

# Approved

**APALACHICOLA MARGARET KEY LIBRARY**  
**Regular meeting of the Board of Directors**  
**Minutes March 30, 2019 9:00 a.m.**

**Meeting Location:**

AMKLibrary  
80 12th St.  
Apalachicola, FL 32320

Meeting was called to order at 9:15 a.m. by Bob Lindsley, board chair.

**Present:**

Bob Lindsley, Chair  
Debbe Beard  
Mark Milliken  
Val Webb

**Absent:**

Lynn Wilson

**Also attending [ex-officio]:**

Brenda Ash, Commissioner  
Jody Rosenbaum, PALS representative  
Carol Guild, PALS member  
Jill Rourke, Library Director

There was no public comment.

Because of technical difficulties, the January regular meeting minutes, the February strategic planning meeting minutes, the financial reports and the director's report were deferred to the April board meeting.

There was no policy under review at this time.

Under old business, Rourke assured the board that the two LSTA and the one PLAN grant were on track. She noted that she had a brief conversation with David Walker, the new director of the FAMU Business Incubator about how we can partner in the future. Webb provided additional information about a partnership grant with Project Impact targeting teens 11-18 years old. More information will be available in May.

Carol Guild presented a packet of branding and logo materials she has developed for the library. Discussion of the various ways the logo might be used ensued. Ash expressed concerns that the logo not clash or supersede the City of Apalachicola official logo. After discussion, Rourke was directed to provide Ash with a summary of the logo project for her to present at the next commission meeting. Once additional information is developed, the library board will create a presentation for the commissioners as part of a larger marketing strategy. Motion to move

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forward with development of the library logo was made by Milliken; Beard second. Motion passed unanimously.

In new business, Rourke requested approval for library closure for carpet cleaning and to seek funding for carpet cleaning from PALS. Motion to approve was made by Webb; Ash second. Motion passed unanimously.

Rourke requested that staff have an offsite training day while the carpets are cleaned. Motion to approve was made by Webb; Ash second. Motion passed unanimously.

Rourke also requested vacation time June 6-10 and June 27-July 12 with some variance to the latter. Motion was made by Beard to approve; Webb second. Motion passed unanimously.

Strategic Planning [continued]

Vision and mission statement

Review of commission planning meeting on March 23

In strategic planning, discussion focused capital improvement projects, in particular exterior signage. Action was deferred to the April meeting.

For final comments, Debbie Beard tendered her resignation from the board. She has served several years and feels it is time for other community voices to join the board. She agreed to attend the April meeting as her final meeting. The board thanked her profusely for her service.

Ash provided an overview of ethics training she recently attended and provided three pamphlets for the board to peruse. She stressed the need to be sure meetings are posted on the website in a timely manner with agenda and documentation available to the public; that board members be reminded of upcoming meetings in a timely manner; and the board set a regular meeting date, time and place. After discussion, Ash excused herself to attend another meeting.

Rosenbaum reported on the picture hanging system project. Quotes have come in at about \$7 per linear foot. She asked if the board wanted to pursue this project. After discussion, it was decided to table this until the April board meeting.

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

Next regular meeting is scheduled for Thursday, April 25, 2019 at 9 a.m. at the library.

Respectfully submitted:

