

Minutes
Board of Library Trustees
Main Library
Thursday, January 9, 2014

Board Members Present:

Brenda Simmons-Hutchins, Chair
Erin Vance Skinner, Vice-Chair
Christina Stallings, Secretary
Jim Selzer
Jackie Perry
Marc Hardesty
Guy Anderson
Ronnie King
Mark S. Wood
Gerald Reid
Sybil Ansbacher
Bill Gulliford, Council President, Ex-officio

Board Members Absent:

Greg Anderson, Councilmember, Ex-officio
Kimberly Davis, DCPS Representative, Ex-officio

Others Present:

Barbara Gubbin, Director	John Sawyer, Office of General Counsel
Andi Hammond, Executive Assistant to the Director	Helene Kamps-Stewart, Friends of the Murray Hill Library
Carolyn Williams, Deputy Director	Paul Martinez, Director of Intra-Governmental Services
Mark Merritt, Deputy Director	Sharon Coon, Friends of Brentwood Branch Library
Gretchen Mitchell, Assistant Director for Support Services	Usha Mohan, Chief of Information Technology
Kathy Lussier, Manager of Community Relations and Marketing	Bob Silkett, Pablo Creek Region Manager
Richard Mott, Manager of Strategic Initiatives	Brian Corrigan, Administrative Aide to Cleveland Ferguson
Julie McNeil, Assistant Director for Public Services	Karen Walker, Manager for E-Services and Digital Access
Eric Lawrence, Assistant Director Of Facilities	Suzanne Hudson-Smith, Executive Director of Jacksonville Public Library Foundation
Mitesh Sangani, Conference Center Manager	Celia Miller, Friends of the Dallas Graham Branch Library
Harry Reagan, Friends of the Jacksonville Public Library	Luis Flores, Chief of Public Buildings
Laura Minnich, Manager for Youth Services and Community Outreach	Jim Robinson, Director of Public Works
Michael Sullivan, Southeast Region Manager	

Call to Order

Chair Brenda Simmons-Hutchins called the meeting to order at 12:05pm.

Introduction of Guests

There were no guests.

Staff Presentation

Karen Walker, Manager of E-Services and Digital Access, presented the Board with information about the library's Mobile Electronic Lab (MEL) Carts. MEL carts have been in use since 2011. The original carts were purchased with funds provided by the Friends of the Jacksonville Public Library. The equipment was later supplemented by the Library Foundation so additional carts could be purchased and services expanded. There are now five carts that are distributed in different configurations throughout the system. There are currently laptops at the Olga L. Bradham and Etta L. Brooks Branch Library, the Argyle Branch Library, the Dallas Graham Branch Library, the Brentwood Branch Library, the San Marco Branch Library, the Mandarin Branch Library and the Beaches Branch Library. Each cart also has a projector. Classes, of any size, would not be possible at those locations without these laptops significantly expanding access to the public. Staff were able to hold classes at the Webb Wesconnett Regional Library, prior to the e-classroom construction, which were attended by 220 people by using a MEL cart. In FY13 the eServices department was able to provide 238 classes, in English and Spanish, which would otherwise not have been offered. The Urban core, without an e-classroom at any location, depends completely on MEL carts for classes. In addition to eServices classes, MEL carts were used in 2013 to provide computers for Parent Academy classes, to support Navigators assisting customers with Affordable Healthcare Act enrollment and to create classrooms for staff training in multiple locations throughout the Main Library on Staff Development Day.

Presentation

Chief of ITD Usha Mohan followed up on several items that she presented to the Board at the December 2013 meeting. She noted that upgrades to the fiber connection at the Highlands Branch Library are in progress and money has been found to do these upgrades at one additional branch in 2014. She noted that her staff had done an analysis of internet speed at the libraries; she said that while libraries are capped at 10mbps, many spike higher than that. She indicated that this does not affect speed because the system allows the connection to spike higher. She also noted that there is money for some equipment refresh in this FY but ITD will not be doing like-for-like swaps. Instead they will be looking at what is really needed and replacing those items. She noted that they have found money in the ITD budget to upgrade the Pharos system this year. She said that the upgrade to Windows 7 should be completed in February. Trustee Skinner asked for an update on the website redesign. Ms. Mohan reported that the RFP should go out soon but ITD has to complete some upgrades on their end which may delay the library's re-design.

Director of Public Works Jim Robinson presented information about his department to the Board. He said his department is focused on improving customer service delivery through communication and transparency. He reported that staff in Public Buildings and at the library are meeting regularly to ensure clear communication. He said that the department is also working to ensure that staff at individual buildings are aware of any work that is being done. Mr. Robinson reviewed the projects that have been done at the library and major projects that are underway including roof repair, window replacement, and ADA upgrades at the Beaches Branch Library, roof repair at the Mandarin Branch Library, and stucco and skylight replacements at the Main Library. He reported that the air handler at the University Park Branch Library, retro-commissioning at the Main Library, and water intrusion repairs at the Willowbranch Branch Library will be started soon. Chair Simmons-Hutchins asked how nimble Public Works is in responding to issues. Mr. Robinson said that the department has in-house staff and a variety of outside contractors that are used to respond to emergencies; he described it as "a phone-call-away help." Trustee Wood asked if there was a timeline for when the scaffolding would be removed from the Main Library exterior. Chief of Public Works Luis Flores said there is no set

timeline because the stucco repair has moved beyond the initial scope of the project. Director Gubbin reported that she had met with Chief of Engineering and Construction Management Bill Joyce who indicated that the sidewalks and entrances would be cleaned-up. Trustee Skinner noted that the scaffolding negatively affects the ability of the Conference Center to sell the space. In response to a question from Director Gubbin, Mr. Robinson reported that there is \$1M devoted to preventative maintenance for buildings in the core downtown area.

Approval of Minutes

Trustee Perry made a motion to approve the minutes from the December 12 Board meeting; Trustee King seconded the motion. The motion carried unanimously.

Chair's Report

Strategic Discussion

Chair Simmons-Hutchins reviewed the goals for the FY14 Board Work Day scheduled for February 6 at the Main Library. She said these goals are based on recommendations from Councilman Anderson to be proactive in talking to councilmembers and the City Administration about the library's FY15 budget. Trustee Selzer said he was pleased that the goals for the work day directly reflect the five critical recommendations from the Capacity Plan. Chair Simmons-Hutchins noted that all Trustees and representatives from the various Friends groups and the Foundation have been invited to participate in the Work Day.

Task Force on Consolidated Government

Trustee Guy Anderson reported that this committee is moving forward and is now meeting in three sub-committees. The library will be discussed at the Organization and Operations subcommittee meeting on January 22.

Special Budget Analysis Committee

Trustee Erin Skinner will attend meetings of the City Council Special Budget Analysis Committees. Council President Gulliford recommended providing a budget to that committee of what the library would like for the coming FY.

Trustee Nominations

Chair Simmons-Hutchins pointed out the Board Term Chart included in the information binders. The chart lists upcoming and current vacancies on the Board. She asked Trustees to start thinking about people who may be potential Trustees for the Board.

Committee Reports

Finance Committee

Trustee Erin Skinner reported that the Finance Committee had met that morning to review financial reports for December 2014. In consideration of time, she did not review details of the reports.

Personnel Committee

Trustee Jackie Perry reported that the committee had completed Director Gubbin's performance review for the previous year. She noted that the Board thought Director Gubbin had done a terrific job managing the library system.

Governance Committee

Trustee Gerald Reid reported that the Governance Committee had met that morning. They reviewed the signage now being used at all locations asking customers to silence their cell phones. The committee also asked staff to monitor the customer feedback system for the remainder of the year for any complaints about the use of e-cigarettes. He noted that the committee will review the Recognition and Naming policy in a future meeting.

Learn to Read Contract

Trustee Sybil Ansbacher reported that there had not been much movement in this committee. Deputy Director Mark Merritt reported that Counsel John Sawyer is looking over the contracts for this; Mr. Sawyer said this should be complete in a few days.

Brentwood Branch Repurposing

Chair Simmons-Hutchins reported that this committee was formed to work on part of Capacity Plan Recommendation #3 to "*remedy inequities in library service.*" Trustee Wood will Chair the committee; Trustees King and Anderson, along with Mr. John Reazer, Secretary of the Friends of the Brentwood Branch Library, agreed to serve on the committee. Chair Simmons-Hutchins noted that several months ago, Educate Today indicated interest in utilizing the Brentwood Branch Library for their program but were not able to follow-through at the time due to funding. She has met with the new Executive Director, Paula Wright, also a Duval County Public School Board member, to renew talks about this potential partnership. Chair Simmons-Hutchins shared the committee charge.

Director's Report

An e-classroom is being created at the Main Library which will include some aspects of a Maker Space. It will utilize one of the mobile electronic carts (MEL) so that the space can be used for classroom instruction with a focus on use by the Teen Room staff to provide programs for teens.

The Main Library will host the unveiling of the 2014 Black History Calendar on January 16 at 4 p.m. This will be the 25th anniversary of the calendar's production and the theme "Civil Rights in America" will celebrate the 50th anniversary of the Civil Rights Act of 1964. The mayor has been invited to the event.

The City of Jacksonville will soon unveil a public facing performance dashboard called JaxScore, and the library will have three metrics included: number of public computer sessions, circulation of e-materials and number of in-house programs promoting early literacy. In an effort to measure more outputs rather than inputs we are using an adult program evaluation form to ask participants to tell us how the program helped them in finding a job or strengthening their technology skills.

Old Business

There was no old business.

New Business

Chair Simmons-Hutchins announced the formation of a Bylaws Revision Committee which will review and update the Board's bylaws. Trustee Hardesty has agreed to chair the committee; Trustees Stallings and Selzer have agreed to serve on the committee.

Ex-Officio Report

There were no reports from ex-officio members.

Mayor's Office Report

Paul Martinez had nothing further to report. He did note that Chief of Procurement, Greg Pease, will present to the Board at the February meeting.

Foundation Report

Executive Director Suzanne Hudson-Smith reported that she continues to visit branches and meet with the various Friends groups. She noted that the Foundation had collected about \$14,000 in December. She is working on closing out open pledges from past capital campaigns and is working on a corporate partner campaign. The Foundation has chosen to focus on the Summer Reading Program this year and will work with community members to figure out how to fill the gap between what the library is doing and what the school system is doing. She reported that February 12 will be "Gift Book Drive Donor Appreciation Day." She is working on an event to thank customers who donated during the holiday season.

Friends Report

All Friends groups provided written reports that were included in the information packets.

Confirmation of Future Meeting Dates

Chair Simmons-Hutchins reminded attendees that the next meetings will be held on February 13, 2014 at the Main Library and March 14 at the Argyle Branch Library. The Board Work Day will be held February 6, 2014 at the Main Library. She also asked that Trustees Skinner and Reid adjust their committee meeting times in February to allow for less overlap of committees on the same day.

Other Business

Trustee Hardesty announced that the first meeting of the Bylaws Revision ad hoc committee would be held on Tuesday, January 14 at 3:00pm at the San Marco Branch Library.

Comments from members of the public


There were no members of the public present.

Adjournment

The meeting adjourned at 1:40pm.



Brenda Simmons-Hutchins, Chair, Board of Library Trustees



Christina Stallings, Secretary, Board of Library Trustees

February 13, 2014

Date Approved by the Board of Library Trustees

