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APALACHICOLA MARGARET KEY LIBRARY Monthly meeting of the Board of Directors MINUTES

Meeting Time and Location:

Saturday, April 21, 2018 9 a.m.
AMKLibrary
80 12th St.
Apalachicola, FL 32320

Meeting was called to order at 9:06 a.m. by Robert Lindsley, board chair. Lindsley requested Jill Rourke, library director, to record roll.

Present were:

Robert Lindsley, board chair
Debbe Beard
Val Webb
Lynn Wilson

Also attending [ex-officio]:

Jill Rourke, library director
Brenda Ash, City Commissioner / library liaison
Jan Thomas, PALS representative
Shirley Taylor, PHILACO representative

Guests:

David Watts, Bring Me A Book Franklin [BMABF] representative

Lindsley asked David Watts if he would like to address the board during the public comment section or during the old business discussion of the agenda as BMABF was already on that part of the agenda. It was agreed to just proceed during public comment. Watts expressed interest in finding a way to move forward with a partnership between BMABF and the Apalachicola Margaret Key Library. He talked about the impetus of BMABF and discussed with the board some parameters of cooperation. The possibility of a formal agreement between the two parties was discussed. Concerns were raised about such an agreement at this time as the library is still in a period of flux this first year of operations. Lindsley stated the library will work with Bring Me A Book Franklin in the same manner as we would with any other community organization. All board members expressed agreement that collaboration between the two entities should continue and that collaborative efforts be coordinated with the library director.

Minutes of the Feb 2, 2018 meeting were read. Motion to approve was made by Debbe Beard; Val Webb second. Motion carried unanimously.

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An abbreviated financial report was presented by Jill Rourke. Rourke indicated the library is on good financial footing. She expressed concerns about the electrical bill and discussion of options to reduce the outflow of energy was discussed. Ideas included an energy audit, reduction of security lights and dimming some exterior lighting, and turning off equipment overnight to eliminate some technology associated energy drain. Rourke stated she will work with all these ideas and implement a plan of action to reduce energy usage.

An abbreviated director's report was submitted into the record.

The board reviewed the service fees policy and the current fee schedule. Following Rourke's recommendation, the motion was made by Beard to increase the cost recovery of lamination services from \$0.50 per page to \$1.00 per page and to add a \$10.00 per year cost recovery fee for seasonal library cards; second Lynn Wilson. Motion carried unanimously.

In old business, the board discussed the need for a strategic planning session. Rourke and Lindsley will explore options for a facilitator to lead the session and report back to the board for decisions on time and place.

As the board was already updated on Bring Me A Book Franklin concerns, Lindsley moved on to new business.

Basic training for staff and key volunteers is planned for Friday, May 11. After brief discussion, the motion was made to close the library for staff training by Beard; Webb second. Motion carried unanimously.

Two political forums are tentatively planned at the library. The May 3 program is a meet and greet in the library community room and will be sponsored by the Franklin County Democratic Party. Per state law, candidates will not be allowed to distribute campaign literature on library property. The second forum is to be a town hall meeting of the candidates with a moderator panel composed of a party leaders and a neutral person to occur in June 2018. Rourke expressed some discomfort with this forum as it seems to be morphing more into a partisan event and rally. The motion was made by the board to pedal back from the proposed forum as there is no way to guarantee non-partisanship at this event. The motion was made by Beard; Webb second. Motion passed unanimously. Discussion continued about the free use of the library space by non-profit groups. It was decided to revisit this issue at the next board meeting.

Summer Reading Program plans were discussed. Rourke indicated the library would like to add a community literacy component to the program called Everybody Reads!. This would require the library to close mid day for approximately 40 minutes one or two times each week. Rourke also asked for designated funding of up to \$1350 to cover expenses for the overall summer reading program. The motion was made by Beard to allow closure of the library for up to 40 minutes one to two times each week for the Everybody Reads summer program and to fund up to \$1350 to help defray summer reading expenses; Wilson second. Motion passed unanimously. Wilson indicated she would be happy to fund half of the \$350 requested for a puppeteer performance at the end of summer party.

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Computer network issues were discussed, especially in light of the possible LSTA grant being funded. After much discussion, Rourke was directed to bring proposals to the board from network contractors that could provide IT assistance. The project would include cleaning up and re-setting the current network, and setting up the Memory Lab network. proposals will be considered at the next board meeting.

Rourke asked the board to approve working with the PALS group in acquiring furnishings to complete the Lynn Wilson Reading Room. This includes shelving, task desks and chairs, the laptop bar and chairs, and comfortable lounge seating. The motion was made that the library director work with the PALS to complete set-up of the Lynn Wilson Reading room by Beard; Webb second. Motion carried unanimously.

The final item for discussion was limiting children's time on the computer for gaming and other Internet access. Rourke cited current studies that indicate children loss of brain development in children who are exposed to more than two hours of uninterrupted computer time. Rourke has instituted an informal policy that children on the computers need to take a 15 minute break every 30-40 minutes and have only two hours computer time total. Rourke also reported that there have been a couple of porn related infiltrations in the system but that working with the City IT professional has resolved the problem. Rourke indicated this was a one off experience but felt the board should be in the loop about these types of problems. She indicated that the staff and City IT staff will monitor the situation and bring recommendations should this become an ongoing issue.

Lindsley asked for final public comment. Seeing none, the meeting was adjourned at 10:15 a.m.

The library board reconvened the meeting at 10:17 a.m. for discussion of changing quarterly meeting dates. The motion was made to for the regular quarterly meeting of the library board to be the third Saturday of the last quarter of the month. Motion made by Beard; Wilson second. Motion carried unanimously.

Meeting adjourned at 10:21 a.m.

The next regular quarterly meeting is planned for 9 a.m. on Saturday, July 21, 2018 at the library community room.