

THROUGH THESE DOORS WALK ONLY THE FINEST PEOPLE – THE CITIZENS OF ESCAMBIA COUNTY. DECISIONS ARE MADE IN THIS ROOM AFFECTING THE DAILY LIVES OF OUR PEOPLE. DIGNIFIED CONDUCT IS APPRECIATED.

CHAMBER RULES

1. IF YOU WISH TO SPEAK, YOU WILL BE HEARD.
2. YOU MUST SIGN UP TO SPEAK. SIGN-UP SHEETS ARE AVAILABLE AT THE BACK OF THE ROOM.
3. YOU ARE REQUESTED TO KEEP YOUR REMARKS BRIEF AND FACTUAL.
4. BOTH SIDES ON AN ISSUE WILL BE GRANTED UNIFORM/MAXIMUM TIME TO SPEAK.
5. DURING QUASI-JUDICIAL HEARINGS (I.E., REZONINGS), CONDUCT IS VERY FORMAL AND REGULATED BY SUPREME COURT DECISIONS.
6. SEE ORDERLY CONDUCT OF MEETINGS. POLICY.

**PLEASE NOTE THAT ALL BCC MEETINGS ARE RECORDED AND TELEVISED**

AGENDA

Board of County Commissioners

Special Meeting – January 22, 2013 – 9:00 a.m.

Ernie Lee Magaha Government Building – First Floor

1. Call to Order.

**(PLEASE TURN YOUR CELL PHONE TO THE VIBRATE, SILENCE, OR OFF SETTING)**

2. Invocation.
3. Pledge of Allegiance to the Flag.
4. Are there any items to be added to the agenda?

Recommendation: That the Board adopt the agenda as prepared (**or duly amended**).

5. Commissioners' Forum.
6. Was the meeting properly advertised?

7. Recommendation Concerning the Library Governance and Transition - George Touart, Interim County Administrator

That the Board take the following action concerning the Library Governance and Transition:

A. Adopt and authorize the Chairman to sign the Resolution establishing the West Florida Public Library Board of Governance; defining duties, composition, and organization of the Board of Governance; enacting regulations for the conduct of meetings of the Board of Governance; providing for a staff liaison; and providing an effective date; and

B. Authorize staff to collect Resumes from citizens interested in becoming County appointees to the West Florida Public Library Board of Governance. These Resumes will be presented to the County Commission for selection at the first regular Board of County Commissioners' Meeting in March 2013.

8. Adjourn.



## BOARD OF COUNTY COMMISSIONERS Escambia County, Florida

### Special BCC Meeting

7.

**Meeting Date:** 01/22/2013

**Issue:** Library Governance and Transition

**From:** Amy Lovoy, Department Head

**Organization:** OMB

**CAO Approval:**

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### Information

#### **RECOMMENDATION:**

Recommendation Concerning the Library Governance and Transition - George Touart, Interim County Administrator

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B. Authorize staff to collect Resumes from citizens interested in becoming County appointees to the West Florida Public Library Board of Governance. These Resumes will be presented to the County Commission for selection at the first regular Board of County Commissioners' Meeting in March 2013.

#### **BACKGROUND:**

On November 15, 2012 County Commission directed staff to negotiate the terms of a governing board for the library system. This recommendation asks the County Commission to adopt a resolution establishing this Library Board of Governance. This Board will be established with 5 members serving staggered 2 year terms. The County Commission will appoint 3 of these members, the City Council will appoint 1, and the Mayor will appoint 1.

This recommendation also asks the County Commission to direct staff to collect resumes from citizens interested in becoming County appointees. This list of potential candidates will be given to the Commissioners; so they may select the appointees at their regular meeting on March 7, 2013.

#### **BUDGETARY IMPACT:**

N/A

#### **LEGAL CONSIDERATIONS/SIGN-OFF:**

N/A

**PERSONNEL:**

N/A

**POLICY/REQUIREMENT FOR BOARD ACTION:**

N/A

**IMPLEMENTATION/COORDINATION:**

N/A

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**Attachments**

Library Governance & Transition

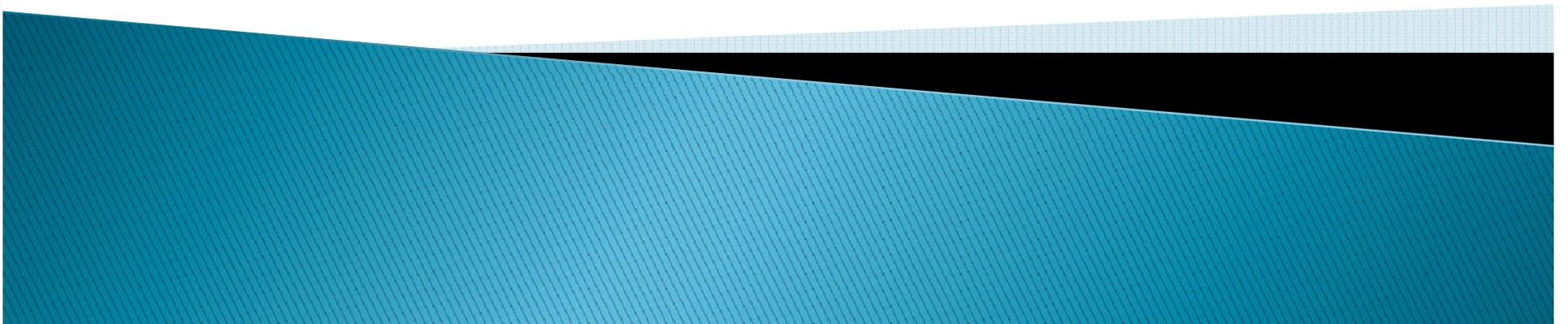
Library Board of Governance Resolution

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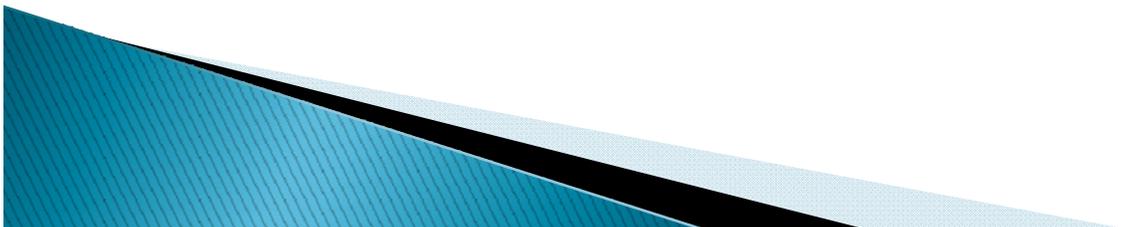
# Libraries

Governance & Transition



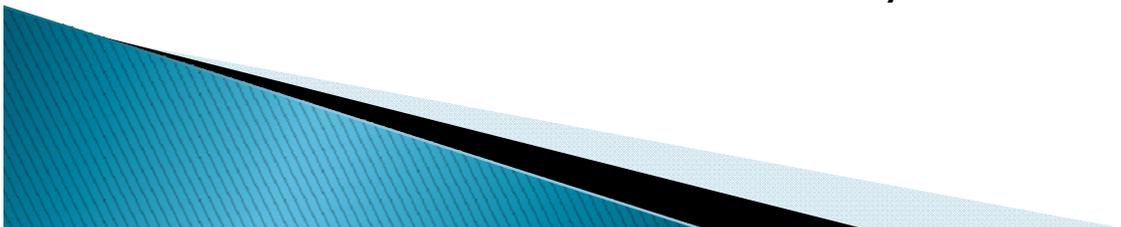
# Governance

- ▶ Five member Board of Governance serving staggered 2 year terms.
  - Three appointed by the County Commission
  - One appointed by the City Council
  - One appointed by the Mayor's Office
- ▶ To establish the staggered terms 3 of the first appointees will serve an initial term of 3 years.
  - Two of the County appointees and the Mayor's appointee will serve the initial 3 year term.
- ▶ Board members may only serve a maximum of 2 consecutive terms.
- ▶ The Board of Governance will comply with all sunshine requirements.



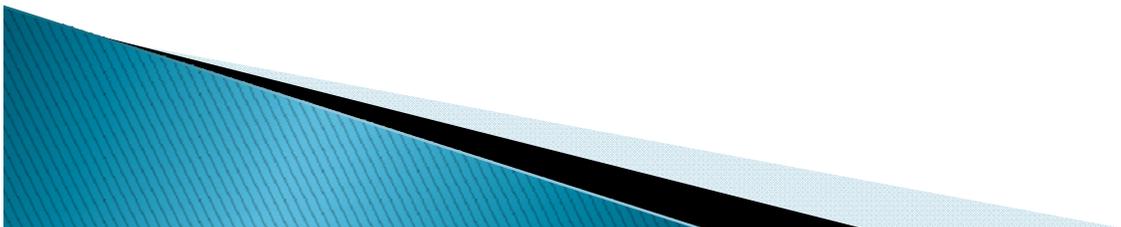
# Board of Governance Responsibilities

- ▶ Developing an annual plan of service
- ▶ Developing and recommending to the County Administrator an annual budget
- ▶ Overseeing the day-to-day operations of the system
- ▶ Establishing a system of by-laws
- ▶ Recommending to the County Administrator a person to serve as the designated head of the library system.
  - This person will be a County employee.
  - The Board shall also conduct an annual evaluation of this person and forward it to the County Administrator or his designee.



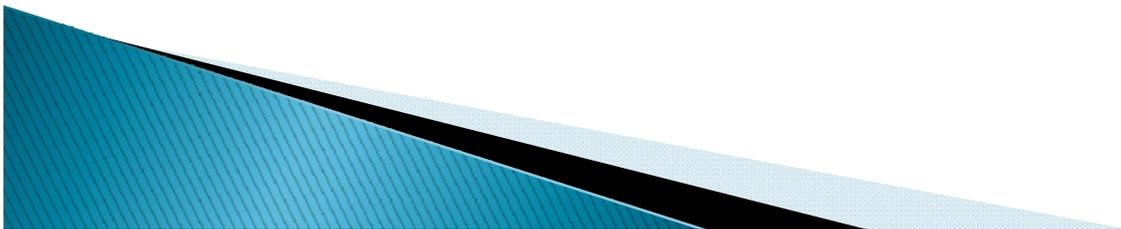
# Employee Transition

- ▶ All full-time and part-time employees without disciplinary actions in their Human Resources file or an unsatisfactory performance evaluation will transition from City employment to County employment at their current salary levels with all applicable County benefits.
  - There will be no lapse of coverage in their City/County provided health insurance
- ▶ All transitioning employees will accrue leave at a level commensurate with their current years of service.
- ▶ All employees eligible for retirement benefits will join the Florida Retirement System (FRS).
  - Employees participating in the City's pension plan will have this benefit "frozen" and will transition to FRS.
- ▶ The County will piggyback off the City's staffing contract to continue the employment of all the Library's current contract employees under the same terms and conditions.



# Facilities Transition

- ▶ Ownership of real property will not change hands.
- ▶ Costs of the maintenance and upkeep of the library facilities will be paid by the MSTU.
  - In the case of co-located space (i.e. space shared for multiple purposes) costs will be pro-rated on a square foot basis.



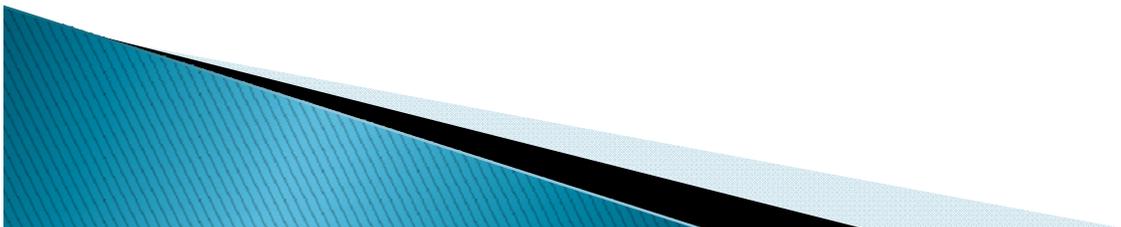
# Facilities Transition

- ▶ The locations currently included in the library system are:
  - Downtown
  - Southwest
  - Tryon
  - Molino
  - Century
  - Westside
  - Genealogy
  - Bookmobile



# Milestones

- ▶ Commission approves Resolution and authorizes staff to collect resumes for prospective members of the Library Board- 1/22/13
- ▶ City and County name transition teams - 1/31/13
- ▶ Blue Ribbon Task Force meeting - 2/22/13
- ▶ County Commission appoints Board of Governance members - First Board meeting in March
- ▶ Blue Ribbon Task Force meeting - 3/13/13
- ▶ Blue Ribbon Task Force meeting - 4/11/13
- ▶ Board of Governance recommends to County Administrator an annual budget - 5/1/13
- ▶ County commission certifies the MSTU millage rate - 7/25/13
- ▶ County assumes responsibility for the system 10/01/13.



**RESOLUTION NUMBER R2013-\_\_\_\_\_**

**A RESOLUTION ESTABLISHING THE WEST FLORIDA PUBLIC LIBRARY BOARD OF GOVERNANCE; DEFINING DUTIES, COMPOSITION, AND ORGANIZATION OF THE BOARD OF GOVERNANCE; ENACTING REGULATIONS FOR THE CONDUCT OF MEETINGS OF THE BOARD OF GOVERNANCE; PROVIDING FOR A STAFF LIAISON; AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, the Escambia County Board of County Commissioners recognizes the County's public library services constitute an important informational, recreational, educational, and economic development asset for the citizens of Escambia County; and

**WHEREAS**, Escambia County recognizes the need for a permanent Board of Governance to oversee the management of the West Florida Public Library System and make recommendations to the Escambia County Board of County Commissioners regarding the annual budget; and

**WHEREAS**, Escambia County accordingly finds that the creation of a permanent Board of Governance would serve a public purpose by assisting the County with developing and maintaining an effective and efficient library system; and

**WHEREAS**, the Board desires to further define the responsibilities, composition, and governing rules and regulations of the West Florida Public Library Board of Governance.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Escambia County, Florida, that:

**Section 1. Recitals.** The whereas clauses are true and correct and incorporated herein by reference.

**Section 2. Establishment.** The West Florida Public Library Board of Governance is hereby established.

**Section 3. Duties of the West Florida Public Library Board of Governance.** The West Florida Public Library Board of Governance (hereinafter "Board of Governance") is hereby established to oversee the management of the West Florida Public Library System and make recommendations to the Escambia County Board of County Commissioners regarding the annual budget. Towards this end, the Board of Governance shall:

A. The Board of Governance shall be accountable for the administration and operation of the West Florida Public Library System.

B. The Board of Governance shall recommend to the County Administrator or

designee a Library Director to develop and implement a long range plan, an annual plan of service, and an annual budget, and oversee the day-to-day operation of the West Florida Public Library System within the framework established herein. The Library Director shall be an employee of Escambia County and shall report directly or indirectly to the County Administrator. Upon the written request of the Board of Governance, the County Administrator or designee may remove and/or reassign the Library Director within thirty (30) days. The Board of Governance shall conduct an annual evaluation of the Library Director and forward said evaluation to the County Administrator or designee.

C. The Board of Governance shall submit an annual budget in accordance with the budget calendar to the Board of County Commissioners for the period commencing on October 1<sup>st</sup> and ending on September 30<sup>th</sup> of each fiscal year. The annual budget shall be subject to the approval of the Board of County Commissioners.

D. The Board of Governance shall comply with the spending limitations established by the annual budget according to County policy, including any amendment(s) thereto, as authorized by the Board of County Commissioners.

**Section 4. Composition.** The Board of Governance shall be composed of five (5) voting members. All members of the Board of Governance shall be electors of Escambia County. The Board of County Commissioners shall appoint three (3) members, the Pensacola City Council shall appoint one (1) member to the Board of Governance, and the Mayor of Pensacola shall appoint one (1) member to the Board of Governance.

When establishing the Board of Governance, two (2) of the three members appointed by the Board of County Commissioners and one (1) member appointed by the Mayor of Pensacola shall serve an initial term of three (3) years. The remaining two (2) members, one appointed by the Board of County Commissioners and one appointed by the Pensacola City Council, shall serve an initial term of two years. Thereafter, all members shall be appointed for two (2) year terms. Where a vacancy occurs, the appointment shall be for the unexpired part of the current term. A member may be reappointed to succeed himself for not more than one (1) term, but may be again appointed for membership after the lapse of two (2) years.

**Section 5. Officers and Terms of Office.**

- A. Chairman. The Board of Governance shall elect a chairman to preside at all meetings. The Chairman shall be elected in January of each year and shall serve until the first meeting in January of the following year. There shall be no term limits for a member to serve as Chairman.
- B. Vice-Chairman. The Board of Governance shall elect a Vice-Chairman to preside and act on behalf of the Chairman during his or her absence. The term of office and method of election for the Vice-Chairman shall be the same as for the Chairman.

- C. **Termination of a Board Member.** Should any member of the Board of Governance cease to be an elector of the County or cease to occupy the office or position of responsibility set forth in his or her appointment, he or she shall cease to be a member of the Board and shall be replaced by the appointing authority. Additionally, the Board of Governance may recommend to the appointing authority the removal of a Board of Governance member who accrues two (2) unexcused absences of the Board of Governance during the calendar year. Absences may be excused by a majority vote of the members present at any meeting.

**Section 6. Regular Meetings.** The Board of Governance shall establish a schedule of regular meetings, which shall be held at least monthly. A schedule of each year's regular meeting shall be distributed to all Board of Governance members in December of the preceding calendar year.

**Section 7. Quorum and Voting.** Three (3) Board of Governance members shall constitute a quorum for the purpose of conducting business. Each member shall exercise one (1) vote for all matters subject to a vote of the Board of Governance. All matters shall be decided by a majority vote of members present. No member shall abstain from voting unless the member has a conflict of interest.

**Section 8. Special Meetings.** The Chairman may call a special meeting of the Board of Governance on his or her own initiative and shall call a special meeting on the request of any three (3) members.

**Section 9. Location of Meetings.** Board of Governance meetings shall be held in a location of sufficient size to accommodate those present and at such other locations as the Board of Governance may determine from time to time.

**Section 10. Rules of Procedure.** The Board of Governance shall conduct its meetings in accordance with the current edition of *Robert's Rules of Order*, except to the extent that any provision thereof is inconsistent with this Agreement.

**Section 11. Sunshine Law.** The Board of Governance shall be subject to and each member shall be responsible for compliance with the Florida Sunshine Law and the Florida Public Records Act.

**Section 12. Agenda.** The Library Director shall, after consultation with the Chairman, prepare an agenda for all meetings. Any Board of Governance member may request that a matter be placed on the agenda. The agenda and related materials shall be distributed at least one (1) day prior to the meeting date.

**Section 13. Minutes.** Minutes shall be kept at each Board of Governance meeting. A written summary of the minutes of each meeting shall be prepared from a recording

made at each meeting. The written summary of each meeting shall be submitted for approval of the members at the next regular meeting. Each written summary shall reflect the persons in attendance, items discussed, each action taken at the meeting, and the vote of the members on each item presented at the meeting.

**Section 14. Notice of Public Meeting.** Notice of regular or special meetings of the Board of Governance and the time and location of each meeting shall be published to the public.

**Section 15. Working Groups.** The Board of Governance may appoint working groups for purposes and durations as it deems appropriate.

**Section 16. Staff Liaison.** The Library Director shall serve as the staff liaison for the Board of Governance. The staff liaison shall provide support as necessary to carry out the purposes and objective of the Board of Governance. The staff liaison shall identify issues and alternatives that may relate to the Board's policies, goals, or programs and bring such matters before the Board of Governance for consideration.

**Section 17. By-Laws.** The Board of Governance shall adopt appropriate by-laws consistent with the provisions of this Agreement.

**Section 18. Effective Date.** This Resolution shall become effective upon adoption by the Board of County Commissioners.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

**BOARD OF COUNTY COMMISSIONERS  
OF ESCAMBIA COUNTY, FLORIDA**

\_\_\_\_\_  
Gene M. Valentino, Chairman

BCC Approved: \_\_\_\_\_

**ATTEST: Pam Childers  
Clerk of Circuit Court**

\_\_\_\_\_  
Deputy Clerk

(SEAL)

This document approved as to form and legal sufficiency

By [Signature]

Title ALA

Date 1/9/13