

APALACHICOLA MUNICIPAL LIBRARY  
BOARD MEETING MINUTES

Submittal Date 4-10-17

MEMBERS PRESENT: Carrie Kienzle, Debbe Beard, Bob Lindsley, Lynn Wilson Spohrer, Jody Rosenbaum  
OTHER REPRESENTATIVES: Shirley Taylor (Philaco), Brenda Ash (City Commission), Lee Mathes (City)  
STAFF PRESENT: Caty Greene, Audie Pieper, Karen Kessel

CALLED TO ORDER AT: 1:36

GUESTS: Shirley Taylor

Minutes read and approved: YES NO  
(List modifications here, if any)

Financial Report read and approved: YES NO et Treasurers Report

- OLD/BUSINESS: Jody <sup>moved</sup> Bob - second accepting March 3, 17 minutes.  
- March 20, 17 approved as corrected Bob - move Carrie - 2nd  
- Discussion of minutes issued.  
- Checking acct is low because S. Cronkite is paid + copier is paid out of it.  
• PLAN application is still to be submitted  
• We received new refurbished computers  
• Inter local agreement being worked on. children 2-12  
• Easter Age Hunt ready to go. Library, Main St, Bring me A Book, 2 bikes  
• PALS mailings - approx \$2,000.

NEW/BUSINESS:

1. Put in writing what the City wants for a management plan.  
<sup>Ask Lee Mathes</sup>
2. Report on wedding (see agenda)
3. Authors in Apalachicola - cost of \$97.00 Caty did a fabulous job!!  
Caty has already gotten authors <sup>from going to</sup> Word of South  
Jody suggested a dinner w authors.
4. Caty lead discussion of Lib. Dir. Job Description
5. Librarian + Barrie agreed <sup>we</sup> didn't need transitional job description
6. Caty ~~gave~~ discussed job description Chief Cook + Bottle Washer.

Adjourned @ 3:10

Submitted by C. Kienzle

(over)

- Phulaco Report - Shurley will go to Phulaco + City to ask for the LB to increase.
- Today went over functions of the Board.

## AMKL Board Meeting Agenda

### Financial Report:

Checking      \$8211.71 (stable since November, copier lease and Sue Cronkite are counter balance deposits)

Money Market:    \$9169.67 (no activity in this account)

Key Account:      \$4038.57

Review and approve Minutes from 3/20/17 Meeting and 3/3/17 minutes

### Report on Weeding:

Adult Fiction: G or H (working with Nancy Petrucka, volunteer)

Adult Non Fiction: up to 650 (Caty doing this weeding)

Florida Collection: no plant to weed

Audiobooks: weeded for lack of checkout

**ALL WEEDED MATERIALS ARE BEING GIVEN AWAY IN FRONT OF THE LIBRARY**

"Authors in Apalach" went well, outstanding cost after TDC reimbursement \$97 (paid through carryover from previous Authors double reimbursement)

Caty's resignation letter submitted (copy went out to LB by email)

No transitional job description provided for discussion as per minutes (3/20)

Discussion of Library Director Job Description (for future staffing)

Reports from PALS and Philaco

Old Business: Historical Society contribution toward Cronkite historical work

New Business:

Support for Sue to work on "To Margaret, With Love" love letters, details to follow

Oversight of move of historical/genealogical materials into Historical Genealogical room (decisions need to be made about duplication of Ap Times Materials) – how to proceed?

## Librarian (rather than Director) Job Description 2017

### Overall

- Provide direction and vision to the library staff in the operation of the Library.
- operations delivery of services, programs, facilities, systems, staffing and activities.
- ~~Aligns Library policies and procedures with City policies and procedures; researches, develops, implements and evaluates policies and procedures to ensure responsive, efficient services.~~ Design Policies and Procedures Manual for Library

### Personnel

- Maintains an organization structure that is responsive to citizen needs, expressed and anticipates.
- Performs the full range of supervisory functions including selecting, training, evaluating, counseling, developing and disciplining employees.
- ~~Provide effective, supportive supervision of Library personnel, including hiring, training, performance appraisal, and personnel record keeping. Promote the well being of staff.~~

### Overall Vision, Management & Implementation

- Provides management level planning for growth, new services, and new technology.

### Financial

- Oversees preparation, administration and monitoring of department budget.

### Outreach to Public, other organizations AND Develop Delivery of Services

- "Meets" with public, gives tours (this needs to be in a job description?), and receive comments, follow-up on complaints and inquires.
- (separate bullet) Interacts with public, civic, educational and private organizations in the development and delivery of library serves, programs and activities.
- Participates in professional organizations at national, state and local levels to ensure continued professional growth and awareness of state-of-the-art library and information technology advances. (budget for time, travel and cost?)

### Reporting and Representation (written & in person)

- Designs and oversees preparation of narratives and statistical reports for community and government committees and agencies; prepares all required reports and communication pieces as needed-both internal and external.
- Represents the Library and serves as city liaison to the Library Advisory Board and as ex-officio member of the friends of the library (PALS).

### Grant writing and research on funding

- Conducts research and applies for grants and additional funding sources to supplement department budget and community support.
- Performs other duties as assigned.

**MISSING:**

Basic Patron Services (when staff are not present)

Collection Development: book/other

IT: including maintenance of computers, automation system, website

JOB DESCRIPTION, LIBRARIAN MARCH 18, 2009

- Supervise daily library operations, setting hours and tasks for staff and volunteers
- Become familiar with patron base, and respond with ideas and implementation
- Maintain clean and well organized collection areas. Shifting as needed
- Order books and supplies
- Maintain financial records (i.e. book and supply orders)
- Maintain circulation and other statistics
- Prepare monthly reports to Advisory Board and Apalachicola Mayor and City Commissioners
- Catalog books and other materials
- Prepare for (weed!) and implement all phases of automation
- Maintain working relationship with PALS

## CHIEF COOK AND BOTTLE WASHER

Focusing on the Chief Cook responsibilities without acknowledging the time it takes to wash the bottles is unrealistic. Running the AML, and presumably the AMKL is more as a Librarian than as a Library Director. Library Director implies there is a bottle washer who comes in regularly to "wash the bottles"

NEW JOB DESCRIPTION & MY LIST EMPHASIZES THE CHIEF COOK, BUT NOT THE BOTTLE WASHER

WHEN WE ONLY HAS A BOTTLE <sup>washer</sup>WASHER: Where we started – keep the doors open, volunteer driven evolved to professionalizing services & activities, imaging the future (irregardless of origin of changes, who carries the burden of implementing change?)

WHAT ARE THE BOTTOMLINE SERVICES AND EXPECTATIONS

FLA Standards – answering machine

KEEPING THE DOORS OPEN 40 HRS PER WEEK

IT: public computer functionality, WIFI, automation system functionality (emails for overdue books), Library website and FACEBOOK page, expanded IT infrastructure & expectations: laptops, electronically delivered content (thru website)

Adult patron book expectation (collection development) & LOCAL & visitor accommodation (percentage of patrons who do not use books, only computers)

Programs benefitting patrons: #1 basic computer training (staff driven)

Specialty: genealogy, microfilm (skills & background knowledge)

BOTTLE WASHER TASKS

Problems with the front door, trash can, staff technology, donated books, etc. etc.

Since 2009 we have perfected making it look like a "real library" with duct tape and paper clips – scratch below the surface it is still very much a work in progress

STAFFING: expectations? Front desk vs librarian office work –

**BOTTOM LINE: the job description needs to reflect the true state of the library, not just what we imagine it to be**

### Proposed Advisory Board Structure

In compliance with Resolution 59-4 a library Advisory Board was created to organize and manage the City Library to draw rules and regulations and to manage the city library to establish and maintain the best possible library service to the people of the city.

When established in 1959 the board was to be comprised of 5 member, that number has been increased to 7 members. The only specification as to positions required is that of a secretary who shall submit notes to the City making meetings part of the official record of the City of Apalachicola.

On the eve of the opening of the new Apalachicola Margaret Key Library, the following draft is our recommendation for restructuring the board to best organize and manage the City Library in the future.

1. The Directors shall be assigned leadership of 5 standing committees, Committee Directors are encouraged to invite non Board members of the community to join their committees Assist in the execution of committee goals, and too build capacity for further Board development.

2. One Director shall function as the Board Secretary.

This person shall schedule meetings, communicate with all directors the date and time of meetings, create agendas for meetings (with input from both Librarian and Committee Chairs), and shall prepare meeting notes after meetings to be submitted to the City as well as to all board members.

3. The Standing committees are as follows

#### A. Advocacy-

Responsibility-advocate on our behalf to City Council, County Commissioners and within the Community. To work on behalf of the AMKL to insure inclusion in state, federal and local organizations such as the Wilderness Coalition, etc.

Skill Set-consensus building, political understanding of agencies and how to work within existing systems.

#### B. Policy

Responsibility –Overseeing and development of policies that affect the library's ability to serve the needs of the community.

Once established, Policy committee will insure that policies are carried out.

Skill Set-Ability to understand governing and management policies including experience in education and management skills

#### C. Planning

Responsibility-Development of a 5 year plan that reflects the needs of the community. Needs thorough understanding of Library Services, and the ability to determine community needs in order to strategically plan program expansion to meet those needs.



Skill set- Background in Library services, experienced in community development and needs assessment.

#### D. Financial

Responsibility –Review the monthly financial report from Librarian. Assess how budget is allocated, evaluate expenditures based on impact and program delivery.

Approve all bills, and monitor bank accounts.

Skill set-Background in business financial management.

#### E. Human Resources

Responsibility-Development of job descriptions and working with City Manager to facilitate hiring of qualified personnel.

Developing a job evaluation process, and making recommendations for continuing education and professional affiliation involvement. Working with Philaco representatives by making recommendations or requests for continued board development and term limit process.

Skill set- Staff Management experience or human resource experience.

#### F. Public Relations

Responsibility-Insuring that the AMKL is properly represented in the public media. Oversee proper execution of branding by all related library organizations. Aiding Pals and/or Librarian in collateral material development if necessary