

Minutes of WFPL Board of Governance Regular Board Meeting
Monday, October 27, 2025, at 4:00p.m.
Tryon Library, 1200 Langley Ave.
Pensacola, Fl., 32504

Board Members:

- Kenneth “Blaine” Wall, Chair
- John Bullock, Vice Chair
- Lori NeSmith, Member
- Liza Campbell, Member
- Joyce Hopson, Member

County Administration:

- Wes Moreno, County Administrator
- Nikki Powell, Human Resources (HR) Director
- Chips Kirschenfeld, Acting Assistant County Administrator
- Chris Shaffer, Assistant County Attorney

Library Administration:

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

Absent:

- None

I. Call to Order

- Dr. Wall called the meeting to order at 4:03 p.m.
- Proof of Publication was received.
- Quorum was met.

II. Pledge of Allegiance

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

III. Public Forum

- No members of the public signed up to speak.

IV. Approval of the Agenda

- The branch manager's report was removed from the agenda for this meeting.
- Old business was discussed first in the agenda since county staff were present to discuss the vacant director's position.

V. Approval of Minutes

- Ms. NeSmith made a motion to approve the minutes for September 22, 2025, with changes. Dr. Hopson seconded the motion, and it passed unanimously.
- Ms. NeSmith made a motion to approve the special meeting minutes from October 20, 2025, with changes. Mr. Bullock seconded the motion, and it passed unanimously.

VI. Chair's Report

- No report was given.

VII. Branch Manager's Report

- Manager was on PTO. No report was given.

VIII. Old Business

- Dr. Wall opened the floor to the board members to address the county personnel present at the meeting and discussion regarding the vacant director's position proceeded.
- Ms. NeSmith asked for the salary range and Ms. Powell stated it was \$98,000.00 to \$123,000.00. Mr. Bullock stated that the average range on the state salaries website for 2023-24 is \$113,547.00.
- Ms. Powell stated there is a 30-day posting period for director positions.
- Ms. NeSmith asked who makes the final decision regarding the applicant to fill the position. Mr. Moreno states that ultimately, he is but he wants a collaborative effort between the board and county personnel. As soon as an agreeable job description is finalized then a timeline can be established.
- Dr. Wall asked if HR is expecting major changes to the job description. Ms. Powell explained that the job description has not been updated since the last hiring. All job descriptions at the director level are reviewed when the position is vacated.

- The board decided to complete the review of the job description and make changes at the current meeting. Dr. Wall will do final edits on the job description and submit it to the county personnel within the week. Ms. Powell stated her office would be reviewing the job description in the following week. Ms. NeSmith requested that once the job description is finalized by HR next week that Mr. Moreno then send it to each board member individually. After discussion it was concluded that it was possible for HR to close the announcement on January 8th, review the applicants and then send a packet of applicants to the board on January 13th.
- Ms. Powell affirmed that advertising comes out of the library's budget, and it would typically cost less than \$1000.00 to advertise for this position. She also stated a certain number of days are free on Indeed, but other sites cost. The board will decide what job sites to use and provide a list to HR for them to research the prices for advertising. Ms. NeSmith requested HR to research American Library Association's (ALA) price and once applicants have applied that all applicants be referred to the board.
- Ms. NeSmith called on David Bryant, former BOG chair, present in the public seating, to comment on the process his board followed. Mr. Bryant stated the county and the board worked together for the entire process and it was collaborative. He expressed concern about the unfulfilled public records request filed by Ms. NeSmith for information on the director's position. Ms. Powell was able to confirm her office fulfilled the request the same day it was received. She also shared that public records laws have changed since this process occurred ten years ago.
- Mr. Kirschenfeld thanked the board for volunteering to serve. All county administrators left the meeting at 5:02p.m.

IX. Library Interim Director's Report

Interim Director Christal Bell-Rivera summarized her written report included in the packet. She highlighted a meeting with the youth services librarian to develop a plan of action for the new role the library will play in providing services to the City of Pensacola's community center and movie night programming.

- Financial report discussion. Ms. NeSmith requested EOY numbers, but they were not available because the budget office has not closed out all the accounts. Ms. NeSmith requested the Interim Director send the EOY fiscal report before the next meeting.

- Cost Center 54201 (postage) has a significant increase due to the loss of grant funding. Cost center 56601 will have to be partially unencumbered due to the closure of Baker and Taylor Book Sellers.
- Ms. NeSmith asks for an explanation regarding the change in 55201. The Interim Director will contact maintenance for further information.
- Interim Director Bell-Rivera thanked the Friends of the West Florida Public Library for their donation of \$29,000.00. Dr. Wall noted that the Board of County Commissioners (BCC) recognized the Friends at last month's Board of County Commissioner's meeting and as part of the National Friend Week and extended his thanks, as well.

X. New Business

- Discussion regarding the Strategic Plan. Ms. NeSmith made a motion to approve the strategic plan, with changes. Mr. Bullock seconded the motion, and it passed unanimously.
- Discussion regarding the Annual Plan of Service. Ms. NeSmith recommend that all the facilities projects should not be listed on the Annual Plan. It was designed to be a "one pager" for talking points and listing all the project clutters it. She also recommended keeping *new* library projects like Myrtle Grove listed.
- Ms. NeSmith inquired why the Foreign Film Club was not on the new plan. Interim Director Bell-Rivera will research if foreign films are covered under our licensing agreement and reexamine offering a Foreign Film Club.
- Ms. NeSmith questioned the goal of putting vending machines in the schools. Interim Director Bell-Rivera explained they are not vending machines like the one at Brownsville Library. The machine listed in the Annual Plan of Service Goals will be stocked by the schools. Children receive tokens for reading scores and can use the tokens to "buy" books from the machine. The cost is \$7,000.00 per machine vs. \$100,000.00 for a vending machine like the one at Brownsville. This machine will get the library's presence in front of the children with our logo, which will be less costly to purchase, requires no database set-up and will not tax our currently maxed courier route. They are under warranty for maintenance and there is no need for BCC approval due to low cost.
- Ms. NeSmith made a motion to approve the Annual Plan of Service Goals, with changes. Dr. Hopson seconded the motion, and it passed unanimously.
- The Myrtle Grove Library is coming but is not expected in this coming physical year.

XI. Open Board Discussion

- Ms. NeSmith passes out more information received from David Bryant to the board regarding HR's current job description. Further discussion continued and edits were made to the job description.
- Ms. Campbell made a motion to approve the board's draft version of the job description. Mr. NeSmith seconded the motion, and it passed unanimously. Dr. Wall will take the changes, merge them with the existing job description and submit them to the county for their review.
- Blaine proposes keeping the original timeline of special meetings proposed at the special meeting held on Monday, October 20. Interim Director Bell-Rivera will coordinate the meeting room space, dates and times and will confirm with the board chair once the details are set.
- Ms. NeSmith told Interim Director Bell-Rivera to not engage in discussion regarding the director's position. Ms. NeSmith assumes she would be a candidate for the director's position. Interim Director Bell-Rivera stated she is currently not an official candidate and is acting as the interim director but would honor the request.
- Ms. NeSmith asked Interim Director Bell-Rivera what the director's qualifications are for the state grant. Ms. Campbell answered that the requirement for the director is to have worked full-time at 40 hours for two years.
- Dr. Wall requests that the Bylaws discussion be moved to November since the scheduled time in March will coincide with the search for the new director and members rolling off.

XII. Next Meeting

- The next meeting regular board will be held on Monday, November 17, 2025, 4:00p.m. at the Pensacola Library, 239 N. Spring St., Pensacola, FL, 32502.

XIII. Adjournment – Dr. Hopson made a motion to adjourn the meeting. Mr. Bullock seconded the motion. Dr. Wall adjourned the meeting at 6:26p.m.