Dr. Wall called the meeting to order at 4:02 p.m.
- Proof of Publication was received.
- Quorum was met.

II. Pledge of Allegiance

- Dr. Wall led the Pledge of Allegiance to the Flag of the United States.

III. Public Forum

- Jennifer Yannuzzi

IV. Approval of the Agenda

V. Approval of Minutes

- Ms. NeSmith made a motion to approve the minutes for May 19, 2025. Mr. Bullock seconded the motion, and it passed unanimously.

#### VI. Chair's Report

- Dr. Wall stated he would not be present for next month's meeting and that Mr. Bullock would be leading the meeting in his place.

#### VII. Branch Manager's Report

- The branch manager report was provided by Kayla Hopkins and Grady Miller.
- Ms. Hopkins is the new Senior Librarian for the Youth Department. She has a master's degree from Kent State University. Previously, Ms. Hopkins worked for the Kansas City Library system which is a three-county system made up of 35 libraries.
- Mr. Miller is the assistant branch manager for the Pensacola Library and has held the position for almost two years. His degree is in English and was previously employed by the Escambia County School system in the special needs area.

#### VIII. Library Director's Report

- There is still no date scheduled for the opening of the Brownsville Library.
- Plumbing issues at Bellview caused closures on Saturday and Monday.
- The air handler for the Pensacola Library is in the works.
- Insignia has had four updates to the catalog so far and another will be released this Friday. The library will post social media about the mobile phone app. We are willing to be a test site for a dynamic interface. Insignia said they needed 15 weeks as we are at 15 weeks. Mr. Bullock added that he participated in all the vendor meetings and Insignia did an excellent job presenting themselves. He is disappointed in the implementation.
- Dr. Wall asked if there will be another library built to which Director Humble shared that Myrtle Grove has been an approved Community Redevelopment Area (CRA). A library project would still need commissioners' approval, but there is over seven million in reserves that could fund it, if approved.
- The financial report was covered. Full orders have resumed. We are behind with book purchases but have not had any customer complaints. Overall, 36% of the

book budget is currently unencumbered. Director Humble attended a disability awareness community meeting and will be purchasing more items out of the “special needs” budget. Ms. NeSmith asked about line 55401 Information Services and why it was over budget. Director Humble stated he does not control that budget.

IX. New Business

- Lost and Found Policy was discussed. Ms. Nesmith made a motion to approve the policy with changes. Dr. Hopkins seconded the motion, and it passed unanimously.
- The Rights and Responsibilities Policy was discussed. Mr. Bullock made a motion to approve the policy with changes. Dr. Hopkins seconded the motion, and it passed unanimously.

X. Old Business

- None

XI. Open Board Discussion

- Ms. NeSmith questioned the email she received regarding a Microsoft 365 Teams meeting. The library staff were unaware of the email and will verify it is not a phishing attempt.
- Ms. NeSmith thanked Deputy Director Bell-Rivera for the write-up she provided in the BOG packet regarding the role all library staff play in the county’s emergency management readiness plan and assignments at the EOC. The libraries are not shelters because all the library staff report to their designated roles (Citizens Information Center, Point of Distribution, Public Information Officer, Emergency Support Function #5). Reporting is a job requirement and is in every employee’s job description.
- Mr. Bullock visited the makers space with his son and gave compliments to Jarred, Mo, Zach and additional staff at the Westside Library. His son was impressed with the machines and felt the makerspace is a good service to the public.

XII. Next Meeting

Monday, July 28, 2025, 4:00 p.m. at the Southwest Library, 12248 Gulf Beach Highway, Pensacola, FL., 32507.

XIII. Adjournment – Dr. Hopson made a motion to adjourn the meeting. Ms. NeSmith seconded the motion. Dr. Wall adjourned the meeting at 5:08 p.m.

