

**DRAFT Minutes of the WFPL Board of Governance
Regular Board Meeting Held April 20, 2015**

Genealogy Library
5740 N. 9th Avenue
Pensacola, FL 32504

Present:

Dr. Rebecca Temple, Library Board of Governance, Chairman
Dr. Rodney Guttman, Library Board of Governance, Vice-Chairman
David J. Bryant, Library Board of Governance Member
Frances Yeo, Library Board of Governance Member

Cynthia Wolfe, M.L.S., Interim Library Administrator

Absent:

Lynne C. Tobin, M.L.I.S, Library Board of Governance Member

I. Call to Order

Dr. Rebecca Temple called the meeting to order at 4:07 p.m. A quorum was present.

II. Invocation

Dr. Rodney Guttman gave the invocation.

III. Pledge of Allegiance

Ms. Yeo led the pledge of allegiance to the flag of the United States.

IV. Approval of Agenda

Motion made by Ms. Yeo, seconded by Mr. Bryant, and carried unanimously, adopting the agenda as prepared.

V. Approval of Minutes

Motion made by Ms. Yeo, seconded by Mr. Bryant, and carried unanimously, adopting the minutes of the March 23rd, 2015 regular meeting.

Motion made by Mr. Bryant, seconded by Ms. Yeo, and carried unanimously, adopting the minutes as amended of the April 6, 2015 Special Meeting replacing the "pre-interviews" with "1st-Round Interview".

VI. Chairman's Report - Dr. Temple

- Preliminary version of the budget was reviewed with Ms. Wolfe with priorities discussed to consider adherence to stated values and goals.

- Reported on upcoming tasks related to the interview process, as well as our usual business of policy review, and the need to address high priority items first.

VII. Library Administrator's Report - Ms. Wolfe

- There are carry over funds from fiscal year 2014 allocated for the purchase of books, part-time summer help, and print/money management equipment.
- The online bill payment option is active and operating.
- RFID Self-Check stations are now operating at the Main library and Tryon Branch.

VIII. Friends of the Library Reports

Ms. Linda Williams, President of Friends of WFPL presented the WFPL Friends report.

- A request was made for the Friends Book Sale banner to be hung at the Main library. Ms. Wolfe is working with the County on this.
- A request was made for the Library to submit ideas for utilizing possible Impact 100 grant monies as the Friends will submit a Letter of Intent by the April 30th deadline date. Ms. Wolfe agreed that the Library will submit ideas, and further discussions would take place prior to the formal proposal which is due in June.
- The Friend's would like to donate approximately \$1000 to the branches to be utilized for small projects specific to their location.
- Clarification was made that while Mr. Bryant is at the desk of a BOG meeting, he is acting in the role of a BOG member rather than the Treasurer of the Friends.
- A request was made for permission to serve alcohol at the Friends Annual Dinner. Upon approval, Ms. Wolfe stated that Friend's Liaison, Ms. Melissa Davis would be able to provide further guidance on the process.

Motion made by Ms. Yeo, seconded by Dr. Guttman, and carried with four approving and Mr. Bryant abstaining, that the Friends of the Library be allowed to explore the opportunity to serve wine at their annual meeting on August 29th.

Mr. Bill Stromquist presented the Friends of the Southwest Branch Library report.

- Appreciation was expressed to Ms. Wolfe for the one on one time spent with the employees and branch manager at the Southwest Branch.

IX. Unfinished Business

The Code of Conduct Policy is still in the final phrasing stages.

X. New Business

WFPL Budget Review

Ms. Wolfe continues to work with the Budget Office and the County Administrator on next year's budget. Each year the library begins by preparing a balanced budget based on the previous year's numbers. A draft version of this budget was presented.

- Preliminary information consisted of a summary of Florida Public Library Standards, and data comparison with our Benchmark library Leon County.
- Line Item Costs for the Operational portion of the budget were presented, showing requested amounts for 2016, approved amounts for 2015, and actual expenditures for 2014, with some notes on justification for the request.
- In the event that additional monies are received above last year's numbers, a document with proposed enhancement to library services is prepared showing priority for additional staff, programming and outreach, professional development, and accent lighting and sound absorbing materials. Draft was presented.
- Additional information consisted of a sample organizational chart, and a list of position titles and class.

Mr. Bryant submitted additional library financial documents he obtained as public record directly from the Budget Department for the BOG to review.

- Upon further discussion and additional questions, a tentative Special Meeting on the budget was scheduled for June 1st to potentially include a County representative. A request was made for Mr. Bryant, and Ms. Wolfe to meet prior to the June meeting.

Motion made by Dr. Guttman, seconded by Mr. Bryant, and carried unanimously for Ms. Wolfe to discuss with County Administrator, Jack Brown regarding the BOG placing spending restrictions on the Library Director such that non-emergency expenditures in excess of fifty thousand dollars from Local Option Sales Tax, carryforward/rollover and reserves be brought before the BOG. (Emergency or under fifty thousand does not have to come before the BOG; that would be the exception.)

XI. Public Forum - None.

XIII. Open Board Discussion - None.

XIV. Future Meeting Schedule and Location

Tentatively Scheduled a Special Meeting regarding library budget (carryover, reserves, 2016 budget, spending restrictions) at 4 p.m. Monday June 1st at Genealogy Branch.

Next Regular BOG meeting will be held on Monday, May 18, 2015 2:00 p.m. at the Genealogy Branch to review Library Director Applications.

XV. Adjournment

Motion was made by Ms. Yeo, seconded by Mr. Bryant, and carried unanimously to adjourn 7:02 p.m.