

Minutes
Board of Library Trustees
Main Library
Thursday, February 14, 2013

Board Members Present:

Brenda Simmons-Hutchins, Chair
Erin Vance Skinner, Vice-Chair
John Gibson
Ronnie King
Gerald Reid
Jackie Perry
Rita Cannon
Mark S. Wood
Daniela Simic, DCPS Representative, Ex-officio

Board Members Absent:

Christina Stallings, Secretary
Jim Selzer
Council President Bill Bishop, Ex-officio
Councilman Ray Holt, 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

Luis Flores, Assistant Director for Facilities and Planning
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
Karen Walker, Manager of e-Services & Digital Access
Guy Anderson, Trustee Nominee
Harry Reagan, President of Friends of the Jacksonville Public Library
Chuck Mann, Friends of the Murray Hill Library

Call to Order

Chair Brenda Simmons-Hutchins called the meeting to order at 12:00pm; there was a quorum present. She recognized Trustee John Gibson upon his resignation from the Board with a book that will be placed in the collection in his honor.

Staff Presentation

Karen Walker, Manager for e-Services & Digital Access, presented information about this new department to the Board. She highlighted the services the department currently provides as well as plans for the future. Director Gubbin noted that the group has been innovative in finding ways to create computer labs at several locations.

Approval of Minutes

Trustee Perry made a motion to approve the minutes from the January 10 Board meeting; Trustee Skinner seconded the motion. The motion carried unanimously.

Chairman's Report

Chair Simmons-Hutchins reported that she attended the Jacksonville Black History Calendar unveiling event at the Main Library on January 17. She said that the Conference Center staff did a great job with changing the location to the Hicks Auditorium at the last minute due to an unexpectedly large crowd. She also attended the Regency Square Branch Library 40th Anniversary Celebration on January 30. Councilmen Clay Yarborough and John Crescimbeni were both in attendance to present a resolution to the branch staff. She reported that two JAX2025 community meetings have been held at the Prime Osborn Convention Center. Library staff have attended these meetings to represent JPL. Trustees Ronnie King, Rita Cannon, and Guy Anderson also attended at least one of these events. She reported that Trustee Ronnie King took part in Reclaiming Young Black Males for Jacksonville's Future—the 5th Urban Education Symposium held at the Main Library on Feb. 2. Trustee Ronnie King also visited the Brown Eastside jobs lab on January 30. Library Assistant Tony Williams gave him a tour and talked to him about the programs and services offered at the branch. He reported that staff are doing an excellent job at helping customers with economic success.

Strategic Discussion: Workday Debrief

Richard Mott, Manager for Strategic Initiatives, gave an overview of the Board Work Day. Chair Simmons-Hutchins noted that the purpose of the day was to lead trustees to creating a personal advocacy plan. Trustee King reported that one of his big take-aways from the day was the need to inform people about the services that are offered at the library.

Trustee Contacts with Elected Officials

Andi Hammond, Executive Assistant to the Director, will work with Trustees to schedule appointments with City Councilmembers. Trustees were asked to contact her with dates and times when they are available for meetings.

Committee Reports

Finance Committee

Committee Chair Erin Skinner reviewed the January 2012 financial reports. General Fund revenue totals for this year are 25.1% of budgeted total; personnel expenditures are at 29.2% of total. The Conference Center received \$45,207 in rental revenues in January. Total revenue for the year is \$102,610 or 45.6% of the desired income of \$225,000. November FF&E expenditures and encumbrances in State Aid were \$95,344.47. The Library Board Trust received \$290.90 in contributions and donations. Expenditures were incurred for Talking Books, various programs, and program materials. Various programs funded by the Friends of the JPL had activity including Volunteer Support, Staff Development, Adult Programming, the E-Newsletter subscription was renewed, Customer Digital Access and Traveling Tales. The Foundation account received a \$1,500 grant from the Shell Oil Company through the Florida Humanities Council for the 2012-2013 Prime Time Reading Program.

Personnel Committee

There was no report from the Personnel Committee.

Governance Committee

Committee Vice-Chair Gerald Reid reported that Pat Morrison, Library Supervisor for the Urban Library Centers, joined the committee at their last meeting to discuss providing library services in the urban core. They reviewed the report from a meeting between Trustee Perry, Deputy Director Williams, and Mrs. Morrison. The Committee decided to hold an extended meeting in March at one of the Urban Library Centers in order to get a better idea of the challenges that these branches face.

Director's Report

The new roof has been completed at the Bradham Brooks Library. The glass block installation related to the roof replacement at the Southeast Library will begin soon but we continue to see the contractor dispute payment for the many books which were destroyed when he allowed rain to enter the building during the repair. The contract for the Beaches Library roof has been sent to the vendor and a proposal is being revised for the window repair. We are waiting for bid documents for the Mandarin roof repair and this is also the status of the Willowbranch Library where we need to address the water intrusion issues again. The waterproofing work has been completed at the Brentwood Library with re-roofing underway. We are expecting this to be completed by the end of February. A purchase order has been issued to re-roof the Webb Wesconnett Library with an early March start date. There has been some exciting work completed at the San Marco Library in the design and re-working of the area which will be designated for teens. We expect to hold an event with the Council Member and other dignitaries – including trustees - in March. The Southeast Library automated return is complete; there is still one issue with one of the bins not receiving the correct items but overall it is working well. Staff has suggested we have a naming contest among the youngest customers at Southeast who can now look at the automated return operating through a window we installed in their department. The next phase of the project is to remove and completely re-work the circulation desk. We have been inventorying JPL's computers, monitors, phone lines, cell phones and air cards for City ITD over the past month. This has been a very time consuming process. We have recommended that ITD use an inventorying company as we do to inventory our library collections but with no real response to date; in the long term using library staff to do this is not viable in terms of staff time needed to devote to it. The Big Read featuring the book A Lesson before Dying kicked off on February 2 in partnership with WJCT, Duval County Schools, Clay County Schools and Theatre Jacksonville. Staff gave away copies of the book and schedules of the many events to be held over the next month at Art Walk. Governor Rick Scott has included funding for State Aid to Libraries in his budget for next year. However, it is at a level less than this year. Director Gubbin encouraged Trustees to attend Library Day in Tallahassee to advocate for State Aid. The lease with One Spark, Inc. to utilize the café space at the Main Library for their event headquarters was approved by City Council on Tuesday.

Old Business

There was no old business.

New Business

There was no new business.

Ex-Officio Member Report

DCPS Representative Daniela Simic reported that DCPS is working on communicating their strategic plan to the community. One goal is developing the "whole child"; she said she thinks the library fits this goal and would like to include the library in a rally surrounding the strategic plan to be held on May 4th. She also said she didn't think the community is aware of the extent to which the library's budget has been reduced.

Mayor's Office Report

There was no report from the Mayor's office.

Foundation Report

Trustee Skinner reported that the Foundation Search Committee had conducted phone interviews with four candidates for the development director position and narrowed it down to three for in-person interviews. These will be conducted in the next couple of weeks.

Friends Report

Chuck Mann, with Friends of the Murray Hill Library, reported that the group will hold its annual meeting on Feb. 19 at the Edgewood Bakery. They will install new board members—Helene Kamps-Stewart will be the new president.

Harry Reagan, President of the Friends of the Jacksonville Public Library, reported that the next Book Warehouse Sale begins Feb. 22. Memberships cost \$10. He is beginning to meet with the various CPACs about the petition drive.

Confirmation of Future Meeting Dates

Chair Brenda Simmons-Hutchins reminded attendees that the next meeting will be held on March 14 at the Main Library.

Adjournment

The meeting adjourned at 1:25 pm.



Brenda Simmons-Hutchins, Chair, Board of Library Trustees



Christina Stallings, Secretary, Board of Library Trustees

March 14, 2013

Date Approved by the Board of Library Trustees