

Minutes of WFPL Board of Governance Regular Board Meeting
Monday, November 13, 2023 at 4:00 pm CST
Westside Library, 1301 W. Gregory St., Pensacola, FL 32502

Board Members Present:

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

Board Members Absent:

- Robin Reshard, Library Board of Governance, Chair

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 3:57 pm.
- 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 October 23, 2023 minutes with a spelling correction made to his last name. 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:

- Four Library Service Technician (LST) positions are expected to be filled within the next three weeks. After that, the library will be nearly fully staffed with only one vacancy. Director expects to be able to adjust library hours next year.
- The Brownsville library plans have been completed and will be awarded December 1. Work is expected to begin in January. The architect thinks it will take about nine months but the contractor has been allotted 12 months to complete the project.
- The Brownsville Library will include a large meeting space, kitchen and coffee shop. The Board asked if there will be a charge to use the meeting space. Director stated that the library will run the library and all services will be free. The community center will manage the meeting space and there will be a charge.
- Pensacola Glass looked at the windows to be replaced at the Pensacola Library and we are waiting on a quote. They will also inspect the other windows to be sure the leaks are not because the windows were installed incorrectly. Director will have a full report regarding the windows at the next meeting.
- Plans are moving forward for a variation on a “Makers in Residence” program. STEAM instructors will travel to each branch during open hours.
- Century and Molino will be the last two branches to have their safes updated. All branches among the regular sized libraries have been standardized with the drawer money and petty cash being separated.
- A bilingual employee started working at the Tryon library today and after the first of the new year will be hosting bilingual story times.
- Deputy Director, Christal Bell-Rivera, stated Santa is confirmed for 12 visits among the branches. This Santa is returning from last year and the previous feedback from patrons was outstanding.

Fiscal Review

- The new fiscal year’s budget was reviewed. Revenue from taxes will not be reflected until after the first of the new year. Salaries constitute roughly 5 million. Blue Arbor staff and security cost \$516,377.00. The Board asked where the Libby system is reflected in the budget. Director responded that Libby is the \$37,500.00 in line item 55401.
- The Board asked about the cost of electronic books. Deputy Director stated that the BCC approved \$150,000.00 for PLAN (Panhandle Library Access Network). Director will present the exact breakdown of the \$150,000.00 during the next meeting.
- The existing contract for the automation system, LS2, is in effect until 2024 and we will most likely remain with the company.

- The Board asked if any of the current equipment will be used to stock Brownsville. Director responds that some of the taller shelving units for the outer walls will come from the other branches. Other equipment will need to be purchased. Deputy Director added that the American Rescue Plan grant will cover the cost of the equipment. Director is currently measuring for equipment needs and will have the grant proposal ready in January.
- Friends of the Public Library Board Members donated \$50,000.00 and another \$15,000.00 from books sales is expected.

VIII. Old Business

- Discussion regarding the 2024 Annual Plan of Service Goals and its purpose. In order to receive the State Aide to Libraries money, which is estimated to be \$100,000.00 for 2024, we are required to submit a long range and annual plan. The Annual Plan of Service addresses the annual plan requirement.
- The plan was reviewed since changes had been made since the October meeting when it was first presented:
 - A 3-D milling machine is now available, in addition to the 3-D printer.
 - The CNC is now ready for milling wood or metal.
 - A long arm quilting machine was purchased and a staff member was hired to lead classes.
 - The STEAM team will be traveling to all locations with new robotic materials.
 - The wellness day event is an effort to reduce the embarrassment people may feel finding these services.
 - Sensory/Senior/Silly Services are an effort to target new audiences. These will include two additional hours each week of programming. Signs would be posted that the library is open to serve a special population and library services are not available i.e. computers and check-out.
 - International story time will be in addition to the regularly scheduled Spanish speaking story time.
- The Board requested a metric or way to measure achievements. Director will provide a checklist to show if the projects were completed, and if not, an explanation of why. Board requested the metrics be available next year during the 2025 planning.
- The Board made a capitalization correction to the sub-heading “Maintain and Expand Partnerships”.
- The Board had no additional input. Kathleen Crook motioned to approve. Seconded by Blaine Wall. Annual Plan of Service Goals were approved.

IX. New Business

- The Bulletin Board Policy was reviewed. No changes were made. Motion made by Liza Campbell to approve. Seconded by Blaine Wall. Bulletin board policy approved.
- The Exhibit Policy was reviewed. No changes were made. Motion made by Kathleen Crook to approve. Seconded by Blaine Wall. Exhibit policy approved.

X. Open Board Discussion

XI. Next Meeting

Monday, December 11, 2023, 4:00 p.m. at the Brownsville Community Center Library,
320 W. Desoto St., Pensacola, FL 32505

XII. Adjournment – Motion made to adjourn by Lori NeSmith. Seconded by Kathleen Crook.
Meeting adjourned at 5:17 pm.