

**Minutes of WFPL Board of Governance Special Board Meeting**  
**Monday, November 10, 2025, at 4:00 p.m. CST**  
**Pensacola Library, 239 N. Spring St., Pensacola, FL 32502**

**Board Members Present**

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

**Board Members Absent**

- Joyce Hopson, Library Board of Governance, Member

**Library Administration Present**

- Christal Bell-Rivera, Interim Director, Library Services
- Tricia Sheridan, Director’s Aide, Library Services

**County Administration**

- Wes Moreno, County Administrator
- Nikki Powell, Human Resources (HR) Director
- Chips Kirschenfeld, Acting Assistant County Administrator
- County Administration left the meeting at 4:38 p.m.

**Call to Order**

- Mr. Wall called the meeting to order at 4:00 p.m.
- Proof of Publication was received.
- Quorum is present.

**Pledge of Allegiance**

- Dr. Wall led the Pledge of Allegiance to the Flag of the United States of America.

**Approval of Agenda**

- The Chair stated he changed the agenda format and called for comments from board members regarding the change. Ms. NeSmith requested that a line for minutes approval and open board discussion be added to the new format. The chair states that the board can discuss the Bylaws, especially regarding the Director’s job description, but no vote will be taken until next week’s regular meeting. Ms. NeSmith made a motion to approve the revised special meeting agenda format. Mr. Bullock seconded the motion, and it passed unanimously.

**Public Forum**

- No members of the public spoke during public forum.

## **Hiring Process for New Library Services Director**

The Library Board of Governance (BOG) convened a special meeting to discuss the hiring process for the upcoming Library Services Director.

### **Job Description and Job Announcement**

- Mr. Kirschenfeld asked if the Bylaws, when modified by the BOG, go to the County Administrator for approval. Ms. NeSmith stated that the process involves sending it to legal for review.
- Dr. Wall provided a draft of the job description for the director's position that HR had returned to him that day with their changes.
- Ms. Powell provided the "red line" copy of the edited job description for the board minutes and shared the changes her team made to the draft job description submitted to her by the board.
- Ms. NeSmith requested the following additions to the job description under examples of duties: Line 14 add – Evaluates and communicates to the Board of Governance and County Administrator the impact of potential legal or regulatory changes as applicable to the Library.
- Ms. Powell will combine lines 6 and 15 to address Ms. NeSmith's request to reflect that the director is reporting regularly to the board with financial reports.
- Ms. Campbell moved to approve the job description with changes. Mr. Bullock seconded the motion, and it passed unanimously.
- Ms. Powell stated that the American Library Association charges \$349.00 to advertise for 30 days, the Florida Library Association charges \$40.00, and the Florida Job Board charges \$50.00. Indeed is free for the first seven days. The board and Ms. Powell agreed that the director's job announcement would be advertised with all four organizations for 30 days, beginning December 5, 2025, and ending January 5, 2026. Ms. NeSmith made a motion to approve the job posting dates and advertising organizations. Ms. Campbell seconded the motion, and it passed unanimously.
- Ms. Powell will have thumb drives available for the director position for the board members at the HR office as early as 8:00 a.m. on January 9, 2026. Dr. Hopson will need to be notified about pick-up.

### **Interview Questions**

- Dr. Wall proposes a two-round interview process. One 30-minute online preliminary meeting followed by a 1-hour interview.
- Dr. Wall wants the board to develop the questions in advance, but HR should sign off from a legal perspective. It was decided that all BOG members would send two sets of interview questions to Dr. Wall (30-minute questions and 1-hour questions). Due date is December 8<sup>th</sup>. He will compile and finalize all questions and send them to HR by January 13<sup>th</sup> for review.

## Public input

- Discussion about an equity issue regarding access to the interview questions being developed. Ms. NeSmith asked Mr. David Bryant (former BOG member) for his input. He shared two suggestions:
  - The BOG sends questions to the HR director to choose and compile.
  - The board members could send their questions to Dr. Wall (Chair) to choose and compile.

## Open Board Discussion

- Ms. NeSmith requests that a generic line be added to the agenda under “old business” for the upcoming Monday, November 17, 2025, meeting, regarding the discussion of the search process.
- Mr. Bullock will not be present for the Monday, December 15, 2025, meeting. Approval for his absence was granted. No vote was taken.
- Bylaws will be discussed at the November 17, 2025, meeting. Mr. Bullock passed a copy of the Bylaw changes he will propose at the next meeting.
- Dr. Wall expressed concerns about multiple board members rolling off the board during the selection process timeline. He mentioned a third-term possibility and a conversation he had with his appointee regarding the possibility.
- Interim Bell-Rivera was asked about the process for filling board member positions. She explained that an advertisement would be published in December for 30 days. Applications received during that time would be presented to the Board of County Commissioners (BCC) for the selection of two vacancies. Coordination would also take place with the City of Pensacola to obtain its recommendation. The BCC would be asked to acknowledge the city’s appointment.
- Mr. Bullock states that, according to the Resolution, terms for members will be two years and not to exceed two terms. Dr. Wall will continue the discussion during the Bylaw review next week.
- Ms. NeSmith disseminated copies of other board bylaws to reference.
- Ms. NeSmith shared copies of an email conversation between Mr. Bryant and the Interim Deputy Director Christal Bell-Rivera regarding his revocation of his building alarm access credentials. He believed it was a retaliatory action taken in response to his participation in the last BOG meeting in October. Mr. Bullock questioned why Mr. Bryant had access to the building. Linda Williams, Vice President of the Friends of West Florida Public Library was in attendance during the meeting answered explaining that when Mr. Bryant served as the Treasurer of the Friends of the West Florida Public Library, he was provided alarm access to the building after hours due to his work schedule to take care of their money from the bookstores in alignment with their MOU with the library. Interim Deputy Director Bell-Rivera stated she received a directive to remove his access, but access has since been restored.

## **Next Meeting**

- Regular Board Meeting - Monday, November 17, 2025, at 4:00 p.m. at the Pensacola Library, 239 N. Spring St., Pensacola, FL, 32502.
- Mr. Bullock made a motion to adjourn the meeting. Ms. Campbell seconded the motion. Dr. Wall adjourned the meeting at 5:42 p.m.



**ESCAMBIA COUNTY**  
Department of Human Resources  
221 Palafox Place, HR Suite 200  
Pensacola, FL 32502-5835  
(850) 595-3000  
Out-of-Area: (866) 609-0603  
<http://www.myescambia.com/jobs>  
*An Equal Opportunity Employer*  
**INVITES APPLICATIONS FOR THE POSITION OF:**

**Library Director**  
**Library Services Department**

**Recruitment Range: \$98,883 to \$123,604 Annually**

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Manages and directs the activities of the West Florida Public Library (WFPL) through lower-level managers and supervisors, including strategic planning, policy development and implementation, fund allocation, and personnel management. Reports directly to the County Administrator.

**EXAMPLES OF DUTIES**

~~Administration of the West Florida Public Library as designated by the Board of Governance (BOG) and approved by the Board of County Commissioners. The following are several examples of duties identified by the BOG:~~

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Oversees day-to-day operations of the WFPL, and is responsible for the administration, supervision, management, and coordination of all branch libraries and personnel.

Develops and implements a ~~long-range~~ long-range plan, an annual plan of service, and an annual budget.

Identifies issues and alternatives that may relate to the policies, advocacy, goals, or programs, and bring such matters before the BOG.

Renders and submits reports and recommendations of such policies and procedures, which, in the opinion of the Director, will improve efficiency of the library's service to the public, and for the operation of the library under the financial conditions contained in the annual budget.

Under the direction of the County Administrator, shall carry out policy-established policies in coordination with by the BOG and the Board of County Commissioners. Writes and enforces administrative regulations or procedures governing the WFPL.

Ensures minutes and records of BOG meetings are preserved. Reviews and submits for approval the draft minutes for each BOG meetings.

Serves as liaison to the local Friends of the Library groups.

Supervises staff including prioritizing and assigning work, conducting performance evaluations, ensuring staff training, ensuring that employees follow policies and procedures, maintains a healthy and safe working environment.

Makes hires, terminations, and disciplinary recommendations using established County guidelines.

Directs departmental activities including planning, coordinating, administering, and evaluating the following: programs, projects, processes, procedures, systems, standards, and/or service offerings.

Ensures compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards.

Provides assistance to the County Administrator as requested.

- 13 Responds to requests for information and provides guidance to other departments, consumers, the general public, and/or outside agencies.
- 14 Evaluates and communicates the impact of potential legal or regulatory changes as applicable to the Library.
- 15 Develops and administers budgets, approves expenditures, reviews financial statements, and manages financial operations.
- 16 Performs related work as required or assigned.

#### **TYPICAL QUALIFICATIONS**

##### **Minimum Qualification Requirements:**

##### **Training and Experience:**

Graduation from an American Library Association accredited college or university with a Master's degree in Library Science. A minimum of ~~ten~~ seven years of professional work experience in a public library open to the public for a minimum of 40 hours per week; preferred five -years of experience which were in managerial and administrative roles; or a combination of education and/or experience equivalent to these requirements of full-time paid managerial experience, after completing the accredited Master's degree in Library Science. Experience in library operations, budgeting and employee supervision is preferred.

Demonstrate interest in professional development through attending workshops and conferences.

**Licenses and Certifications:**

Valid driver's license from state of residence  
Certified Public Library Administrator preferred

**Knowledge, Skills, Abilities, and Other Characteristics (KSAOs):**

Ability to motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies and the public  
Direct, coordinate, plan, and administer a multi-facility library program  
Desire to meet and serve the library's diverse user community  
Thorough knowledge of the principles, practices, and methods of library science and administration, including such phases as general reference, classification, cataloging, acquisition, circulation, and children's library work  
Knowledge of the principles and practices of public administration and local government administration  
Knowledge of the library philosophy and techniques of library service  
Managerial, budgetary, leadership principles  
Prioritizing and assigning work  
Interpreting and applying applicable laws, rules, and regulations  
Directing and managing change and sensitive topics  
Analyzing complex information  
Analyzing process and making recommendations for improvement in systems, procedures, and work flow  
Reading, comprehending, and reviewing financial information  
Making program decisions based on financial considerations as well as community needs  
Adapting to rapidly changing environments  
Mediating conflict  
Ability to use a computer, library software, and Microsoft Office programs  
Developing and implementing strategic plans  
Communicate effectively and concisely, both orally and in writing  
Ability to exercise initiative and independent judgment, and willingness to find and implement creative and non-traditional solutions to challenges  
Ability to interpret community interests and needs and to provide appropriate library services  
Demonstrate knowledge of library materials and resources  
Creativity to develop and implement library programs and services  
Employs management techniques effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the library's operation  
Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction

**SUPPLEMENTAL INFORMATION****County-wide Employee Responsibilities:**

All Escambia County BCC employees must serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Escambia County BCC's Employee Code of Ethics, gift, and conflict of interest policies.

All Escambia County BCC employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, familial status, sexual orientation, pregnancy, or gender identity and expression.

**Emergency Management Responsibilities:**

During emergency conditions, the incumbent of this position will automatically be considered an emergency service worker. This employee is subject to being called to work in the event of a disaster, such as a hurricane, or other emergency situation and is expected to perform emergency service duties as assigned.

**Physical Requirements:**

Positions in this class typically require: reaching, standing, walking, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions. Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Benefits/Compensation Package:**

- Medical / Dental / Vision plans
- Prescription coverage
- Employee health clinic
- Employee fitness centers
- Employer-sponsored retirement plan or an investment plan
- Deferred Compensation Plan
- Flexible Spending Account(s)
- Employee Assistance Program
- Annual/Sick Leave or Paid Time Off (PTO)
- Group Life Insurance

Article VIII.  
Library Director

Section 1. The WFPL BOG shall recommend to the County Administrator or designee a Library Director to serve as the single administrative head of the library, to oversee day to day operations of the WFPL, and to be responsible for the administration, supervision, management, and coordination of all branch libraries and personnel.

Section 2. The WFPL BOG recommendation shall be based upon the following criteria:

Education and Experience:

The recommended person shall have completed a library education program accredited by the American Library Association and shall have had at least two years of full-time paid professional experience, after completing the library education program, in a public library that is open to the public for a minimum of 40 hours per week.

Expected Proficiency in WFPL library operations:

The recommended person will have the ability to:

Oversee day to day operations of the WFPL, including the administration, supervision, management, and coordination of all branch libraries and personnel.

Develop and implement a long-range plan, an annual plan of service, and an annual budget.

Identify issues and alternatives that relate to policies, advocacy, goals, or programs.

Interact and communicate with the Escambia County community, and serve as liaison with Library Friends groups.

Work productively with the BOG on the foregoing issues and matters.

Section 3. The recommendation of the BOG does not constitute a contract of employment by the BOG. The Library Director is an employee of Escambia County, and reports directly or indirectly to the County Administrator.