

Wilderness Coast Public Libraries
Serving Franklin, Jefferson, & Wakulla Counties
Governing Board Meeting Minutes
Monday, February 13, 2017, 1:30 PM
Community Room of the Wakulla County Public Library
4330 Crawfordville Hwy, Crawfordville, FL 32327

Board Members Present: Sharon Rider, Dick Bailar, Nancy Wideman, Sondra Taylor-Furbee, and Chuck Hess

Board Members Absent: Marilyn Lewis

Others Present: Pat Gilleland, Natalie Binder, Lisa Lance, Robyn Drummond, Friedel Bailar, and Amanda Street

Chair Sharon Rider called the meeting to order at 1:30 PM. Everyone introduced themselves to Chuck Hess, the newest member of the WILD Governing Board, and Lisa Lance, the new Franklin County Public Library Director.

Changes to the Agenda: Sharon asked if there were any changes, and there were none.

Minutes: Sharon asked if everyone had read the minutes. Dick Bailar moved to accept them, Sondra Taylor-Furbee seconded, and the motion carried.

Financial Statements: Pat Gilleland said everything is on its usual schedule. Under communications, our status with E-Rate reimbursement is iffy because the Federal Government is behind on the reimbursements, so she has a little extra put there in case we don't get the money soon. Retirement is also up a little because the State raised its formula. Sondra moved to accept the financial statement, Nancy Wideman seconded, and the motion carried.

Old Business:

Administrator Monthly Report: Pat said that we had our annual audit at the end of January. It took a little over a day, and there were no problems. The auditor is aware that the meeting to approve the audit is set for April. Pat delivered the year-end summaries, annual plan of service, and budget to the County Commissioners. Everyone's State Aid applications have been approved, though the checks have not been sent out yet. Pat said she has been helping to train Lisa Lance with her new Director role. Pat thinks Lisa will be a great asset to the library and that we will enjoy getting to know her. Amanda Street attended the ALA Mid-Winter meeting and brought back some ideas for new projects. Stats are holding steady, and that's a national trend with the recession being over and people looking for services. Digital circulation is up, but not as much as it used to be, and print circulation is down, though not as low as it was previously. She has had meetings with the Directors see what changes or upgrades they would like to see in our services for the next year.

New Business

Budget Transfer Request: Pat said that since WILD had a staff member resign, she would like to not replace the staff member and instead move some of the funds from that position's salary into operations in order to pay for upcoming software additions, changes, and upgrades services requested and agreed upon by the directors. The total amount of the budget would not change, but since- as best she can tell from previous minutes- the Board has never expressly given official permission to the Administrator to

move funds between categories, she would like to request the Board's approval to do so. She would like to move \$10,000 into operating supplies, which would cover subscription costs, and move \$3,000 into our E-book budget. Dick said he would like to make a motion for discussion. He moved that we have the facility to move budget items from one to another specifically with regards to this part time employment position. He said we have a staff we approve of, so he thinks we can allow them to move items within the budget because the Board ultimately votes on them anyway. He continued that, with this particular situation, he never realized Carly was only part-time. He asked to know the full amount of her salary, and Pat said it was roughly \$18,000. Dick said he wanted to move the entire amount (not just a portion of it) to operations, and that he thought it was a great idea. Dick continued that the purpose of WILD is to bring services to the libraries, so he hoped the rest of the Board would agree to help support that goal. Sondra said that often times when money is moved from one category to another there is a percentage limit, so she asked if the Board would want to set a limit of what would need to be brought before the Board. Pat said that is up to the Board, she just wanted their approval for this particular instance. Dick suggested monitoring Pat's budget movements, but allowing her the freedom to make changes as necessary to increase services. The Board voted to approve Dick's motion. Pat said she and the Directors have already been discussing what software subscription services could be added and that she will report on the topic in April.

Library Updates:

WCPL: Robyn Drummond said her list was not in chronological order. They hosted a "Bring Your Child to the Library Day" event and had 471 people through the door over a four-hour period. She said it's a National Movement. They had face painting, a scavenger hunt, touch a truck, STEAM demonstrations, Challenger Learning Center demonstrations, story time events, mini-golf, Valentine's Crafts, and a hallway display of "Did you Know the Library Did That?" Nancy asked for clarification of Touch a Truck, and Robyn explained. She said she hasn't counted how many new library cards were applied for, but she knows it's a large number. She also attended ALA Mid-Winter, and she brought back several free books. Many of them were in Spanish, which their collection needed. She also brought back the Community Stick Together picture project for public art pieces, and the idea of Library Book Vending machines for the community. Robyn and Pat described how the machines worked, and how it would be good for outreach to the community. Dick asked how much they run, and Pat said about \$30,000, and Robyn said that they are often available on a lease to own. Pat said the cost is nothing compared to maintaining and staffing a library branch. Robyn said they have some locations in mind, such near Woodville since they lose a lot of patrons in that area to the Leon County Library System. Robyn said they are looking into grants to help with the cost. Pat said the location requirements are electricity and Wi-Fi. Chuck said he liked the idea, but that he was uncomfortable with the cost of the machine. Robyn said AARP has begun tax help and they will continue to visit through tax season. They had a Christmas card craft table set up as a passive program, and that the patrons loved it. They have started the Crafter's Guild and she brought in several of the crafts that they have created. Pat said she and Amanda have both attended a session and they are great. Robyn said they have a good group that does a lot of interesting things. Both of their Children's staff participated in Project Learning Tree at Riversink Elementary. They went to Kindergarten and First Grade classes to do an environmental story time to teach the kids to have a healthy relationship with nature. March 2nd is Dr. Seuss' Birthday party, and cake, green eggs and ham will be served all day. They have started circulating eleven Playaway titles. They hosted Mr. Lemoncello's Library After Hours Scavenger Hunt for a third grade class from Wakulla Christian School, and the children had a blast. The teacher did the majority of the work, so the library staff helped set up and manage the kids. The new double door for the addition has been added and flooring has been picked out. They have extended the chicken run and had a rooster donated, so they hope to have some baby chickens in the future. They have started selling containers of mealworms for a quarter to feed the chickens. Summer reading

supplies have been ordered and arrived, and they hosted the regional FLYP workshop. Sharon asked what the theme of Summer Reading is this year, and Robyn said architecture with "Build a Better World."

JCPL: Natalie said they have had a junior and young adult collection of Playaways that has gone over well with the teenagers. The teenagers just ask that the collection be kept fresh. Implementation of the Reading Grant has moved forward. They have hired a new staff member to manage the program, Gwenith Parrish. She then explained the history of the grant to Chuck. Sondra asked if there is any component that is for adult literacy. Natalie said they are using a two-generation approach and working with the parents of preschoolers to make sure the whole family is developing literacy skills. The part of the program going on now is called "ABC 123." It's a family program happening every Monday in February. It will be offered again in April and September. Each week has a different theme, dinner is served, there is a group story, then the family is split into groups with separate literacy training, and then everyone gets back together to share what they learned. They held the first event the week before and got 15 families to show up. Their goal is 25 families. Sam and Sally Worley were the first storytellers. During the event they made snow and sent the families home with the recipe, as well as a book for them to read during the week. In addition, they will be offering literacy training and a new curriculum to the pre-school teachers to get proper literacy training to the kids before they enter the school system. They are also offering the "Bringing Baby Home" program, giving new parents of Jefferson County a book on learning how to raise a literate baby and the baby's first board book. They have been working with the Little Free Libraries that are not funded through the grant by helping to stock the boxes with kid's books. They hope to eventually have a route of Free Libraries that she can drive around a restock once a week. Sondra asked if citizens are supposed to check out the books, and Robyn said the idea is to take a book, leave a book. Natalie said there were privately run ones in town, but people stopped maintaining and stocking them. Natalie said these official, Little Free Library boxes are \$500 per box for the price of the box construction, the post, and the installation. JCPL has tax volunteers who come in a couple of times a week. They don't use AARP, but use the VITA group through the Extension Office. They got in their original tax forms which can be photocopied. They still have the traveling exhibit from the National Library of Medicine. These exhibits are free with the exception of the cost of shipping the exhibit to the next participant. She said you can work with the Library to coordinate your shipping locations to help keep down the costs. Robyn said she is going to be having an exhibit in March and got the idea from listening to Natalie talk about theirs. Natalie said each exhibit comes in two, sturdy document tubes, and that the shipping cost is \$200 - \$500, which isn't too bad for an event cost. Their current exhibit is about the history between food and slavery. She said she has gotten a lot of response from the community with the exhibit. Lisa asked if this is something that could be done through the cooperative, and Pat said if they coordinate with each other. Pat suggested they talk about it at the next Director's meeting. Natalie said the staff will be taking Active Shooter training at the request of the Staff and the County. Lisa asked who was facilitating it, and Natalie said it's a one-day tabletop exercise through PLAN. Lisa said that emergency management did it for the Library in Bay County while she was there.

FCPL: Lisa said she has officially been in the position for one month. They are also hosting tax assistance through AARP. Les Harrison with the Wakulla County Extension Agency is now offering the same events at Eastpoint that he previously only offered in Carrabelle. February 25, 2017, is the Carrabelle Soup, Bread, and Book Sale. Staff Development Day is Feb. 27th. Ancestry workshops are still being held. She is conducting interviews for the vacant Eastpoint position. They are continuing the Music as a Second Language Program, and currently have six students. If they pass the class, they get to keep the instruments. They are offering lessons in several instruments. They have some new volunteers at both locations. Carrabelle is starting a low impact exercise class on Tuesdays and Thursdays for all ages. They are starting Summer Reading planning. Sharon and Sondra said they are both happy to have Lisa on board. Lisa said she is also learning to catalog.

Sharon said the next meeting would be held on April 10, 2017. Dick moved to adjourn the meeting, and the motion carried.

The meeting adjourned at 2:10 PM.

The next meeting will be held in Wakulla County at the Wakulla County Public Library at 1:30 PM on Monday, April 10, 2017.