

Minutes  
Board of Library Trustees  
Main Library  
Thursday, February 9, 2012

Board Members Present:

Jim Selzer, Chair  
Brenda Simmons, Vice-chair  
George W. Robbins, III, Secretary  
Jackie Perry  
Rita Cannon  
Christina Stallings

Board Members Absent:

Mark S. Wood  
Gerald Reid  
Erin Vance Skinner  
John Gibson  
Council President Stephen Joost, Ex-officio  
Councilman Doyle Carter, Ex-officio  
Mary Mickel, DCPS Representative, Ex-officio

Others Present:

Barbara A.B. Gubbin, Director  
Andi Hammond, Executive Assistant to the Director  
Barrett King, Deputy Director  
Carolyn Williams, Deputy Director  
Gretchen Mitchell, Assistant Director of Support Services  
Lisa Peterson, Technology Systems Administrator  
Kathy Lussier, Assistant Director of Community Relations and Marketing  
Luis Flores, Assistant Director of Facilities & Planning

Richard Mott, Manager for Strategic Initiatives  
Robert Tiedeman, Facilities Manager  
Ava Barrett, Administrative Supervisor  
Donna Riegel, Administrative Supervisor  
Michael Sullivan, Administrative Supervisor  
Mitesh Sangani, Conference Center Manager  
Dylan Reingold, Office of General Counsel  
Harry Reagan, President of the Friends of Jacksonville Public Library  
Helene Kamps-Stewart, Friends of the Murray Hill Library

Call to Order

Chairman Jim Selzer presided; he called the meeting to order at 12:10pm. A quorum was present.

Introduction of Guests

No guests were present.

Retirement—Glenda Lewis

Board Chair Jim Selzer recognized Glenda Lewis, Library Assistant in the Children's Department at the Main Library, upon her retirement from the Library on February 9, 2012, after 33 years of service. She was presented with a resolution from the Board, flowers, and a letter from Director Gubbin

JPL Awards

Chairman Jim Selzer presented the quarterly JPL Awards. Elizabeth McConney, a part-time shelver in the Children's department at Webb Wesconnett Branch Library received the Model the Way Award. Randy Mapanoo, a Library Associate at Southeast Regional Library received the Challenge the Process Award and the Employee of the Quarter Award.

#### Staff Presentation—Balanced Score Card:

##### Richard Mott, Manager for Strategic Initiatives

Mr. Mott provided an overview and first quarter update of the FY2012 Balanced Scorecard, the library's set of measurable objectives that are intended to gauge the library's progress toward achieving its goals.

#### Approval of Minutes

**Trustee Robbins made a motion to approve the minutes from the January 12 Board meeting; Trustee Simmons seconded the motion. The motion carried unanimously.**

#### Chairman's Report

Chairman Selzer gave the Chairman's report. The Black History calendar has been a big hit again this year. He congratulated Deputy Director Carolyn Williams who is profiled in the calendar. The calendar design was revealed two weeks ago at a special event at the Main Library, attended by more than 200 people. Trustee Simmons was there along with former Senator Tony Hill and City Councilman Reggie Brown. The theme for this year's calendar is "Black Women in American Culture and History," recognizing the contributions of outstanding women who are models of achievement and determination. The calendars are free and will be available at all library locations while supplies last. The first of the Friends/Board of Library Trustees meetings were held at Willowbranch Branch Library and Bradham Brooks Northwest Branch Library. There were 17 members of the public at the Willowbranch meeting; Chairman Selzer and Trustee Wood represented the Board at that meeting. There were 6 members of the public at the Bradham Brooks Northwest meeting; Chairman Selzer represented the Board. Meetings are scheduled at the Beaches Branch Library on Tuesday, Feb. 14 at 6:30 and with the Friends of the Murray Hill Branch Library at the Edgewood Bakery on Thursday, Feb. 16 at 6:30. The Board will meet with the Friends of the Jacksonville Public Library on March 1 at 7:30pm at the Southeast Regional Library. Chairman Selzer and Director Gubbin met with Kevin Hyde of the Mayor's Office and discussed the FY2013 budget.

#### Committee Reports

##### Finance Committee

Committee Chair Brenda Simmons reviewed the financial reports. The General Fund is on track in all areas. Salary and Benefits continue to be lower than budget because of the current vacancy count of 43 as of January 31. Direct expendable accounts are on target. The Conference Center received \$14,475.60 in revenues late in the month that will not be posted until February. When these receipts are included, Rental Revenues YTD equal \$61,626, which is 10.3% above target. State Aid expenditures were \$62,192. A response to the RFP for consultant services to develop one or more RFI for IT services has been received and is being evaluated. Assistant Director Luis Flores is continuing his FF&E plan and the Books and Materials balance is being held until later in the FY after

the General Fund is depleted. The Library Board Trust received \$41,071 in January, which includes a \$40,000 installment from the Weaver Family for youth & children's programming and \$750 from ALA to support the Lincoln exhibit. There was significant spending from the Friends Trust for Jax Reads and The Big Read. The Friends of JPL have announced a pledge of \$260,000 for FY12. \$4,465 was spent to upgrade broadband at the Regency Square Branch Library from the Eckles grant. The JPL Foundation funded the Senior Staff and Board training and planning sessions. Funds were also spent on professional development, courtyard maintenance, and the Teens Make a Difference and FINRA Smart Investing programs.

Director Gubbin reviewed a budget proposal for FY2013. She noted that the City's Financial Officer, Ronnie Belton, had verbally requested a 15% budget cut from the library's operating budget during a phone conversation; library administration has not received any formal request for a budget proposal. She reported that, based on feedback from Trustees, the Jacksonville community, and City Council members, the FY2013 budget proposal opts to reduce service hours instead of close branches. The goal in this proposal is to reorganize the operational structure of the library to make it more efficient and cost effective to operate; to focus the library's services in two key directions, services to children & youth and delivery of e-services; to maintain 7-day a week service in 5 locations; and to keep all libraries operating but with reduced hours and fewer staff members. Director Gubbin reviewed the details of the proposed restructuring. She reported that the materials budget will be cut by \$500,000. Deputy Director Williams reviewed the proposed change in service hours; service hours will reduce by 119 hours per week throughout the system. Staffing will be reduced by 37 full time positions; there are currently 43 full-time vacancies and the city is on a hiring freeze. Director Gubbin noted that there has been a 27.3% decrease in staffing since 2007. Deputy Director King reviewed details on the line-item budget. Director Gubbin reported that the proposal is due today; she asked the Board to make a motion to approve the direction of the proposal as opposed to the specific dollar amount, giving staff the ability to quickly change the proposal as other requests from COJ Administration are received. General Counsel Reingold agreed that the library has a more difficult time than other departments updating budget proposals because the Board must approve the proposal; other department directors report directly to the Mayor's Office. **Trustee Simmons made a motion to approve the budget goals and approach to conform to the request from the Office of the Mayor for the library's FY2013 budget, as outlined by the Director of the Jacksonville Public Library, by reorganizing the library system which includes reducing service hours and number of staff. Trustee Cannon seconded the motion.** Trustees discussed the ability to add an additional service priority within the reorganized structure of the library. Trustee Simmons called the question. **The motion passed unanimously.**

Director Gubbin restated that there are currently 43 full-time vacancies; there are two additional upcoming full-time vacancies. She noted that she had met with COJ Deputy CAO Karen Bowling to request that some part time positions be filled; a response has not yet been received. Director Gubbin reported that she be trying to meet again with Ms. Bowling to discuss filling some of the vacancies in order to maintain current hours. However, if at least some positions cannot be filled the Board will need to consider reducing hours of service.

### Governance Committee

The Governance Committee did not meet in February. Committee Chair Erin Skinner was not in attendance; Deputy Director Carolyn Williams reported in her absence. She reminded Trustees that they had approved the acceptance of the Lee Adams mural depicting the landing of Jean Ribault at Fort Caroline. The Board now needs to vote on the location for the mural to be installed at the Main Library. She reviewed the two potential locations: in the Grand Reading Room or in the entrance to Special Collections. General Counsel Dylan Reingold noted that there is some confusion over who the owner of the mural is; it may not be Mr. & Mrs. Corley as it was presented previously. Mr. Reingold recommended proceeding with a vote on the location, but understanding that there may be a delay in the process of receiving the mural. The unveiling of the mural is planned for May 1 as part of the celebration of the 450<sup>th</sup> anniversary of the landing of Jean Ribault. **Trustee Robbins made a motion to install the mural in the entrance to Special Collections; Trustee Perry seconded the motion. The motion passed with 5 in favor; Trustee Simmons abstained.**

### Trustee Reports on Elected Official Contacts

Chairman Selzer reported that Director Gubbin, Deputy Director Williams, and Trustees Skinner, Simmons, and Perry all attended FLA Library Day in Tallahassee on Feb. 1. They met with all three State Senators, two State Representatives, and several Representatives' Aides to discuss the importance of State Aid funding.

### Director's Report

Director Gubbin reported that Assistant Director of Facilities Management & Planning Luis Flores and Facilities Manager Robbie Tiedeman continue to work with OGC and the Services to the Disabled Office regarding the ADA citations the city received for library locations. Some items have been identified which will be taken care of; Mr. Flores and his staff are moving forward with these. The Bradham Brooks roof repair project came in with high cost bids – but the GMP (\$780,000) was approved by GGAC on 1/26/12. It is now awaiting the Mayor's office approval before the contract is processed.

Director Gubbin also reported that the library received only one response to the RFP for a consultant to assist the staff in Support Services to put together one or more RFI's in accordance with the recommendation of the Capacity Plan. It is from a reputable vendor and the staff is evaluating the response. The RFI's are expected to identify if the library can operate all or part of its IT services through outsourcing with greater efficiency and in a more cost effective manner than at present; the City IT Department has issued an RFP to outsource a number of services themselves including email, disaster recovery and their Help Desk service. Support Services staff has completed an RFP for a re-design of the library's website and expects it to go out on the street shortly; staff are looking for significant changes in the website to make it easier to use, such as lessen the number of "clicks" to get to important information.

JTA has agreed to continue the Ride to Read program by finding sponsors to finance each month. Director Gubbin met with the Deputy Executive Director Blair Fishburn and expressed a concern as to the long-term viability of this approach. However, because JTA is not willing to absorb the cost, this is what will happen for now; each month a set

of cards which provide free bus service for a day will be provided for the libraries to give to young people. New procedures have been put in place to account for the distribution of the cards and they will be subject to audit by staff from our business office. Carolyn Williams sent the Friends of the Library project proposals for funding with their most recent gift of \$250,000 for library projects. The exhibit about Abraham Lincoln has been visited by a number of school groups and every Friday there is a "Lunch with Lincoln" program. The Scavenger Hunt associated with the exhibit has been a big hit and Stanton College Prep School is giving extra credit for students who complete it. So far 12 teens are signed up for the debate on Saturday, February 11.

Director Gubbin met with Council Member Denise Lee to discuss her committee's work with regard to Hemming Plaza. CM Lee had put out the idea that the entrance to the library should be changed to the Main Street entrance with the Laura Street entrance closed. She agreed at the meeting that this was not a practical solution and agreed it would not be re-visited. Ava Barrett, Main Library Supervisor is attending the committee meetings and Director Gubbin will attend as her schedule allows.

Walt Bussells, GreenPointe Pathways and Jim Stevenson, VP, Military Public Safety and Security Division, FSCJ have agreed to co-chair the JCCI Study on Sustainable Funding for the Library System. Director Gubbin met with Laura Lane, JCCI to discuss the schedule of meetings and possible resource people to support their work; Director Gubbin also has a meeting set up next week with Walt Bussells who is co-chairing the JCCI study.

#### New Business

The budget was discussed when Finance Committee Chair Brenda Simmons reported earlier in the meeting.

#### Ex-Officio Member Report

There were no ex-officio members present.

#### Mayor's Office Report

There was no representative from the Mayor's Office.

#### Foundation Report

There was no representative from the Foundation.

#### Friends' Report

Friends of the Jacksonville Public Library president Harry Reagan reported that the next Book Warehouse Sale will take place March 1-3.

#### Confirmation of Future Meeting Dates

Chairman Selzer confirmed the dates of the next meeting on March 8 at the Main Library.

#### Adjournment

The meeting adjourned at 1:45pm.



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Jim Seizer, Chairman, Board of Library Trustees



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George Robbins, III, Secretary, Board of Library Trustees

March 8, 2012

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Date Approved by the Board of Library Trustees