

Wilderness Coast Public Libraries
Serving Franklin, Jefferson, & Wakulla Counties
Governing Board Meeting Minutes
Monday, August 14, 2017, 1:30 PM
Community Room of the Wakulla County Public Library
4330 Crawfordville Hwy, Crawfordville, FL 32327

Board Members Present: Sharon Rider, Marilyn Lewis, Nancy Wideman, and Chuck Hess

Board Members Absent: Richard Bailar and Sondra Taylor Furbee

Others Present: Pat Gilleland, Natalie Binder, Robyn Drummond, Lisa Lance, Jonathan McCaughan

Chair Sharon Rider called the meeting to order at 1:33 PM.

Changes to the Agenda: Sharon asked if there were any changes to the agenda. There were none.

Minutes: Sharon asked if there were any additions or corrections. There being none, Sharon moved to accept, Marilyn seconded, and the motion carried.

Administrative Report:

Pat noted that the financial report is attached as a separate document to the Administrator's Report. She reviewed the chart showing that the fiscal year is 85% over and 62% of the budget has been actually spent as of now, although it all has been encumbered. Several large invoices will come in during early September before the end of the fiscal year. WILD has received an e-rate refund of \$1765. She noted that the E-rate process has become more complex and that it has become more difficult to apply for and receive refunds through this program. Wakulla has had to drop applying for E-rate funding because there aren't competing vendors for their VOIP system. Nancy expressed concern that the funding for Amanda's and Carly's old positions might need to be spent out before the end of the fiscal year, and wondered if the State will take back any money that is left over at the end of the fiscal year. Pat said that funds from the State Aid to Libraries program can be carried over until the next year. The funding from Carly's position funding was already transferred into Operating Supplies in April. Some funding from Amanda's position will roll forward into the new fiscal year, although some will be used to pay retirement and health insurance because those rates keep increasing.

Pat talked about the new State Grants Application System. She described the ongoing problems in implementing the system, and said that the Board members should be proud of their Directors for plowing through the details and dealing with all the issues. Nancy asked if anyone had been able to see yet if the system actually worked, and the Directors replied that they were all still working on preparing the various pieces of the applications. The first part of the applications are due October 1, with the second section due December 1.

Pat said the patrons love our new Mango Languages services. Spanish and French are our most popular languages, although several others are being used. She talked about the survey cards that we are using to obtain data for our long range plan and the different responses that we have received. Pat passed the cards around for the Board members to see. She said the Chilton's database has not been extensively used in spite of good promotion by the libraries, and that everyone had hoped for better numbers. The tentative plan will be to offer the database for another year, and if the number of users does not increase we will cancel our subscription. Nancy

asked how the Chilton's database works, and Pat explained that the user looks up a specific auto model to obtain repair data. Marilyn asked if the schools have access to Chilton's. Robyn said she had already contacted the schools, but so far the schools had not used it much. Chuck asked whether the information is different from what can be found on You Tube. Robyn replied that the information in Chilton's is of better quality.

New Business

State Aid Grant Agreement

Pat explained that the State Aid Grant Agreement is the agreement between the Board and the State that the Board needs to approve in order for WILD to receive its yearly funding. The document is substantially the same from year to year, and this year has only a few minor changes in verbiage. Marilyn made a motion to approve the Grant agreement, Nancy seconded, and the motion passed.

Financial Report

Sharon and Chuck noted that although the Financial Report has been discussed, they still needed to actually vote to approve it. Marilyn moved to approve the Financial Report, Chuck seconded, and the motion passed.

Election of Officers:

Pat reminded everyone that according to the Bylaws the Board has to annually elect a Chair, Vice Chair, and Recording Secretary. The chairmanship has historically rotated among the three counties. During the second half of the past year the Vice Chair office has been vacant because Howard Kessler was not reelected and left the Board, so the Vice Chair will not automatically be taking over as Chair this year. Sharon opened the floor for nominations. Marilyn nominated Nancy for chair, and Chuck seconded. Nancy asked who was actually eligible to be nominated. Pat said that if the Board follows the existing rotation, then the Vice Chair should be from Wakulla. Marilyn then nominated Marilyn for vice chair, and Sharon suggested voting on the officers as a slate. Chuck volunteered to serve as recording secretary. Sharon moved to accept the slate of officers, Nancy seconded, and the motion passed.

Nancy mentioned that she will not be able to attend the October meeting, so Marilyn will need to take over running it. Chuck noted that the next meeting is on a holiday. The library directors all said their facilities were not closed, so the general consensus was to leave the meeting date as is.

Library Updates:

Franklin

Lisa said that FCPL has had a very busy summer. Adult gardening and genealogy events are continuing in Carrabelle. They had a Flag Raising Ceremony as the kickoff of their Summer Reading Program, and 60 people attended. Various dignitaries from the area spoke and the Honor Guard from Tyndall AFB raised the flag. Woodman insurance has agreed to also supply a flag and flagpole for Eastpoint, so a similar event will be planned for the fall. The Library received a \$1000 donation from the American Legion post in Carrabelle to go toward the Summer Reading Program. The Animal Tales and Japanese drumming groups were the most popular and well-attended programs over the summer. The Library gave away some donated prizes to both adults and children as part of the Summer Reading Program. The Music As A Second Language program is about to wrap up their summer session, and they have 8 students performing at a

recital next weekend. A part-time staff member left the Library in June, and her position has been recently filled. They have been making updates to their facilities including cleaning out storage areas, getting new shelving, and getting new copiers. They have added 150 new children's titles to the collection, and have added over 1000 new items between the two locations since February. STEAM programs are getting ready to start up again in September. Lisa has finished her portion of Franklin's State Aid Grant Application and is waiting on the County to approve it. The Putt-Masters mini golf tournament fundraiser sponsored by the Friends of the Library will be held on Sept 30. Last year the event raised \$3000, and they hope this year's event will be as successful.

Jefferson

Natalie reported that it has been a great summer at JCPL. They have held their Summer Reading Program at the Jefferson County School during the past few years, but this year they were able to move the programs back to the Library. They have had strong attendance (around 60) at the various programs. They put in a garden in conjunction with the Summer Reading Program, and everyone has enjoyed the flowers and vegetables. They replaced the chain-link fence, put up a flagpole, and were able to take down the walkway cover that was blocking the street view of the Library. The Library roof will be replaced as soon as the public bid process is completed. They are purchasing a Teacher Geek Maker Cart, which comes with motors, batteries, circuit boards, wiring, tape, and activities/lesson plans. One of JCPL's big priorities this year has been moving the art supplies that they normally would keep in the back to the front of the Library for the patrons to use, and the patrons have enjoyed the opportunity to be creative. The Library bought 250 pairs of eclipse glasses to distribute next weekend before the solar eclipse. Longtime employee Julia McBee left the library to take a position with the school system, so Doris Andrews has taken over interlibrary loan duties. Former employee Courtney Nicoleau is returning to JCPL this week as a full-time Youth Services Librarian, and they are thrilled to have someone in that position again. The majority of the JCPL staff members are returning to college this fall in some capacity, including Natalie, who will be working on a graduate leadership certificate. They are beginning their second full year of the Literacy Alliance grant program. The ABC -123 Family Nights have been very popular and will be resuming in September. The Library has been building relationships with the area preschools, and this year the Library will be coordinating a new curriculum with them. Natalie showed the Board members a photo of the new Teacher Geek Maker Cart. She explained that this type of resource is an example of a way that smaller libraries can participate in the Maker movement that began in larger libraries around the country.

Wakulla

Robyn showed the Board the feature story on WCPL in the Wakulla Neighbors section of the newspaper. The Wakulla News spent a half -day at the Library interviewing staff and gathering material for the story. WCPL has had a 42% increase in attendance at summer programs over last year. They have begun a new monthly Storytime in the Park program, encouraging children to explore the area parks and trying to meet the patrons where they are in the different areas of the County. They have had different community leaders (park ranger, fireman, etc.) come out to read to the children at the Storytime in the Park programs. Two sessions were rained out, but they are planning to continue the program into the fall. They have added Open Genealogy Lab and Open Computer Lab sessions this summer, both of which have been very popular. Robyn said the attendees at the Open Computer Lab session have expressed a preference for having a staff member in there with them, so she is working on scheduling staff to meet that need. Robyn said the WCPL Library Advisory Board had been defunct for awhile, but it has now been reestablished and has had a preliminary meeting. The Advisory Board's first actual meeting will be held on August 21st. The Library has been invited to do STEAM programming at the Community Center, and Robyn is anticipating that they will hold programs there on a quarterly basis. The first program will be on Messy Science. Linda Oaks is starting classes toward her library degree. Linda and Robyn and Pat will attend the Association for Rural and Small Libraries in early September. A new home schooling group has asked to have their own kids coding class, so the Library will be running a second class. The Introduction to Sewing classes are continuing. Because the classes are so small (they can only

accommodate 4 students at a time), they already have 8 sessions booked. Robyn is working on a PLAN Innovation Grant application for a mobile library unit to use with outreach programs. She is already getting calls from organizations hoping to reserve a spot at the Halloween Trick or Treat Story Walk. This year the Library is limiting the number of vendors to 24, and they are planning to set it up so that Library staff will be free to roam and provide entertainment to people waiting in the long lines. The staff will dress up as the Seven Dwarves this year. She has completed Wakulla's State Aid Application and is waiting for County approval at the Sept 6 BOCC meeting. Their next big event is Talk Life a Pirate Day on Sept 19. They will have a Mango class and a costume contest, play games, and watch the movie Goonies. They hope to move into their new Children's space at the end of September.

Additional Comments:

Pat added a comment to her administrative report in response to Nancy's question about filling Amanda's position, saying she didn't know if everyone was aware that Amanda was originally hired by Pat's predecessor as a secretary/administrative assistant. When Pat came Amanda had expressed a desire to be given more responsibility, and Pat had agreed to delegate some administrative tasks to provide her with management training and enable her to be better qualified for her next position. Amanda was also was given the responsibility of managing the web sites, which had been Jonathan's responsibility. Now that Amanda has moved on to her new position, Jonathan and Pat have taken back their old responsibilities. Because so many tasks have been streamlined and automated in the past few years, there is not really enough office work to justify filling the Administrative Assistant position.

Nancy asked how State Funding worked for the cooperatives. Pat explained that the State grants each multicounty library cooperative an allocation based on the number of counties served.

There were no more questions, and Sharon adjourned the meeting at 2:18 p.m..

The next meeting will be held in Wakulla County at the Wakulla County Public Library at 1:30 PM on Monday, October 9, 2017.