

Minutes  
Board of Library Trustees  
Regency Square Branch Library  
Thursday, January 10, 2013

Board Members Present:

Brenda Simmons-Hutchins, Chair  
Erin Vance Skinner, Vice-Chair  
Christina Stallings, Secretary  
John Gibson  
Ronnie King  
Gerald Reid  
Jackie Perry  
Rita Cannon  
Mark S. Wood

Board Members Absent:

Jim Selzer  
Council President Bill Bishop, Ex-officio  
Councilman Ray Holt, Ex-officio  
Mary Mickel, DCPS Representative, Ex-officio

Others Present:

Barbara A. B. Gubbin, Director  
Carolyn Williams, Deputy Director  
Mark Merritt, Deputy Director  
Andi Hammond, Executive Assistant to  
the Director  
Gretchen Mitchell, Assistant Director  
for Support Services  
Lisa Peterson, Technology Systems  
Administrator  
Kathy Lussier, Manager, Community  
Relations and Marketing  
Richard Mott, Manager of Strategic  
Initiatives  
Julie McNeil, Assistant Director for Public  
Services  
Robbie Tiedeman, Facilities Manager  
Laura Minnich, Manager for Youth  
Services & Community Outreach

Mitesh Sangani, Conference Center  
Manager  
John Sawyer, Office of General  
Counsel  
Connie Holt, Assistant to Councilman Ray  
Holt  
Lynn Jacobson, Bibliographic Systems &  
Access Manager  
Marshelle Berry, Webb Wesconnett  
Region Manager  
Bob Silkett, Pablo Creek Region Manager  
Jane Harris, West Region Manager  
Karen Walker, Manager of e-Services &  
Digital Access  
Michael Sullivan, Southeast Region  
Manager  
Guy Anderson, Trustee Nominee

Call to Order

Chair Brenda Simmons-Hutchins called the meeting to order at 12:00pm; there was a quorum present. She introduced Mr. Guy Anderson who has been nominated by the Mayor to fill the trustee vacancy representing City Council At-Large District 4. He is scheduled to appear before the City Council Rules Committee on February 19.

Staff Presentation

Regency Square Branch Library manager, Beth Mangold, gave an overview of programs at the Regency Square Branch Library. She introduced key staff including Mia Brack, Children's Librarian, Stephanie Miller, Children's Library Associate, and Curt Beadell, Teen Library Associate who each talked about some of the programs offered in their departments. Trustee Wood asked Ms. Mangold how the budget cuts and reorganization of the library had affected customers at the branch. She responded that there is not enough staff, money, or hours to meet the needs of the customers; she noted that customers really want Sunday hours and would prefer to have Monday hours available; and she noted that there have been long lines at reference and circulation desks. She also noted that they have had difficulty getting supplies for their printers which resulted in one customer-printer being out of service for two weeks. She said that the volume of computer use has been very high.

Chair Simmons-Hutchins thanked Ms. Mangold for the presentation and reminded attendees of the 40<sup>th</sup> Anniversary Celebration for the branch scheduled for January 30.

#### Approval of Minutes

**Trustee Stallings made a motion to approve the minutes from the December 13 Board meeting; Trustee Skinner seconded the motion. The motion carried unanimously.**

#### Chairman's Report

Chair Simmons-Hutchins reported that she and Director Gubbin have a meeting scheduled for this afternoon with the Mayor and the directors of several other groups within the city to review key events that are being held at the organizations throughout 2013.

Manager for Strategic Initiatives Richard Mott reviewed two articles he emailed to Trustees in preparation for the Board Work Day in February. Trustee Gibson asked that some information be provided about other libraries that are independent taxing districts.

Chair Simmons-Hutchins reminded trustees that the JAX2025 community meetings begin next Saturday, January 19. The library has between 6-9 staff members who have committed to attend these meetings to represent the library and she encouraged trustees to also attend. She also reviewed a list of meetings that trustees have had with community groups. Trustee Perry reported that she met with Councilman Jones who is an advocate of the library.

#### Committee Reports

##### Finance Committee

Committee Chair Erin Skinner reviewed the December 2012 financial reports. General Fund expenditures are on track except for personnel tracking at 21.5% of total which is below the expected 23.1% of expenditures. The Conference Center is on track to meet the goal of \$225,000 in income. State Aid funds continue to pay for FF&E expenditures, training, and maintenance contracts for 3M and self-check machines. The Library Board Trust received over \$2,000 in contributions in addition to in-kind donations and an LSTA grant payment. The Friends funds have paid for various activities include programs and FF&E. The Foundation funds continue to pay for training, courtyard maintenance and programming.

##### Personnel Committee

Committee Chair Jackie Perry reported that the director's evaluation has been input into the computer system and needs to be signed-off on by Deputy CAO Cleveland Ferguson. Once this is done, she and Chair Simmons-Hutchins will review the evaluation with Director Gubbin.

##### Governance Committee

The Governance Committee did not meet in January. Deputy Director Carolyn Williams reported on a meeting between her, Trustee Perry, and Library Supervisor over the Urban Library Centers, Pat Morrison. They discussed developing a one-page proposal and talking points that can be utilized when Trustees speak with groups about the library. This proposal will be brought to the committee in February for review.

#### Director's Report

Director Gubbin reported that we now have statistics for the first two months of this fiscal year in terms of service activities that show several downward trends; this is not surprising given a 22% reduction in service hours. Circulation is down 13% (with a 15% decrease in November); public computer sessions are down 16%; programming attendance decreased by 58%; web site visitors decreased by 5% compared to last year-to-date. Trustee Gibson asked that the trustees be provided with trend charts reflecting December statistics as soon as they are available; he also suggested that having pictures of customers waiting in long lines would be helpful in meetings with elected officials.

She reported that we are waiting for the contract to address the water intrusion issues at the Main Library to be signed by the mayor but are already looking at where the contractor will need to locate his materials along the Main Street sidewalk of the library. This is a major project costing in excess of \$1M and will take many months to complete.

The estimated date to begin installation of the automated return equipment at the Southeast Regional Library is January 14. We will completely re-design the circulation desk and will provide three self-service machines for check-out in the adult area. We are also experimenting with a mobile concierge desk to be situated when needed in the open area near the front door in order to improve our customer service by reaching customers as they enter.

Richard Mott, Manager of Strategic Initiatives has been working with the One Spark festival organizers for some time to ensure that the Main Library is included as a venue and that we fully participate in this exciting opportunity. Coming out of this collaboration has been our offer for the One Start organization to use the unoccupied space which we hope will become a café once again later this year, located in the Pajcic Promenade. The lease agreement, if approved by the Board, the mayor's office and the City Council will be in effect from the date of signature until May 31 but allows the library to ask One Spark to move out with 30 days' notice if a café vendor is ready to move in before that date. The café RFP should be advertised this month but there will be a lot of work to be done before a contract is negotiated and in place with a café vendor including at least 6 weeks for Council Committee and full Council action.

Luis Flores has taken the lead on a re-design of a section of the San Marco Branch Library into a dedicated space for teens. This library is used heavily in the afternoons by teenagers and because of limited space we have complaints about crowding and noise. A gift of \$5,000 from a bequest has been used as seed money for the project which will also use State Aid funds. Staff at the library and Assistant Director Julie McNeil have also been involved in the planning.

The new catalogue called Enterprise will be released to the public on January 7; both the old and new catalogues will be available for use for about 6 weeks after which time the old catalogue will be withdrawn. Staff is attending training on the new catalogue.

"Reading with Ringling" is our reading promotion currently underway; the Main Library Children's Room hosted a clown from the circus and children who read five books can get a free ticket to the upcoming circus shows with the purchase of an adult ticket. We continue to work with the FSCJ Broadway Series and at Family Night on Broadway; the opening performance of Mary Poppins will feature the library with library card signup, songs, books and crafts. And there are plans to partner with the Monster Truck Jam in February with a truck coming to one of our library locations where among other services we will highlight our online Auto Repair database!

#### Old Business

There was no old business.

#### New Business

Director Gubbin reported that April 15 has been established as Staff Development Day and we have received permission from CAO Karen Bowling to close the library system that Monday. Trustee Gibson made a motion to approve closure of the library system on April 15 for Staff Development Day. Trustee Perry seconded the motion; the motion passed unanimously.

Chair Simmons-Hutchins reported that the lease with One Spark, Inc. to utilize the café space at the Main Library as a headquarters for their event in April is making its way through City Council; the Board needs to approve the lease as well. This is a zero-revenue lease, but One Spark will be expected to vacate the space with a 30-day notice if a revenue generating lease is signed prior to the end of the lease with One Spark. Trustee Wood made a motion to approve the lease. Trustee Cannon seconded the motion; the motion passed unanimously.

Ex-Officio Member Report

Ms. Connie Holt, assistant to Councilman Ray Holt, reported that Councilman Holt is continuing to work on filling vacancies on the Board.

Mayor's Office Report

There was no report from the Mayor's office. Director Gubbin reported that she had spoken with Deputy CAO Cleveland Ferguson and he had expressed a commitment to fill Board vacancies.

Foundation Report

Chair Simmons-Hutchins and Director Gubbin attended the Foundation Board meeting; the job posting for the development director has been extended; interviews will begin in February.

Confirmation of Future Meeting Dates

Chair Brenda Simmons-Hutchins reminded attendees that the Board Work Day will be on February 7 at the University Park Branch Library and the next meeting will be held on February 14 at the Main Library.

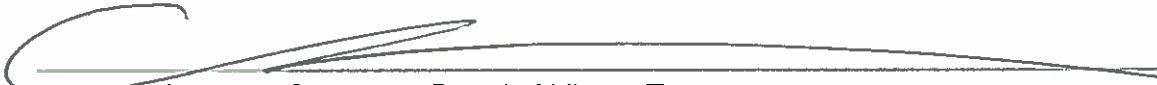
Adjournment

The meeting adjourned at 1:25 pm.



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Brenda Simmons-Hutchins, Chair, Board of Library Trustees



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Christina Stallings, Secretary, Board of Library Trustees

*February 14, 2013*

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Date Approved by the Board of Library Trustees