

Minutes of WFPL Board of Governance Regular Board Meeting  
Thursday, March 21, 2024 at 4:00 p.m. CST  
Pensacola Library, 239 N. Spring St., Pensacola, FL 32502

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
- John Bullock, Library Board of Governance, Member

Board Members Absent

- Robin Reshard, Library Board of Governance, Chair

Administration Present

- Wesley Hall, Assistant County Administrator
- Christal Bell-Rivera, Deputy Director Library Services
- Tricia Sheridan, Director’s Aide Library Services

I. Call to Order

- Ms. NeSmith called the meeting to order at 4:02 p.m.
- Proof of Publication was received.
- The quorum is present. Ms. NeSmith welcomed Mr. Bullock to the board.

II. Pledge of Allegiance

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

III. Public Forum

IV. Approval of Agenda

- Per Director Humble, Deputy Bell-Rivera requested the evaluation of the director be moved to the next meeting due to his unforeseen absence of this meeting.

V. Sunshine Law presentation

Ms. NeSmith introduced the presentation for the Sunshine Law review. Chris Shaffer, Assistant County Attorney, presented the Sunshine Law review. Following the presentation, Ms. NeSmith asked if advisory subcommittees follow the same rules as regular meetings. Mr. Shaffer responded that for the most part subcommittees adhere to the same requirements as open meetings. He suggested using the same guidelines that are used for these meetings like publishing the meetings and providing notice. Ms. NeSmith asked about rules for closed/executive meetings. Mr. Shaffer replied that it is

not good policy to hold those meetings and minutes must be kept. Mr. Bullock asked how meetings are advertised. Ms. Sheridan replied it is advertised with the Sunshine Press. The Deputy Director added it is also published on the County website and the library's website. The Sunpress advertises every Thursday for the upcoming meetings. Mr. Bullock asked if he needs to keep the emails he receives. Mr. Shaffer stated Mr. Bullock should keep the records as custodian. The Deputy Director also stated the library is custodian of records. Dr. Wall asked for clarification about Mr. Shaffer's comment about most boards have county email address. The Deputy Director stated we can request county emails. Mr. Shaffer would recommend it because co-mingling emails with personal emails can get dicey. Discussion regarding public records requests. Mr. Bullock asked if drafts are public records. Mr. Shaffer stated if the document was not intended for public view, they are not considered public record. Ms. Sheridan asked for clarification regarding the board members and to whom they should contact if they have a legal question. Mr. Hall stated the board members should contact Deputy Director Christal Bell-Rivera or Director Todd Humble with questions. Then Director Humble would be responsible for bringing the question to Mr. Hall, who can then bring it to legal, if necessary. Mr. Hall also added that if the board goes directly to legal, it takes us out of the loop and someone should know what is going on so that we can all be on the same page.

#### VI. Approval of Minutes

- Dr. Wall made a motion to approve the February 26, 2024, minutes. Ms. Campbell seconded the motion. The February minutes were approved unanimously.

#### VII. Chairman's Report

- Ms. NeSmith thanked Ms. Reshard for her service and to Mr. Bullock for joining the board.
- She was glad to see the library was participating in the "Books By The Bay" event.
- Ms. NeSmith shared that the Friends of the Public Libraries is having their Spring sale from April 26<sup>th</sup> to the 28<sup>th</sup>.

#### VIII. Library Director's Report

- The Deputy Director stated that for time's sake the revenue and expense report was joined with the current budget documents.
- Staff are gearing up for summer programming and summer feeding.
- Ms. NeSmith asked for an update on Brownsville. Mr. Hall stated we are in a "holding pattern". There is a structural issue because the wooden beams have been destroyed by termites. The architect is looking at how much it will cost to replace. No timeline has been provided.

- Ms. NeSmith asked for an update on Westside. The Deputy Director shared that Westside now has the same operating hours as all the other libraries. The fiber arts program has moved in completely. There is a STEM instructor spear-heading the program and works on-site at Westside.
- The Deputy Director adds that there is a vacant branch manager position available at Belview. The requisition has been completed and we are waiting on HR for approval and the announcement.
- Ms. NeSmith asked for an update on the Pensacola building. The Deputy Director stated there has been no further communication from the City. We were able to put items up for auction to make space and move the children's area to the back wall. This was necessary because we were a voting location, and the elections took up the meeting room area normally used at story time. The old picture book room remains unusable.
- Mr. Bullock added that he is a poll worker, and the fall elections have the potential to be a little crazy and bring large crowds. He asked if the library has provisions for that kind of situation. Deputy Director Bell-Rivera stated we do have security guards on-site. Mr. Hall said the Sheriff Dept. can be assigned as needed. The goal is to keep all our employees and constituents safe. Safety is a priority, and we will continue to monitor the situation.

#### IX. Old Business

- No old business to review.

#### X. New Business

- The Deputy Director reviewed the budget process by explaining the color-coded annual comparison sheet provided by the budget office. The County wants a zero-based budget. The estimated budget that will be submitted to the budget office FY 24/25 is \$11,066,820.00 and each cost center was explained. Ms. NeSmith asked what "366219 Donations – Library" meant. The Deputy Director explained we get donations to the library by people declining change from their paid fines, donations, and money left in their will. Ms. NeSmith asked about donations so far this year from the Friends. The Deputy Director responded that no money has yet been received.
- The Deputy Director moved to the Schedule C form "Operating Expenditures" and explained the different cost centers (501, 502, 503, 504, 509, 550) and individual accounts. Mr. Bullock asked about the difference between line 55401 and 56601. It was explained that 55401 is for electronic forms like subscriptions and newspapers whereas 56601 are tangible, hard books. He also asked about the increase in line 401 and the Deputy Director explained it was due to patron demand for electronic books and the demand continues to grow. Ms. Campbell added that the cost of electronic books are not cheap and the vendors are raising prices. It is more expensive to buy a digital book than it is an actual book. Mr. Bullock asked about account 58101. It was explained that those dollars are basically a maintenance cost,

and the money goes to the City of Pensacola to repair the building. The Maintenance cost center 110502 shows the money that goes to the County. Ms. NeSmith asks how that money is determined. The Deputy Director explains it is determined a percentage of the estimated revenue from the MSTU (Municipal Service Taxing Unit) and typically it is around \$200,000.00 per year. If the City hasn't spent the money, it rolls over.

- Mr. Bullock inquired about account 54101 Communications. The Deputy Director explains that the budget amount covers cellphones and internet.
- The Deputy Director also made note that the blue areas on the cost centers are for salaries, and they are only estimates. We have not received the salaries from the budget office and these numbers are expected to change.
- Mr. Bullock referenced the Special Needs cost center 110550 and asked if we are subject to the IDEA Act. The Deputy Director explained we do not fall under IDEA. It is part of our mission but not a requirement.
- Ms. NeSmith asks for a motion to approve the budget for FY 24/25. Mr. Bullock made the first motion to approve the FY 24/25 budget for submission to the County. Dr. Wall made the second motion. The motion was passed unanimously.
- Ms. NeSmith began the Bylaw review. Ensured all members received the draft Bylaws, Interlocal Agreement and Resolution.
- Dr. Wall proposed that all reference to Chairman/Vice Chairman be changed to Chair and Vice Chair. He also suggested punctuation changes in Article I.
- Mr. Bullock questioned why we needed a section about the Director since he is not part of the Board. Ms. NeSmith agreed but stated it does tie in to what we are responsible for. The decision was made to leave in for now.
- Ms. NeSmith thinks it is over-kill to review the Bylaws annually. Mr. Bullock added that it is not in the authorizing resolution. It just says it can be done. The portion of that Bylaw was removed from the draft version.
- Mr. Bullock pointed out the change from "removing one of our own" to "recommending or asking the appointing authority to remove".
- Ms. Campbell moved to approve the Board of Governance Bylaws as presented at this meeting with the grammatical changes as discussed. Mr. Bullock made the second motion. The motion passed unanimously.

- The Deput Director followed up and stated the next step of action would be for the library Director to forward the new Bylaws to the County Administrator within 30 days.

XI. Open Board Discussion

- Mr. Bullock commented on the library's policy on book selection and asked about any recent issues with children and the ALA. The Deputy Director explained we have a standard form for patrons to use if there is a complaint. Occasionally, we have moved books to a different location from the youth area to adult fiction. We have a collections and development department that invests a lot of time and research into developing our collection. We also all train staff on how to deescalate situations, address concerns and help patrons find resources they are looking for. We always remain professional and strive for excellence in customer service.
- The Director's Aide asked the board to look at the policy review calendar that lists an annual review of the Bylaws. Ms. NeSmith suggests leaving the Bylaws on the review calendar but add "optional". Further discussion regarding moving dates of other topics. Mr. Hall suggested moving the discussion about the policy review calendar until the next meeting when Director Humble is present.

XI. Next Meeting

Monday, April 22, 2024, at 4:00 p.m. at the Century Library, 7991 N. Century Blvd., Century, FL 32535.

- XII. The meeting was adjourned at 5:36 p.m. by Ms. NeSmith.