

Minutes
Board of Library Trustees
Main Library
Thursday, February 13, 2014

Board Members Present:

Brenda Simmons-Hutchins, Chair
Erin Vance Skinner, Vice-Chair
Jackie Perry
Guy Anderson
Marc Hardesty
Mark Wood
Gerald Reid
Sybil Ansbacher
Bill Gulliford, Council President, Ex-officio

Board Members Absent:

Christina Stallings, Secretary
Ronnie King
Jim Selzer
Greg Anderson, Councilmember, Ex-
Officio
Kimberly Davis, DCPS Representative, Ex-
Officio

Others Present:

Barbara Gubbin, Director
Carolyn Williams, Deputy Director
Mark Merritt, Deputy Director
Eric Lawrence, Assistant Director
Of Facilities
Julie McNeil, Assistant Director for
Public Services
Gretchen Mitchell, Assistant Director
For Support Services
Richard Mott, Manager of Strategic
Initiatives
Mitesh Sangani, Conference Center
Manager
Marshelle Berry, Webb Wesconnett
Region Manager

Harry Reagan, Friends of the Jacksonville
Public Library
Karen Walker, Manager for E-Services
and Digital Access
John Sawyer, Office of the General Counsel
Greg Pease, Chief of Procurement
Sharon Coon, Friends of Brentwood Branch
Library
Helene Kamps-Stewart, Friends of the Murray
Hill Library
Celia Miller, Friends of the Dallas Graham
Branch Library
Jane Harris, West Region Manager
Kimberly Keen, Administrative Aide

Call to Order

Chair Brenda Simmons-Hutchins called the meeting to order at 12:09pm.

Introduction of Guests

There were no guests.

JPL Awards

Chair Simmons-Hutchins presented JPL staff with 1st Quarter JPL Awards. Stacey Van Hoy, Librarian at Mandarin Branch Library and Charlene Ovshak, Library Assistant at Main Library/Facilities received the Model the Way Award. Raymond Neal, Librarian Senior at Murray Hill Branch Library and Diane Alexander, Library Assistant at Main Library each received the Challenge the Process Award. Sharon Kirkes, Librarian Senior at Webb Wesconnett Regional Library received the Enable Other to Act Award.

Michael Soto, Contract Administration Coordinator at Main Library/Facilities received the Model the Way Award and Employee of the Quarter Award.

Presentation

Chief of Procurement, Greg Pease presented the Board with a PowerPoint Presentation regarding the Procurement Process Cycle.

Approval of Minutes

Trustee Hardesty made a motion to approve the minutes from the January 9 Board meeting; Trustee Skinner seconded the motion. The motion carried unanimously.

Trustee Hardesty made a motion to approve the minutes from the February 6 Board Work Day; Trustee Skinner seconded the motion. The motion carried unanimously.

Ex-Officio Report

Council President Bill Gulliford asked if he could speak at the beginning of the meeting. He stated that he recently went before the Duval Delegation to support the J-1 Bill and the J-4Bill, related to the library independent taxing district, came up at that time, to be passed without a resolution from the Council. He and Councilmember Crescimbeni agreed to sponsor a resolution to allow the J-Bill about the Library taxing district to be considered by the City Council. It has been considered by Council Committees but deferred due to legitimate concerns; for example the inter-local agreement tax difference between the City, Baldwin, and the Beaches. On Tuesday, he withdrew his sponsorship of the bill. He highlighted one of the council auditor's questions as to debt. If assets are transferred, does the library district assume the Better Jacksonville Plan debt? In his answer to the City Council Auditor's question, Mr. Brinton answered no, the debt would not transfer. Another example was the governing board made up of 5 already elected officials. Mr. Gulliford would prefer a 7 member board elected by the people. He used Soil and Water Conservation as an example. He feels due to time constraints the bill is being pushed too hard and will have negative consequences. He suggested that the Library Board have more input and should read the Council Auditor's questions. Chair Simmons-Hutchins asked him what the proper way to proceed would be. He advised that would be the City Council to adopt a resolution, debate and vote.

Chair's Report

Library Legislative Day in Tallahassee

Chair Simmons-Hutchins reminded the Board that Library Legislative Day in Tallahassee is on March 25, 2014. She said this is an opportunity for us to speak with our legislators in person about the benefits of the library to the community and to advocate for State Aid funding. Those who are interested in attending should let Director Gubbin and Kimberly Keen know. Library staff will create a schedule of meetings that day. Details will follow as the date gets closer. She reminded the Board that Director Gubbin is chair of the FLA Legislative Committee.

Strategic Discussion: Work Day Debrief

Chair Simmons-Hutchins discussed the first draft of the FY2015 Budget. She explained that the Board wanted to submit a growth budget, and that in the past we have waited for the City to give us their parameters for the budget. This year it was decided that the Board would be proactive. The Library will need \$3 million more in order to effectively begin to restore library service levels. She referred to the FY 2015 Library Budget Fund the Future handout. Director Gubbin explained that this is the first step in three years of budget increments that would get the library to service levels for the 21st century library which we would want.

Ms. Gubbin reviewed each element in the staff's Fund the Future Proposal. The first element would restore hours of service to the Main and Regional libraries. The Board's Finance Committee had asked for a detailed costing if all hours were returned and the staff will work on providing this. The second step is to invest \$500,000 into collections. Fund the Future, focus on youth; this proposal will add youth librarians and two additional E-Specialists to serve the youth.

There is concern about the Conference Center's ability to generate enough revenue to support itself. This proposal will move some of the operating costs of the Conference Center to the General Fund.

The next proposal deals with the ability to access our servers behind the City's firewall and take advantage of new online service options.. The library is proposing that we move our integrated library system into the Cloud and pay for that service rather than use City ITD services for this purpose.

Fund the Future proposes up front, before we get the budget numbers from the City that we follow what the Capacity Plan recommended and close Maxville Branch Library. A vending machine would be purchased so the public can still check out items using automated library services. In response to a question, Ms. Gubbin was unable to say what would happen to the library building. There was discussion at the Work Day concerning the need for an Oceanway Library; it has been proposed that a vending machine be placed in the northside area of town. The vending machine will not fit in the Oceanway Community Center so an alternative location would need to be found. The possibility of re-purposing two libraries, Brown Eastside and Brentwood, into Centers for Enrichment and Learning was proposed. These centers would focus on family literacy and after school programs for children. The final item is additional funding to strengthen the library training budget by adding resources for a Training Specialist. The City has a very limited training department.

The Board was reminded that this was a proposal from the staff to the Board. Once the Board has decided on its proposed FY 2015 budget, the staff will produce a one page document to leave behind when talking with elected officials and others.

Trustee Wood questioned why we were asking for additional monies over the current budget for the Centers for Enrichment. He asked why costs would be more to operate a learning center than to operate a library. Deputy Director Williams explained that it was due to onetime startup costs as well as additional full and part time employees. The

staff needed at the learning centers would be different job classifications than those of a library.

Trustee Anderson stated that the ideas regarding the learning centers should include a library as well. He also questioned the vending machine being placed at the library. He asked if there was another option to make this more attractive. He addressed the Conference Center funding as well and said he thought it should be kept separate from the General Fund.

Chair Simmons-Hutchins explained that an Ad-hoc committee was appointed to look at repurposing Brentwood Library but has not met yet. The ideas in the staff proposal are good, but prematurely put on the table. The issue should be deferred until the Ad-hoc committee brings their recommendations before the Board. She advised that there needed to be a motion to accept or modify the proposed FY 2015 Library Budget.

Trustee Wood made a motion that the \$5 million for the return of hours to 2011 levels, the \$3 million for fully funding the materials budget, and the Fund the Future: Centers for Enrichment and Learning be deleted from the proposed FY 2015 Library Budget. Trustee Hardesty seconded the motion. The motion carried unanimously.

Trustee Wood made a second motion to delete the closing of Maxville Library from the proposed budget. He believed closing any library is sending the wrong message. He stated the Board has proposed closing Maxville Library for the past three years. The City Council has had no appetite for closing any libraries. He said that the savings here do not justify closing the library.

Trustee Wood made a motion to delete the closing of Maxville Branch Library from the proposed FY2015 Library Budget Proposal and keep it a fully functioning library. Trustee Hardesty seconded the motion. The motion failed; Trustees Wood, Hardesty, and Reid were for the motion. Trustees Skinner, Anderson, Ansbacher and Perry opposed the motion.

Trustee Reports:

Task Force on Consolidated Government

Trustee Guy Anderson has attended these meetings. He advised that the committee will bring forth a series of recommendations in the first part of March. The committee will bring a report to the City Council in April.

Special Budget Analysis Committee

Trustee Skinner advised this committee has not met as of yet.

Committee Reports

Finance Committee

Trustee Erin Skinner reported that the Finance Committee had met that morning to review reports for January 2014. The Committee discussed the Friends wish list and the proposed FY 2015 Library Budget. They had no actions to bring before the Board.

Governance Committee

Trustee Gerald Reid reported that the Governance Committee had met that morning. There was no quorum present. The committee discussed the Recognition/Naming Policy. There will be more information to come on this. Trustee Reid asked Deputy Director Merritt to update the Board on the Conference Center Fee Schedule and Policy changes. Deputy Director Merritt handed out the revised schedule and policy. The Fee Schedule was amended to include the G5 Promenade (formerly the café space). Two items were deleted from the FY 2014 Budget to include the dance floor and wedding chairs. The revenues do not allow for these items to be purchased. The Conference Center Policy was amended to include the Lounge at 303 North and the new G5 Promenade spaces and descriptions.

Trustee Reid made a motion to accept the changes on the documents; Trustee Ansbacher seconded. The motion carried unanimously.

Ad hoc Committee on Learn to Read Contract

Trustee Ansbacher said the report is in the hands of the committee for their consideration.

Ad hoc Committee on Brentwood Repurposing

Trustee Wood advised the committee had not met as of yet.

Ad hoc Committee on Bylaws Revision

Trustee Hardesty, Chair of the committee explained that the committee reviewed the previous bylaws. They brought the bylaws up to date. He wanted to highlight the most interesting change was adding a bylaw regarding a tied vote, as nothing existed previously. In the event of a tied vote, the Chair person would vote to break the tie. One of the concerns of the committee regarding the old bylaws was no assurance that the supporting groups affiliated with the library were working sufficiently closely with the Library. A Memorandum of Understanding is now being required between the library/trustees and the various Friends Groups. The committee voted unanimously to accept the bylaws.

**Trustee Hardesty made a motion to adopt the revised bylaws.
The motion carried unanimously.**

Director's Report

Director Gubbin went over the Trend Reports. She also advised that the Beaches Library may have to close during the renovations. This is still being discussed and there will be more information to come. She commended Assistant Director for Support Services Gretchen Mitchell and Manager Karen Walker for their hard work on the PHAROS upgrade.

Old Business

There was no old business.

New Business

Chair Simmons-Hutchins would like the Board to be thinking about its position on the independent taxing district. She explained that she had a conversation with Councilwoman Denise Lee before the Tuesday City Council meeting. Councilwoman Lee asked Dr. Simmons-Hutchins if the Board had developed a resolution regarding the J-Bill and the independent taxing district. Chair Simmons-Hutchins would like a sense of what the Boards' thoughts are at this point. She asked Deputy Director Merritt to comment on the meeting he attended of the ad hoc committee on the Fiscal Impact Statement related to the straw ballot. He reported that the outcome of the meeting was that Cindy Laquidara of the Office of General Council and William Brinton would draft a statement for consideration of the committee. He also advised that the J- Bill resolution on the Council agenda was not passed as an emergency.

Trustee Wood expressed concern that the Board does not really understand the details of the resolution/J-Bill, referring to the questions prepared by the City Council Auditor. He did not understand the process of how the answers were developed that were given to the council auditor. He suggested before the Board adopt a resolution or position, they needed to be better educated.

Trustee Hardesty agreed with Trustee Wood. Trustee Skinner had read the bill but feels it's not detailed enough. She wants to make sure the J-Bill and Budget conversations are handled separately. Harry Reagan explained to the Board that it was originally thought to keep the Board out of the discussions of the J-Bill so it didn't interfere with Budget talks.

Director Gubbin advised that there will be a straw ballot vote on August 26, 2014 to determine if the citizens would like the opportunity to have a binding vote for an independent library taxing district. She advised that the straw ballot would happen regardless and the focus is now on the 75 word fiscal impact statement. She agreed with holding a workshop where the Board can raise their own questions and come up with the answers where possible.

Chair Simmons Hutchins explained that the Board has the basic information; they need to take the information and have a separate session as a workshop just to discuss this bill. The Board needs to be more actively involved in understanding what is going on. She asked for a doodle poll to be sent out to find a common date and time for a quorum to discuss this.

Ex-Officio Report

Council President Gulliford reported at the beginning of the meeting. Councilmember Greg Anderson and DCPS representative Kimberly Davis were not in attendance.

Mayor's Office Report

There was no report from the Mayor's Office.

Foundation Report

There was no report from the Foundation

Friends Reports

Harry Reagan advised that all the Friends reports were in the Board binders for review.

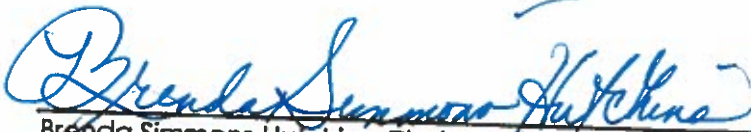
Sharon Coon of the Friends of Brentwood Library advised they are holding their First Black History Essay Contest.

Comments from members of the public

There were no members of the public present.

Adjournment

The meeting adjourned at 2:39pm.



Brenda Simmons-Hutchins, Chair, Board of Library Trustees



Christina Stallings, Secretary, Board of Library Trustees

April 10, 2014

Date Approved by the Board of Library Trustees

