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APALACHICOLA MARGARET KEY LIBRARY
Regular meeting of the Board of Directors
Minutes **December 10, 2019**

Meeting Location:

AMKLibrary
80 12th St.
Apalachicola, FL 32320

Meeting was called to order at 5:05 p.m. by Robert Lindsley, Board Chair.

Present:

Robert Lindsley, Chair
Mark Milliken
Valentina Webb

Absent:

Ginny Griner, PHILACO liaison

Also attending: [ex-officio]

Brenda Ash, Commissioner [ex-officio]
Jody Rosenbaum, PALS liaison
Jill Rourke, Library Director

There was no public comment.

Minutes of the October 2019 meeting were reviewed. Motion to adopt was made by Milliken; Webb second. Motion carried unanimously.

Minutes of the November 2019 meeting were reviewed. Motion to adopt with corrections by Webb; Milliken second. Motion carried unanimously.

Financial documents were reviewed and submitted to file for the public record.

The director's report was reviewed without comment.

Under old business:

Reports were made concerning strategic planning and progress made on annual objectives:

Technology Plan -- Rourke stated we did not receive technology grant and she is seeking alternative solutions to technology upgrades. She indicted progress in identifying a network technician to assist with the mapping and proposed upgrades. She will prepare an RFQ for review at January board meeting.

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ILS Replacement -- Rourke stated contact has been made with vendors concerning a contract for adopting and managing KOHA as an integrated library system for the library. Request for Proposals will be available to review in January.

Library Student Intern -- Rourke and Milliken indicated they would follow-up with their individual leads after the first of the year. They will meet before the next board meeting to draft a proposal for a summer internship position with a FSU Library Science student.

Phase II Library Construction -- No additional movement on this objective. Two members of PALS have been selected to join the ad hoc steering team and Lindsley will be pursuing community members to serve on this ad hoc committee. Ash expressed concerns about the speed of the process, cautioning to move slowly and collaboratively with our neighbors. All agreed this must be a thoughtful, community minded approach.

Partnership Agreement with FCLS & WILD -- the board spent several minutes discussing issues surrounding management of the library and how the library may better partner with the county system and regional cooperative. Lindsley briefed Ash as to the previous month's conversation about management alternatives to the current configuration, including the use of an outside management firm. Concerns were expressed about the current political climate; the last election brought two new commissioners and a new mayor. The basic concern was to be sure the commissioners are well informed about how the library functions, its intrinsic value to quality of life, and its economic value to the city. This conversation segued into discussion of the next objective

City Support Services from the Library -- Discussion centered around positions, in particular the Library Director position and how that may change, especially if the recommendation after study is to remain a standalone municipal library. Rourke stated that to employ a full-time MLS degreed librarian was imperative to obtaining state aid and to maintaining eligibility for library grants. She also stated that to employ a librarian of education and experience to run desk duty is not best use of funds or best use of the librarian's capability. The board discussed various ways the librarian might provide additional services to the City. Ideas included oversight of other recreation, arts or cultural entities; grant writing and management; communications and information; serve as the city archivist and documents manager. Lindsley expressed concern about stretching the position to accommodate other work. Webb also expressed concern about balancing the workload and making sure the library does not suffer. Lindsley stated it was important to bring the City Manager in as the discussion develops to provide clarification of his vision for the city operating structure and how the library fits in that structure. The board as a whole agreed this would be a good approach.

In new business:

Rourke noted the library has benefitted greatly from the Disaster Relief grant funded workers the library has used since January their year is finished in January. The two current part-time positions vacated by Bonnie Whidden and Audie Pieper in 2019 are funded in the current budget year. Rourke presented three draft job descriptions that she will present to the City Manager as the library begins negotiating for staff. The job descriptions include a full time library manager and descriptions for two different part-time positions -- one with an archival focus, one with a youth services focus. The board discussed alternatives to staffing or as a stop-gap measure while the City continues to regain its financial footing. This includes the use of

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volunteers and seeking high school or college student interns. Rourke indicated she would include all these ideas into discussions with the City Manager.

With no public comment and no other business, the motion to adjourn was made by Milliken: Webb second. Motion carried unanimously. The board adjourned at 6:35 p.m.

Next meeting: Tuesday, January 14, 2019; 5:00 p.m.

Respectfully submitted: