

Approved

APALACHICOLA MARGARET KEY LIBRARY Regular meeting of the Board of Directors Minutes

Meeting Location:

AMKLibrary
80 12th St.
Apalachicola, FL 32320
November 15, 2018

Meeting was called to order at 8:35 a.m. by Bob Lindsley, board chair.

Present were:

Bob Lindsley, Chair
Debbe Beard
Mark Milliken
Val Webb

Absent:

Lynn Wilson

Also attending [ex-officio]:

Jill Rourke, library director
Jan Thomas, PALS representative

There was no public comment.

Minutes of the August 2, 2018 regular meeting, August 9, 2018 special meeting and September 21, 2018 special meeting were read. Beard made the motion to approve, Webb second. Motion passed unanimously.

Financial and statistical reports were not available by meeting time.

Rourke provided written director's report. In addition, she informed the board that WiFi statistics for the 17 days the library was open in October was more than all of last year. This certainly demonstrates the value of the library to the community when in crisis.

There was no policy under review at this time.

Under old business, the board deferred discussion of strategic planning until after January 1, 2019 when the library is more settled and back to regular order.

In new business, Rourke informed the board of where the library is in the process of executing the LSTA Memory Lab grant and additional documents needed for State Aid. This included adopting the Annual Plan of Service for the library. After review and brief discussion, Webb made the motion to adopt the plan as presented; Beard second. Motion passed unanimously.

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Rourke provided an update of the City Budget and the board discussed approaching PALS to fund cleaning services [which the city has cut] and a Memory Lab coordinator position. After discussion, Rourke was directed to present a funding proposal to PALS for both cleaning services and a contract position.

The board discussed the situation faced by Gulf county residents. Beard made the motion to waive fees for Gulf County residents seeking a library card from now until September 30, 2019. The \$10 fee for seasonal cards will remain in effect for visitors in both counties; Webb second. motion passed unanimously.

As an informational piece, Rourke shared that since the hurricane, we have experienced theft of mundane products, including notepads, pens and toilet paper. Rourke also mentioned a theft of money [approx. \$15] for the cash box. She indicated the culprit has been identified and the matter addressed. She said staff will continue to take actions to mitigate the cash theft, including installation of a locking cash drawer or register system.

Rourke asked the board for input on setting occupation time limits for both FEMA and Main Street as the library has targeted January 1, 2019 to be back to normal operations. After discussion, Rourke was directed to begin discussion of timeframes with FEMA and Main Street representatives, and with Ron Nalley, City Manager.

Rourke talked briefly about the possible future role of the library as the city communications and information hub. After insightful discussion about the political and perceptual issues the director and the library might face by taking on the role, it was decided to drop this discussion for the time being and revisit the issue in the Spring. Rourke noted the library will probably play a central role in disaster preparedness and management discussions and will keep the board informed of developments.

For the good of the board, Beard noted volunteers from the burgeoning Franklin County master gardener's would be taking on landscaping maintenance for all three libraries, planning to visit each library once a month. The board was very appreciative of their efforts.

With no further comments, Lindsley called for a motion to adjourn. Beard made the motion. Mark Milliken second. Motion passed unanimously.

Next meeting is scheduled for Thursday, December 20, 8:30 a.m. at the library.

Respectfully submitted:

