

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

Board Members Present:

Brenda Simmons-Hutchins, Chair
Erin Vance Skinner, Vice-Chair
Christina Stallings, Secretary
Jim Selzer
Guy Anderson
Ronnie King
Jackie Perry
Mark S. Wood
Daniela Simic, DCPS Representative, Ex-officio

Board Members Absent:

Gerald Reid
Rita Cannon
Council President Bill Bishop, Ex-officio
Councilman Ray Holt, Ex-officio

Others Present:

Barbara A. B. Gubbin, Director
Mark Merritt, Deputy Director
Andi Hammond, Executive Assistant to the Director
Gretchen Mitchell, Assistant Director for Support Services
Kathy Lussier, Manager, Community Relations and Marketing
Richard Mott, Manager of Strategic Initiatives
Julie McNeil, Assistant Director for Public Services
Laura Minnich, Manager for Youth Services & Community Outreach
Luis Flores, Assistant Director for Facilities and Planning

Carolyn Williams, Deputy Director
Michael Sullivan, Southeast Region Manager
Mitesh Sangani, Conference Center Manager
John Sawyer, Office of General Counsel
Connie Holt, Assistant to Councilman Ray Holt
Harry Reagan, President of Friends of the Jacksonville Public Library
Judy Klein, Friends of the Murray Hill Library
Celia Miller, MANIA
Bill Brinton, Presenter
John Burrell, Assistant to CAO & DCAO

Call to Order

Chair Brenda Simmons-Hutchins called the meeting to order at 12:15pm; there was a quorum present. The Board recognized Mrs. Judy Klein for her service as the former president of the Friends of the Murray Hill Library. Mrs. Klein served as president of the group from its formation; her term recently ended. She has been a huge supporter of both the Murray Hill Branch Library and the Jacksonville Public Library as a whole. To honor her, the book, Positively 4th Street: The Lives and Times of Joan Baez, Bob Dylan, Mimi Baez Farina and Richard Farina will be placed in the Murray Hill Branch Library collection.

Special Presentation

Mr. Bill Brinton, an attorney with Rogers Towers Attorneys at Law, gave an update on the petition drive. He reported that 7,600 petitions had been certified so far; in order for the measure to be placed on the ballot in 2014, there needs to be 26,000 certified petitions. He also explained the process of how to collect signatures and have them notarized. Mr. Brinton brought packets of petitions and encouraged everyone present to take a packet and collect signatures.

Approval of Minutes

Trustee Anderson made a motion to approve the minutes from the February 14 Board meeting; Trustee King seconded the motion. Mrs. Judy Klein asked that wording in the Friends Report section be

changed to reflect that the annual meeting had not yet occurred at the time of the February 14 board meeting. The motion carried unanimously.

Chairman's Report

Chair Brenda Simmons-Hutchins announced that the City budget kick-off is scheduled for March 25th and budgets will be due on April 15. A Doodle Poll was sent to Trustees about holding a budget workshop; she confirmed that the workshop will be held on April 4 at 11:00am at the Westbrook Branch Library. This workshop will allow the Board to discuss the budget prior to voting at the full Board meeting on April 11. She pointed out three new documents for Trustees to utilize in discussions with community groups and elected officials. The Governance Committee will meet immediately following the budget workshop.

Trustee Contacts with Elected Officials

Chair Simmons-Hutchins attended the Mayor's Education Summit on the first day and spoke with Council members Reggie Brown and Kimberly Daniels; Trustee Ronnie King attended the second day of the Mayor's Education Summit. Chair Simmons-Hutchins, Trustees Jackie Perry, Erin Skinner, and Guy Anderson, along with Director Gubbin, Deputy Directors Carolyn Williams and Mark Merritt, and Friends of Murray Hill Library representatives Helene Kamps-Stewart and Missy Jackson attended Library Day in Tallahassee and met with several of our state legislators. They all reported receiving positive feedback from the legislators. Chair Simmons-Hutchins and Director Gubbin attended a meeting where Dr. Nikolai Vitti, Superintendent of DCPS, presented the school system's new strategic plan. She pointed out copies of the strategic plan included in attendees' information packets. Ex-Officio member and DCPS representative Daniela Simic noted that a majority of the feedback on the strategic plan had been positive so far. She noted that it outlines the system's core values, goals and strategies; they will be developing measurable objectives by August. Trustees Ronnie King and Erin Skinner attended the press event with the mayor at the Main Library recognizing the IBM Foundation for the seven KidSmart Kiosks that were donated to the library. Chair Simmons-Hutchins reported that Councilwoman Lori Boyer will attend the dedication of the new Teen Space at the San Marco Branch Library on March 21; she encouraged Trustees to attend the event. Councilwoman Denise Lee attended the dedication of the new roof at the Olga L. Bradham & Etta L. Brooks Branch Library; Chair Simmons-Hutchins, Trustees Ronnie King and Christina Stallings, and Friends of the Jacksonville Public Library President Harry Reagan were all in attendance.

Committee Reports

Finance Committee

Committee Chair Erin Skinner reviewed the February 2012 financial reports. Revenue totals for the General Fund this year are 35% of budgeted total. The Conference Center received \$12,018 in rental revenues in February; this is tracking on target. February FF&E expenditures and encumbrances in State Aid were \$9,784.01. \$4,321 was expended for the Customer Digital Access items, \$2,776 for Traveling Tales books and \$4,992 for continuing build out of the Tech Lab from the Friends of JPL account. The Trust received \$1,991.07 in contributions and donations. The State funded the LSTA Grant program with their third of four distributions of \$21,593.50. The Foundation received \$4,000 from the Atlantic Foundation of North America to support the Poetic Voices of the Muslim World Program.

The Finance Committee made a recommendation to the Board to approve the reallocation of Trust Fund resources as described in a request from the Director and to give the Director the discretion to make changes to the request based on a decision from the Friends' group. Trustee Anderson asked for background information about the available funds. Director Gubbin explained that there had been \$93,476 allocated in the Board Trust Fund for the purchase of a catalogue overlay. This allocation has not been expended because we were not able to find an acceptable overlay. We were recently able to upgrade our current catalog into a seamless system that made a catalog overlay unnecessary. Therefore, these funds are available to be reallocated to different projects. **The Board unanimously passed the recommendation.**

The Finance Committee made a recommendation to the Board to approve the list of CIP projects to be submitted to the city's Budget Office and to request to the Mayor's Office that the library be

represented on the CIP committees. Trustee Selzer noted that the library has not received capital funding since the completion of the Better Jacksonville Plan and that the library is not represented on the committees that choose the CIP projects. Trustee Anderson asked what projects other departments are submitting and at what funding levels. Director Gubbin responded that we will not know what other departments are submitting until after the submission date; she also noted that, compared to the Public Works Department, the amount of funding we are requesting is very small. **The Board unanimously passed the recommendation.**

Committee Chair Skinner reported that ITD will be changing their cost allocation model to be based on the IT systems used by each department, how many people use these systems, and to what level these systems are used; in the past they have allocated charges based on the number of computers each department uses.

Personnel Committee

Committee Chair Jackie Perry reported that she, Board Chair Simmons-Hutchins, and Director Gubbin had met to review the director's performance evaluation and set goals for the year. They will meet again to finalize these goals and to set action steps.

Governance Committee

Committee Chair Christina Stallings reported that the committee had met at the Dallas Graham Branch Library for its March meeting. They learned more about the branch and discussed the needs of the Urban Library Centers. They also reviewed the Privacy Policy and a customer concern about its compliance with the Patriot Act. Because the section of the Patriot Act that affects the library has been extended, without changes, through 2015, the Privacy Policy does not need to be updated.

Director Gubbin asked for clarification from Trustee Wood regarding a statement about library hours that was reflected in the committee minutes. Trustee Wood said he thought the approach of treating all libraries the same when cutting hours was the wrong approach; he would like to see several libraries open 6-7 days a week so that it is more convenient for customers to get to a library any day.

Director's Report

Director Gubbin noted the "Impact" document included in the attendees' information packets; she asked Trustees to read this and utilize it in conversations with elected officials. She also noted that most of the library's measures are trending down; however youth services staff have done a wonderful job offering almost as many programs as last year despite the cut in hours.

Old Business

There was no old business.

New Business

There was no new business.

Ex-Officio Member Report

Ms. Connie Holt, assistant to Councilman Ray Holt had to leave the meeting early and asked Director Gubbin to give her report. Director Gubbin reported that an email had been received from Councilman Holt's wife about the benefits of the library and praising the staff at the West Regional and Maxville Branch Libraries for their wonderful work. The email will be forwarded to the mayor's office.

Foundation Report

Trustee Selzer reported that there was no update from the Foundation.

Friends Report

Friends of the Jacksonville Public Library President Harry Reagan reported that the recent book warehouse sale was the second best the group has had since they changed to this format; they had over \$25,000 in sales.

Mrs. Celia Miller, a supporter of the Dallas Graham Branch Library and member of MANIA, reported that MANIA is no longer able to meet at that library because of the change of hours. She thanked the Board for allowing her to attend the work day in February and noted that she plans to attend more future Board meetings. She also noted that her community would like to see Sunday hours restored to the library.

Mrs. Judy Klein, Friends of the Murray Hill Branch Library, reported that they had two members attend Library Day in Tallahassee earlier in the week. The group also sent information to its members about the importance of State Aid to Libraries and contact information for our state legislators. Mrs. Klein announced that one of their members will be hosting a "Mad About Libraries" party on April 7 at the Blue Fish restaurant in Avondale; it is open to the public and donations will go to the Friends of the Murray Hill Library.

Mayor's Office Report

Mr. John Burrell, Executive Assistant to COJ CAO & DCAO, arrived shortly before the end of the meeting. He thanked the Board for allowing him to attend. He noted that, at a retreat of COJ department heads the day before and the connection between quality of life and the library was mentioned. He reported that the Mayor's Office thinks the libraries are important.

Confirmation of Future Meeting Dates

Chair Brenda Simmons-Hutchins reminded attendees that the next meetings will be held on April 11 and May 9. She stressed the importance of attendance at the April meeting because the Board will vote on the library's budget.

Adjournment

The meeting adjourned at 1:50 pm.



Brenda Simmons-Hutchins, Chair, Board of Library Trustees



Christina Stallings, Secretary, Board of Library Trustees

April 11, 2013

Date Approved by the Board of Library Trustees