

Minutes  
Board of Library Trustees  
Main Library  
Thursday, March 8, 2012

Board Members Present:

Jim Selzer, Chair  
Jackie Perry  
Rita Cannon  
Christina Stallings  
Gerald Reid  
Erin Vance Skinner  
John Gibson  
Mary Mickel, DCPS Representative, Ex-officio

Board Members Absent:

Brenda Simmons, Vice-chair  
George W. Robbins, III, Secretary  
Mark S. Wood  
Council President Stephen Joost, Ex-officio  
Councilman Doyle Carter, Ex-officio

Others Present:

Barbara A.B. Gubbin, Director	Richard Mott, Manager for Strategic Initiatives
Andi Hammond, Executive Assistant to the Director	Robert Tiedeman, Facilities Manager
Barrett King, Deputy Director	Michael Sullivan, Administrative Supervisor
Carolyn Williams, Deputy Director	Mitesh Sangani, Conference Center Manager
Gretchen Mitchell, Assistant Director of Support Services	Dylan Reingold, Office of General Counsel
Lisa Peterson, Technology Systems Administrator	Kelley Boree, Interim Director of Parks & Recreation
Kathy Lussier, Assistant Director of Community Relations and Marketing	Harry Reagan, President of the Friends of Jacksonville Public Library
Luis Flores, Assistant Director of Facilities & Planning	Helene Kamps-Stewart, Friends of the Murray Hill Library

Call to Order

Chairman Jim Selzer presided; he called the meeting to order at 12:05pm. A quorum was present.

Introduction of Guests

No guests were present.

Approval of Minutes

**Trustee Skinner made a motion to approve the minutes from the February 9 Board meeting; Trustee Perry seconded the motion. The motion carried unanimously.**

Chairman's Report

Chairman Selzer reported that he, Trustee Wood, and Director Gubbin had attended the Jacksonville Public Library Foundation (JPLF) Board meeting last week. The JPLF Board decided that they want to hire a person into a leadership position for the

Foundation Office. They asked that there be representation from the Board of Library Trustees on the search committee. Assistant General Counsel Reingold reminded the Board that meetings of this search committee would need to be noticed, public meetings. Chairman Selzer asked Trustees Perry and Skinner to serve on the search committee; both agreed.

Chairman Selzer also reported that he, along with past Board Chair Joy Korman, presented at the first public meeting for the "Check it Out: Independent Library Funding" study being conducted by JCCI. They provided an overview and background on funding of the library including the Better Jacksonville Plan. The meetings will continue through April; Manager for Strategic Initiatives Richard Mott will send further information about the study to the Board.

Chairman Selzer reported on the meeting with the Friends of the Jacksonville Public Library last week; he and Trustees Skinner, Simmons, Reid, and Cannon represented the Board. He also reported that the Board continues to have two vacancies, one each in At-Large Districts 1 and 4. He noted that he has approached two people about serving on the Board; one person has declined to serve, the other has not yet responded.

Chairman Selzer also followed-up on the Board work day held in February. He reviewed the "elevator speech" on the library that was developed by Trustees. He reviewed steps that had been taken towards the Capacity Plan recommendations. He noted that the Board needs to focus on creating an action plan around the capacity plan recommendation to provide more equitable service to the Oceanway and Urban Core areas of Jacksonville. Director Gubbin noted that staff are working on an action plan for this recommendation that will include key stakeholders to whom the Board needs to speak and from whom the Board needs buy-in around the recommendation. Trustee Gibson noted that the Oceanway area will have a new councilmember when redistricting takes effect. Director Gubbin said that the Board needs to begin speaking with the current councilmember who has shown growing support for library services in the area by providing funds for additional book lockers at the area community center.

## Committee Reports

### Finance Committee

The Finance Committee did not meet. Trustee Gibson gave a brief report of the financials stating that all funds are tracking as expected. The library currently has 44 vacancies; the city is still on a hiring freeze but will allow the library to hire several clerks and part-time positions. He also reported that the Conference Center continues to do well and is 5% ahead of the revenue target for this time of year.

### Governance Committee

Committee Chair Erin Skinner reported on the Governance Committee meeting held last week. The committee reviewed the Unattended Child policy. Changes were made to clarify procedure; staff will now call JSO for all children under 18 left unattended after the library closes if the parent/guardian is unable to be reached. Trustee Skinner also reviewed the trespass appeal by Mr. Jordan Wingard. The committee found that the trespass policy was appropriately followed by staff. The committee altered the terms of

the trespass based on discussion with Mr. Wingard and his mother, Ms. Tanjee Jones. The final decision included: a trespass (starting from December 28, 2011) until the end of March 2012, a written apology to staff and a personal apology to Teen manager at the Main Library Keli Likins, restriction from using all video games until the end of June 2012, and required promotion to 9<sup>th</sup> grade. If Mr. Wingard has one incident between when his trespass ends and when the original trespass would have ended (December 28, 2012), or if he is not promoted to the 9<sup>th</sup> grade, the original trespass period would be reinstated. He must provide documentation of being promoted to 9<sup>th</sup> grade to Ms. Likins no later than July 1, 2012.

Committee Chair Skinner also reported that she and Director Gubbin attended a meeting with GSPI on public-private partnerships. Director Gubbin noted that several councilmembers were also in attendance.

#### Trustee Reports on Elected Official Contacts

Chairman Selzer noted that Councilman Jim Love visited the Willowbranch Library for a Music & Movement program on February 28; Trustee Skinner also attended.

Councilman Bill Gulliford was scheduled to visit the Southeast Branch for Storytime on February 29 but had to cancel at the last minute. Councilman Don Redman visited the Job Fair at the Main Library on March 6; Trustee Cannon attended and introduced the Councilman.

#### Director's Report

Director Gubbin thanked Trustee Perry for her help and the help of Beaver Street Enterprises with getting vendors to participate in the jobs and career fair this week; more than 400 job seekers attended.

She reported that State Aid was approved at \$23.1M in the state budget. She reported that some major publishers will not allow their e-books to be lent by public libraries; one, Harper Collins will only allow an e-book to be circulated 26 times before a new copy must be leased; and Random House announced last week that it will triple or at least double the price of its e-books for public libraries. Some e-books will cost us over \$100 when the print version with our discount costs about \$20.

The Conference Center hosted a major event sponsored by the Indo-USA Indian Chamber of Commerce with Cabinet Secretary Chris Lu as the featured speaker. Librarians staffed a table with information about our services to business; they also represented the library at the mayor's Business Outreach Event at the Prime Osborne Convention Center.

In a partnership with SMG, the company which manages the Arena, and Disney on Ice JPL held a book drive for children's books. Those attending the show could donate 3 books and get one free ticket; over 1,600 books were donated. These will support projects by the children's librarians at the Highlands and Dallas Graham Branch Libraries out in the community at day care centers and schools.

Director Gubbin has had two meetings with the City HR department about the need to fill part time (8FTE) and a limited number of full time positions in order to continue

operating the libraries at their current complement of hours. The library has been told it can fill part time positions; however the library may only fill two of the seven full time positions. She indicated to HR that if we cannot fill the seven positions the Library Board will need to consider reductions in service hours. The library currently has 44 full time vacancies, 2 pending full time vacancies, and 5 staff out on FMLA. This represents a 14% vacancy rate and is moving higher. Some of the smallest libraries are operating with only 2 full time staff with other staff moved in and out when warranted thus leaving their "home" library short.

She thanked ex-officio Board member Mary Mickel; libraries are serving as host to meetings for parents on the new FCAT regulations which will require much higher grades to pass the FCAT. There has been good attendance at the meetings so far and it has brought youth librarians and other library staff together with teachers, principals and parents.

She reported that the Main Library had been nominated for the Top 100 Buildings in Florida. She encouraged trustees to vote.

#### Ex-Officio Member Report

Ex-officio member Mary Mickel thanked the library for allowing DCPS to utilize the libraries for the meetings with parents which were mentioned by Director Gubbin.

#### Mayor's Office Report

Interim Director of Parks and Recreation Kelley Boree reported that the administration is working on the FY13 budget and information should be distributed to departments at the end of April.

#### Foundation Report

There was no representative from the Foundation.

#### Friends' Report

Friends of the Jacksonville Public Library president Harry Reagan reported that the book warehouse sales are doing well and they will continue with these instead of the sale at the fairgrounds that had been held in the past. He noted that he had spoken with Mayor Brown on the way into today's meeting and Mayor Brown joined the FJPL on the spot.

Friends of the Murray Hill Branch Library representative Helene Kamps-Stewart thanked Harry for the help from FJPL on their membership drive which is going on in March. She noted that they are offering a joint membership with Murray Hill Friends and FJPL.

#### Confirmation of Future Meeting Dates

Chairman Selzer confirmed the date of the next meeting on April 12 at the Main Library.

#### Adjournment

The meeting adjourned at 1:20pm.

---

Jim Seizer, Chairman, Board of Library Trustees



George Robbins, III, Secretary, Board of Library Trustees

April 12, 2012

---

Date Approved by the Board of Library Trustees

