

## DRAFT

### Minutes of the WFPL Board of Governance **Regular Board Meeting Held March 23, 2015 at 3:00pm**

Genealogy Library  
5740 N. 9<sup>th</sup> Avenue  
Pensacola, FL 32504

#### Present:

Dr. Rebecca Temple, Library Board of Governance, Chairman  
Dr. Rodney Guttman, Library Board of Governance, Vice-Chairman  
(via conference Call)  
David J. Bryant, Library Board of Governance Member  
Lynne C. Tobin, M.L.I.S, Library Board of Governance Member  
Frances Yeo, Library Board of Governance Member

Cynthia Wolfe, M.L.S., Interim Library Administrator  
Jack Brown, Escambia County Administrator  
Tom Turner, Escambia County Human Resources Director

#### I. Call to Order

David Bryant made a motion for Frances Yeo to act as Chairman.  
Rodney Guttman seconded the motion.  
The motion carried unanimously.

Ms. Yeo called the meeting to order at 3:04 p.m.  
She announced that a quorum was present.

#### II. Invocation

Ms. Tobin gave the invocation.

#### III. Pledge of Allegiance

Mr. Bryant led the pledge of allegiance to the flag of the United States.

#### IV. Approval of Agenda

Dr. Guttman moved to adopt the agenda.  
Ms. Tobin seconded the motion.  
The motion carried unanimously.

## V. Approval of Minutes

Ms. Yeo asked if any changes were requested to the February 23<sup>rd</sup>, 2015 minutes.  
Dr. Guttman moved to approve the minutes of the February 23<sup>rd</sup>, 2015 regular meeting.  
Mr. Bryant seconded the motion.  
The motion carried unanimously.

## VI. Chairman's Report

Dr. Guttman welcomed David Bryant to the Board. He welcomed Cynthia Wolfe as the Interim Library Administrator. Expectation is that the Board will play an integral part in the interviews from a national search.  
Dr. Rebecca Temple arrived at 3:45 and resumed the functions of the chairman.

## VII. Library Administrator's Report

Ms. Wolfe, Interim Library Administrator reported. Two Senior Librarian positions have been filled. The Information Specialist position has been posted. The new book drop sorter is installed at the Main Library and up and running. Employees are fond of it and have named it Bob 2.0. Workshops were held by Panhandle Library Access Network were held March 13<sup>th</sup> with attendees present from Okaloosa County Public Library Cooperative as well as the Niceville Library. Ms. Tobin announced that she was pleased to see a lot more information posted on Facebook.

## VIII. Friends of the Library Report

Linda Williams, President of the Friends of the West Florida Public Library gave a report.

Cathy Ingram, President of the Friends of the Southwest Branch Library gave a report.

## IX. Unfinished Business

None.

## X. New Business – Library Director Hiring Process

Mr. Brown said that the Board of Governance Bylaws reflects the ability to make hiring recommendations to the County Administrator. The final decision lies with the County Administrator. Mr. Brown reminded all Board members that the hiring process is subject to the Sunshine Law. Tom Turner, the Director of Human Resources was introduced by Mr. Brown. The Board of Governance members were given a hard copy and will be sent an electronic version of the Draft Library Director job description. BOG Members will individually correspond directly with Mr. Turner with no changes or suggested skills sets or edits to the document by the Monday, March 30, 2015 deadline. [tturner@myescambia.com](mailto:tturner@myescambia.com) The job description will meet the State of FL requirements. The HR Department will create a rubric based on qualifications. The BOG will hold a special meeting on Monday April 6, 2015 at 3:30 p.m. at the Genealogy Library to discuss a final version of the job description for posting.

## XI. Public Forum

Ms. Bette Hooton – was very interested to hear the process of hiring a new Library Director. She was concerned with the salary offer, suggesting a six figure salary. Ms. Hooton stated she would like to help in any way and Mr. Fisher (previous Library Director) has also offered his services. She thanked all for their work and thinks the Board is moving in the right direction.

Ms. Betty Vickers asked if the Board's Minutes were posted on the Library Web site. Dr. Temple responded that there was a typical one month delay due to the approval of the minutes at the next month's Regular Board Meeting.

## XII. Open Board Discussion

Ms. Yeo welcomed Mr. Bryant to the Board. Dr. Temple acknowledged appreciation to Ms. Diane Robinson for helping to make that transition.

Mrs. Tobin requested Ms. Wolfe to follow-up on the email correspondence regarding the online comment form. Ms. Wolfe reported this additional good news that the Reference Department notified the library web-editor within one hour and within four days a new form was on the web site for patron use.

Mr. Bryant suggested that the Bylaws be placed online. He requested clarification from Mr. Brown regarding staff attendance at the BOG meetings. Employees should know the meetings are open to the public. Staff attendance at the meetings on staff time is not prohibited; however an employee's schedule may not be modified without Supervisor approval. Staff may attend as a member of the public, rather than a representative of the library and no employment issues will be discussed. Library issues from staff will follow the chain of command within the Library and County.

Mr. Bryant asked about the library budget timeline. Mr. Brown said that May 1<sup>st</sup> is an internal deadline

## XIII. Future Meeting Schedule and Location

Next Regular BOG meeting will be held on Monday, April 20, 2015 4:00 p.m. at the Genealogy Library.

## XIV. Adjournment

Ms. Yeo motioned to adjourn.  
Ms. Tobin seconded the motion.  
The motion carried unanimously.  
The meeting adjourned at 4:21p.m.