

Minutes of WFPL Board of Governance Regular Board Meeting
Monday, January 27, 2025, at 4:00 p.m.
Pensacola Library, 239 N. Spring St.
Pensacola, FL., 32502

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

Administration:

- Todd Humble, Director of Library Services
- Christal Bell-Rivera, Deputy Director of Library Services
- Tricia Sheridan, Director’s Aide
- Stevie Thomas, Senior Librarian of Youth Services
- Chris Hare, Public Services Division Manager

I. Call to Order

- Ms. NeSmith called the meeting to order at 4:03 p.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

- Ms. NeSmith moved the Director’s evaluation to the end of the agenda.

V. Approval of Minutes

- Ms. Campbell made a motion to approve the January 27, 2025, minutes. Dr. Wall seconded the motion, and it passed unanimously.

VI. Chair's Report

- Ms. NeSmith congratulated Administration for getting staffing levels in January to 100%.
- She reminded board members that their individual evaluations of Director Humble needs to be complete for the discussion at this meeting.

VII. Library Branch Manager's Report

- Stevie Thomas, Senior Librarian of Youth Services, provided a report of her position and the youth department. She shared she has been in her position for five years and manages the summer programming, summer reading programs, all Beanstack challenges, and has run the Feeding the Gulf Coast program until handing it off for this coming summer. In addition, she is also in charge of collection development and purchasing for the youth department. When asked, she shared the best part of her job is the collection development piece. Mr. Bullock added that she also sat on the committee for the new library services platform. She had to read over 500 pages of highly detailed proposals and offered valuable notes. The Deputy Director added Stevie also coordinates the summer programming with four community centers.

VIII. Library Director's Report

- The library service platform (library automation system) is going to the Board of County Commissioners for approval in February.
- The summer feeding program is challenging because it requires site checks, training and site visits. All locations, including Brownsville Library, are approved to operate as an independent site because we are open to the public.
- The contractor for the Brownsville Library is waiting on a delivery that is not expected until the first week of February. The county facilities will need another 3-4 weeks after that. Some shipment of books will begin moving to the Brownsville Community Center for staging. The director anticipates opening in mid-March.
- The correct amount of money is encumbered. Cost center 56601 reflects \$145,000.00 spent during a two-month period. We have not spent last year's budget but have not received any complaints. Mr. Bullock questioned the amounts in cost center 55401. The director explained the money was spent on a temporary extension of the LS2 system. It will be justified when the budget department submits a journal entry. Ms. NeSmith asked about the reserves.

Director Humble stated it shows as \$827,000.00 but it is over six million and it will reflect that once the budget is updated by the County.

- Ms. Reshard expressed concerns about the Brownsville Library's books and furniture. Director Humble and Deputy Director Bell-Rivera explained the Westside Library collection is a very new collection and it will be moved to the Brownsville Library. No furniture is being moved from other libraries (other than shelving frames) to be used at the Brownsville Library. All the furniture is new.

IX. New Business

- The Right and Responsibilities Policy was reviewed. During the discussion, Deputy Director Bell-Rivera shared the library staff deal with traumatic situations. Mr. Bullock moved to adopt the new policy as modified. Ms. Reshard seconded the motion, and it passed unanimously.

X. Old Business

- Discussion regarding the collection development procedures. Ms. Thomas added to the discussion and provided a detailed description of the whole process from ordering to shelving and what role she plays when books are challenged.
- Director evaluation forms from each board member were submitted to Ms. NeSmith to compile and present to the Director at the February meeting.

XI. Open Board Discussion

- Ms. Reshard asked if we had seen any information about the "Books by the Bay" event and were we registered. Director Humble will ask the division head in charge of programming for a status.

XII. Next Meeting

Monday, February 24, 2025, 4:00p.m. at the Pensacola Library, 239 N. Spring St., Pensacola, FL 32502.

- XIII. Adjournment – Ms. Reshard made a motion to adjourn the meeting. Ms. Campbell seconded the motion. Ms. NeSmith adjourned the meeting at 5:48p.m.