

Minutes of WFPL Board of Governance Regular Board Meeting
Monday, December 16, 2024, at 4:00 p.m.
Tryon Library, 1200 Langley Ave.
Pensacola, FL 32504

Board Members:

- Lori NeSmith, Library Board of Governance, Chair
- Kenneth “Blaine” Wall, Library Board of Governance, Vice Chair
- John Bullock, Library Board of Governance, Member
- Liza Campbell, Library Board of Governance, Member
- Robin Reshard, Library Board of Governance, Member (Absent)

Administration:

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

I. Call to Order

- Ms. NeSmith called the meeting to order at 4:01p.m.
- Proof of Publication was received.
- Quorum was met.

II. Pledge of Allegiance

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

III. Public Forum

- No public present

IV. Approval of Agenda

V. Approval of Minutes

- Mr. Bullock made a motion to approve the November 18, 2024, minutes. Mr. Wall seconded the motion, and it passed unanimously.

VI. Chair's Report

- Ms. NeSmith shared the Friends of the Southwest Library received a proclamation and it was awesome they were recognized by the County.
- The fiscal year 2023/2024 summary of accomplishments included in the packet was impressive and shows all the work the library has accomplished.

VII. Library Branch Manager's Report

- Unavailable

VIII. Library Director's Report

- The Director shared the 13/24 year-end financial report which includes all journal entries. About 90% of salaries have been spent, which is a record amount because typically the library has not been fully staffed. Currently, there are five openings. An offer has been extended to a STEM Branch Manager. Two offers have been extended and three interviews will be held tomorrow.
- The one budget weakness cited in the director's report was that we did not fully extend the book budget, but since no complaints were made, it met the public demand.
- Ms. NeSmith appreciated the "dive" into the collection development in the director's report and requested it be put on the January agenda for further discussion.
- Director Humble reviewed the annual report and shared that a copy would be going to each Commissioner.
- The 2025 Calendar and Policy Review Schedule was presented for a date change. The May 26th board date has to be changed due to a County holiday closure. The date was changed to May 19th and will be at the Westside Library.

IX. Old Business

- Discussion regarding the Director's evaluation. Director Humble will use the form "as is" and is to submit his self-evaluation at least one week prior to the January meeting. Director Humble will add his comments about the wording of the evaluation with his self-evaluation. Ms. NeSmith wants a comment section with lines at the end of each main section. Mr. Bullock will add to the directions: each category receives one score. Mr. Bullock will send the evaluation in a word document to the Director's Aide so she can remove "draft" and add comments

sections. Ms. Campbell moved to approve the library director's evaluation with changes. Mr. Bullock seconded the motion, and it passed unanimously.

X. New Business

- The Privacy Policy was reviewed. Mr. Bullock made a motion to approve as amended. Ms. Campbell seconded the motion, and it passed unanimously. On the online application, only the phone number is mandatory. It will be necessary to take off the asterisk on the email field.
- The Meeting and Study Room was reviewed. Mr. Bullock made a motion to approve with changes. Dr. Wall seconded the motion, and it passed unanimously.
- Director Humble stated a vote on board member absences needs to be done. Discussion regarding Section 8: Attendance of the Bylaws. Ms. NeSmith thinks a reasonable excuse is notifying the board of an absence ahead of time. She also states that when a board member is absent, the other members don't know why because they can't talk to each other. Board members aren't aware if the absent member has called or made a reasonable attempt to notify the staff if they cannot be here. She also suggests addressing it at the board meeting immediately and the library administration should place it on the agenda. Director has notified county administration of Ms. Reshard's absences, as required by section eight of the Bylaws. To comply with the Bylaws, Mr. Bullock moves to excuse Ms. Reshard's absences to date with a notation to be stricter in the future. Dr. Wall seconded the motion, and it passed unanimously.

XI. Open Board Discussion

- Mr. Bullock asked if there were anymore questions about the placement of books. Director Humble stated, "no".
- Ms. NeSmith asked how Friends of the Southwest Library supports the library. Director Humble stated they have never given money, but they buy and donate items to be utilized.
- Next Meeting

Monday, January 27, 2025, 4:00 p.m. at the Pensacola Library, 239 N. Spring St., Pensacola, FL 32502.

- #### XII. Adjournment – Dr. Wall moved to adjourn. Ms. Campbell seconded the motion. Ms. NeSmith adjourned the meeting at 5:46 p.m.