Library Advisory Board
January 19, 2006
Milton, Florida

The Library Advisory Board met on the above date with the following members present: Chairman Peggy Toifel, and members Michael Sandler, Martha Lyle, and Patricia Rose. Also present were the Library Director (Linda Hendrix), Grants Coordinator (Sharon Marsh), and Human Resources Director (DeVann Cook). Toifel called the meeting to order at 5:04 p.m.

Toifel moved approval without objection of the minutes from the December 15, 2005 meeting.

Transition Plan Update

Hendrix said last week she met with members of Technical Services in Pensacola to discuss how to transition all of Santa Rosa County's collection, orders, and accounts. She said it was a good meeting and the transition is underway. Hendrix said last week she also attended a New Director Orientation at the State of Florida Library. She said this is an annual function for new directors and the two day orientation was very useful.

Hendrix said the Santa Rosa County website now has a new link to the Santa Rosa County Library System. She said she appreciates the Computer Department's efforts getting the new link up and running. Hendrix said the library site will be updated as needed.

Hendrix said county staff is currently reviewing applications for the Library Administrative Office positions. She gave a brief update on the renovations at the Administrative Office space and said she hopes to occupy the office space by March 1st.

Hendrix said the software RFP (Request For Proposals) are due Tuesday of next week. She said the proposals will be evaluated to select a vendor who can provide the software to do the things needing to be done now, and also take the Library into the future as it grows.

Hendrix said she will meet with all of the Library staff next week to bring them up to date on the details of the Library transition plan. Marsh distributed the updated transition plan (Attachment in File).

Local Library Policies

Toifel said the Library Policies will be discussed during the February or March Library Advisory Board meeting. She said this will give Hendrix time to discuss the policies with each Library Board member individually.

Strategic Planning Meeting Schedule

Toifel reviewed the following schedule of Library Planning Committee meeting dates.

February 8, 2006	(all day meeting)
April 5, 2006	(1/2 day meeting)
June 16, 2006	(Possible final 1/2 day meeting)

Toifel said Faye Roberts, State of Florida Library Specialist, is communicating with Hendrix and Marsh regarding the Strategic Plan. She said Strategic Planning material will be provided to the Planning Committee members for review before the first meeting. Hendrix said the Planning Committee meetings will be held at the Milton Library meeting room.

Planning Committee Membership

Toifel said the request for Library Planning Committee volunteers made it to the local news, and a long list of volunteers was received. She suggested the Friends of the Library groups utilize some of the volunteers.

The Board members reviewed the list of Library Planning Committee volunteers, and the following selections were made after discussing each volunteer's qualifications to achieve an overall representation of Santa Rosa County residents (Attachment in File).

1. Diane Barlar
2. Beth Siyufy
3. Jack or Esther Sanborn
4. Ann Livingston
5. Faye Melton
6. Bob Grant
7. Paula Lou Mapoles (or other member of Milton Woman's Club/Shakespeare Club)
8. Josh Wilkes (or other media representative)
9. Gloria Cook
10. Harvey Kingry
11. Jane Parker
12. Robert (Bert) Brown
13. Glenn Griffin
14. Dick Cloutier
15. Ed Gray
16. Beth Burleson
17. Terri Jasmonth
18. Ralph Crago

Toifel said she will contact the above listed volunteers to verify who will be able to attend the scheduled meetings. She said a letter will be sent to each of the 15 finalized volunteers. After discussion, it was decided Toifel will be the Library Advisory Board representative on the Library Planning Committee.

Other Business/Adjournment

Toifel said the next joint meeting of the Friends of the Library groups will be in Jay.

Lyle commended Hendrix on all of her hard work regarding the Santa Rosa County Library. She said it is very important work that will affect the library for many years.

The next scheduled meeting of the Library Advisory Board is Thursday, February 16, 2006 at 4:00 p.m.

There being no further business to come before the Library Advisory Board at this time, the meeting adjourned at 5:00 p.m.