

Minutes of WFPL Board of Governance Regular Board Meeting
Monday, December 11, 2023, at 4:00 p.m. CST
Brownsville Community Center, 3200 W. Desoto St., Pensacola, FL 32505

Board Members Present

- Lori NeSmith, Library Board of Governance, Vice Chair
- Liza Campbell, Library Board of Governance, Member
- Kenneth “Blaine” Wall, Library Board of Governance, Member

Board Members Absent

- Robin Reshard, Library Board of Governance, Chair
- Kathleen Crook, Library Board of Governance, Member

Administration Present

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

I. Call to Order

- Lori NeSmith called the meeting to order at 4:07 p.m.
- Proof of Publication was received.
- The quorum is present.

II. Pledge of Allegiance

- Lori NeSmith led the Pledge of Allegiance to the Flag of the United States of America.

III. Public Forum

- No members of the public were present.

IV. Approval of Agenda

- The agenda was approved.

V. Approval of Minutes

- Blaine Wall made a motion to approve the November 13, 2023 minutes. Liza Campbell seconded the motion and it passed unanimously.

VI. Chairman’s Report

- Vice Chair tabled her report.

VII. Library Director’s Report

Director Todd J. Humble spoke about the current state of:

- Only one position remains open and it is the Senior Librarian. It has been a difficult position to fill and Deputy Bell-Rivera has a meeting with HR to rewrite the job description and requirements in an effort to fill the position.
- We are dropping the subscription to Value Line. It is under used and the cost is high. Alternatives like the Wall Street Journal are being explored.
- A list of building projects that remain unfinished has been submitted to the City of Pensacola. There is \$200,000.00 in this year's budget and approximately \$80,000.00 left over from last year that should cover the costs. This list includes:
 - Convert the loading dock, which has had a broken to a bricked enclosure in order to create more storage space.
 - Replace the canopy over the boiler that blew away in Hurricane Sally.
 - Epoxy the creative makers space floor.
 - Finish the AC updates, install new carpet and add additional lighting at Tryon.
- Tryon's layout will be rearranged so that the Children's area will move to the back wall in order to implement better safety measures.
- Brownsville library has been approved and work will likely begin in January. The American Rescue Plan Act money will cover the cost of materials.
- The budget for I/T will most likely increase in 2025. There is high turnover in the I/T positions. An increase in salary is needed to try and bring consistency to the position.
- A commissioner is requesting another library in the D2 area. However, the library is unable to cover the cost of salaries. However, the project will not move forward unless the commissioners can find a way to cover the cost of salaries.
- A postcard mailout will be done in the Century area to increase library visibility and attendance at events.
- Deputy Director adds that library staff are attending the Town of Century events like the Chamber's tree lighting ceremony and holiday parade.
- The new marketing person, Daryan Rose-Havens, started on December 5.
- Vice Chairperson NeSmith asked about Feeding the Children events at Century. Director Humble stated that the program is run by the Department of Agriculture and the rules have changed. Recipients are now required to eat onsite, rather than just taking the meal and leaving. The numbers served have declined because of this change. Director Humble will provide the comparison of numbers between last two years.
- Board members reviewed a document that will now serve to record the planned activities, which will meet the annual service goals.
- A new tech service will be offered to patrons by the STEM staff at the Downtown branch which will offer one-on-one help.
- Discussion regarding the annual review of the bylaws. Ms. NeSmith suggests having the county attorney preview the bylaws before the March governance meeting.

Fiscal Review

- The actual amount in reserves will not show up in the ledger until after the audit.
- The Friends of the Public Library did not hold a December meeting so no update on the donation status was given.

VIII. Old Business

- No old business to review.

IX. New Business

- Mayor Reeves has reappointed Ms. Lori NeSmith to another Board of Governance term.
- Two of Escambia County's Board of Governance positions will be open in February. Current board members must reapply for a new appointment.
- The privacy policy was reviewed. Ms. Campbell made a motion to approve. Mr. Wall seconded the motion. Approved unanimously.
- The meeting room policy was reviewed. Mr. Wall made a motion to approve with changes to section 5, number 6. Ms. Campbell seconded the motion. Approve unanimously.

X. Open Board Discussion

- Ms. Campbell added that the study rooms in the library at UWF are free of charge.

XI. Next Meeting

Monday, January 22, 4:00 p.m. at the Downtown Library, 239 N. Spring St., Pensacola, FL 32502

XII. Adjournment – Motion made to adjourn by Lori NeSmith. Seconded by Ms. Campbell. Meeting adjourned at 4:54 p.m.