**Wilderness Coast Public Libraries**

**Serving Franklin, Jefferson, and Wakulla Counties**

**Governing Board Meeting Minutes**

September 18th, 2023

WCPL Meeting Room

**Board Members present**: Chuck Hess, Greg James, Brenda Humphrey,

**Others Present:** Whitney Roundtree, Courtney Whitaker, Keith Dean (via phone), Linda Oaks, Natalie Binder

James called the meeting to order at 10:34 AM. No changes to the agenda were made. Introductions were deemed unnecessary.

**Old Business:** Minutes from the May meeting were accepted and passed unanimously. The financial report was presented by Keith Dean on speakerphone. Everything is on track with the budget. The year-to-date results show that we’re doing well.The Financial Report was accepted unanimously.

**Administrator Report:** Whitaker read her report, informing the Board that she was finishing up a Travel and Conference Guide for the cooperative staff to follow in the upcoming fiscal year. She has also been bust completing the first portion of State Aid. She has also completed the Annual Plan of Service and Budget for FY 23-24.

**New Business:** The board voted and unanimously passed the Annual Plan of Service and Budget. The rent agreement for the WILD office was looked over by the board and signed by James. Additionally, signatures from James for the State Aid to Libraries Grant were obtained. Whitaker asked that the Directors meet with their county Board representatives to discuss her performance before December’s Annual Review.

**Directors Reports:**

Whitney Roundtree reports scattered programming at both FCPL branches, noting that there is a staff shortage. However, statistics look good and she is hopeful things will pick up again.

Linda Oaks is contending with an unprecedented number of new library patrons as Wakulla County continues its population growth. Programs are so successful that the meeting rooms are exceeding capacity. The staff is working hard to keep up with the busy traffic. A new building is being built and will hopefully accommodate the larger population.

Natalie Binder is experiencing slow traffic and scattered program attendance, which is normal in Jefferson County. Binder continues to build relationships with other public service agencies that utilize the library weekly. FEMA has been active on-site to assist the community after the damage created by the hurricane.

With no further discussion, and a reminder that the next meeting will be held December 12th, 2023, James adjourned the meeting at 11:52 A.M.