

Minutes
Board of Library Trustees
Southeast Regional Library
Thursday, April 10, 2014

Board Members Present:

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

Board Members Absent:

Ronnie King
Gerald Reid
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
Kathy Lussier, Manager of Community
Relations and Marketing
Laura Minnich, Manager of Youth
Services and Community Outreach
Lisa Peterson, Technology Systems
Administrator
Marshelle Berry, Webb Wesconnett
Region Manager

Mitesh Sangani, Conference Manager
Suzanne Hudson-Smith, Executive
Director of Jacksonville Public
Library Foundation
Mark Hohnadel, Manager of Southeast
Regional Library
John Sawyer, Office of the General
Council
Aubrey Winship, Facilities Manager
Harry Reagan, Friends of the
Jacksonville Public Library
Helene Kamps-Stewart, Friends of the
Murray Hill Branch Library
Virginia Maxted, Friends of the Beaches
Branch Library
Sharon Coon, Friends of the
Brentwood Branch Library
Kimberly Keen, Administrative Aide
Christina Stallings

Call to Order

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

Introduction of Guests

Chair Brenda Simmons-Hutchins introduced former Trustee Christina Stallings and presented her with a book titled Where Nobody Knows Your Name: Life in the Minor Leagues of Baseball by John Feinstein. This book was placed in the Library Collection in honor of Christina's service to the Board of Trustees from 2011-2014. Chair Simmons-Hutchins thanked Christina for her service. Trustee Wood presented Christina with a handmade wooden bowl.

Chair Simmons-Hutchins asked Assistant Director of Facilities, Eric Lawrence to introduce new Facilities Manager Aubrey Winship.

Staff Presentation

Presentation was made by Mark Hohnadel, Manager of Southeast Regional Library about the regional library.

Approval of Minutes

Trustee Perry made a motion to approve the minutes from the BOLT Meeting, February 13, 2014, the Taxing District Workshop February 6, 2014, and the BOLT Meeting March 13, 2014. Trustee Hardesty seconded the motion. The motion carried unanimously.

Chair's Report

Election of Officers Timetable

Chair Simmons-Hutchins reminded Trustees that due to the change in the bylaws, the new "year" for officers will begin on October 1st. A nominating committee will be appointed in July. The committee will submit a slate of officers in August with the vote in September.

Riverside Arts Market

Chair Simmons-Hutchins advised that in celebration of National Library Week, Jacksonville Public Library and many of our Friends groups will be represented at the Local Authors Expo at Riverside Arts Market on April 19th from 10 until 4. There will be fun activities for kids and an opportunity to learn about upcoming library programs.

Ribbon Cutting for E-Classroom and Presentation of National Library Week

Resolution

Chair Simmons-Hutchins advised that on April 17th at 1:30pm, there will be a ribbon cutting ceremony for the new E-Classroom at Bradham Brooks Branch Library. Also on that day, City Council President Bill Gulliford will present her with a National Library Week Resolution. Along with Council President Gulliford, Councilmen Crescimbeni and Anderson, and other Council members will be in attendance.

Chair Simmons-Hutchins advised that she spoke at a recent City Council meeting regarding National Library Week.

Strategic Discussion: Library Day in Tallahassee Debrief

Chair Simmons-Hutchins stated that a group of 5 attended Library Day; in attendance were herself, Director Gubbin, Deputy Director Williams, Daniel Kibler, Murray Hill Branch Library Friends and Roxanne Henkle, Willowbranch Branch Library Friends. They met with Senator Gibson who gave them an update on the progress of the J-Bill (Independent Library Taxing District) and explained what the next steps in the process should be. In some cases they met with Representatives' aides as was the case with Representative Mia Jones who was ill. Chair Simmons-Hutchins explained that public libraries are asking for \$1 million more dollars than was recommended by the governor. Director Gubbin explained that the House has put \$3 million in construction funds. They are asking the Senate to do the same. Chair Simmons-Hutchins spoke about funding for the MLC's

including Neflin and explained that this is where most of the Library staff gets their training. Director Gubbin asked Trustees and staff in attendance to email their state Senators and Representatives. The state library funds are overseen by the Transportation and Economic Development Committee. Representative Lake Ray is vice-chair of that committee.

Chair Simmons-Hutchins reminded the trustees that the latest Fund the Future handout was in everyone's packet. She reminded the Board that she had recently met with Mayor Brown and shared Fund the Future with him. She asked each Trustee to make time to meet with council members.

Ex-Officio Report

Council President Gulliford had to leave the meeting so he spoke after Chair Simmons-Hutchins gave her report. He asked where the Board was with regards to filling vacancies. He asked that a list of vacancies and how long they have been vacant be emailed to him and he would see how he could help. Director Gubbin gave credit to Trustee Wood regarding his efforts in finding candidates to fill the vacancies. They have three individuals, the first being Tim Anderson, who has completed the necessary forms. One more individual has been interviewed, and she is scheduling an interview with a third candidate. Mr. Gulliford credited the Board for their efforts in staying in front of the budget issue. He spoke about a recent article regarding the millage rate and he expressed concern that the Mayor will take the millage rate back to what it was in 2013 before it was raised by the Council. He advised that contact with members of the City Council was very important. He stated he was recently in the Main Library for One Spark and he suggested the Mayor include funding for One Spark as a line item in his next year's budget. Chair Simmons-Hutchins thanked him for his emergency legislation regarding the funding of the Library/Conference Center space leased to One Spark.

Trustee Reports on Contacts with Elected Officials

Trustee Skinner advised that she and Director Gubbin met with Councilman Crescimbeni. He has been an advocate in the past and he gave suggestions such as getting in front of the budget. She gave him the Fund the Future handout. They discussed the J-Bill as well. She said the meeting went well and was a good reminder to all the Trustees to keep communicating with elected officials.

Trustee Anderson has meetings next week with Councilmen Redman and Schellenburg.

Trustee Reports

Task Force on Consolidated Government

Trustee Anderson advised that at the last meeting there was discussion regarding allowing the fees collected by the Library to remain in the Library budget. He also advised that the Task Force has made recommendations against the independent taxing district. Mr. Gulliford said the problem with the taxing district is that there are questions that cannot be answered. Questions such as assets and debt transfer. He does however think that we should be looking for other funding sources for the library. Trustee Anderson said there was some misunderstanding about the internal service

charges and how it affects the budget and other sources of funding. Director Gubbin said no longer reporting these charges will negatively affect our state aid funding.

Special Budget Analysis Committee

Trustee Skinner advised that most of what she has seen while attending these meetings has not pertained to the Library. However it has been a good preparation for the Library presentation which is April 24th. Chari Simmons-Hutchins, Deputy Director Merritt, Ms. Skinner and others met to review the presentation and list of questions prior to the Board meeting.

Committee Reports

Finance Committee

Trustee Skinner advised that the Finance Committee did not go into detail this month with the Finance Reports due to their long agenda. They were however included in everyone's packet. There was nothing out of the ordinary to report with last month's finances. She reported that the Finance Committee approved the FY 2014-2015 Budget to be presented to the City on April 18th. She asked Mr. Merritt to review the proposed budget.

FY 2014-2015 Budget

Deputy Director Merritt gave a detailed description of each budget line item in all three indexes. He explained the largest expenditure is the addition of 35 employees as stated in the Fund the Future proposal. There was discussion regarding the increase in part time salaries proposed to be effective July 1st. Director Gubbin explained that a salary comparison was done and it was determined that there were serious pay inequities with our part time employees and those of other city agencies such as the Tax Collector's Office. This increase will not bring library part time clerks' pay equal to the Tax Collector's Office positions as funds are not available at this time but will reduce the serious inequity.

Trustee Selzer asked about the credit card fees line item. Deputy Director Merritt explained that the City has no current contract with Bank of America. He explained that the bank has notified him of upcoming cost increases however; he does not know the amounts or dates the changes will take place.

There was no change in the Administrative budget.

The largest expenditures in the Conference Center budget are staging, decking and raising the platform in the sound booth. Also included is funding to have the chairs in the auditorium steam cleaned and replacing the event tables.

Chair Simmons-Hutchins had to leave the Board meeting, Trustee Skinner took over as chair.

Trustee Skinner asked if there was any discussion on the proposed budget; there was none.

Trustee Skinner called for a vote to accept the FY 2014-2015 Proposed Budget including the Conference Center Budget, the motion carried unanimously.

FY 2015-2019 CIP Requested Projects

Trustee Skinner advised that the Finance Committee also reviewed and approved the FY 2015-2019 CIP Projects. Assistant Director of Facilities and Planning, Eric Lawrence gave a detailed description of the CIP projects and priority order. Handouts were provided in everyone's packets.

Trustee Wood made a motion to move the building of the Oceanway Branch Library out to FY 2017 and FY 2018. Trustee Anderson seconded the motion.

Trustee Skinner called for discussion on this motion. Trustee Wood stated the Finance Committee voted to move this item down on the list of priorities. He stated that if the land is purchased during the next fiscal year, the construction would not happen quickly. Trustee Skinner advised that we now have a position at the table when presenting our CIP. Eric Lawrence will be attending these meetings.

Trustee Skinner called for a vote to move the Building of the Oceanway Branch Library out to FY 2017 and FY 2018, the motion passed unanimously.

Trustee Skinner called for a vote to accept the FY 2015-2019 CIP Requested Projects as amended, the motion passed unanimously.

Conference Center Ordinance 2006-237-E

Trustee Skinner advised that the Finance Committee approved the revised Conference Center Ordinance and asked Deputy Director Merritt to explain. Deputy Director Merritt explained that during the Council Emergency Resolution for One Spark Lease of Main Library space it was determined by John Sawyer, Office of General Counsel that the Lounge and G5 Promenade spaces had not yet been added to the Conference Center Ordinance. He explained that he had drafted a revision to include these 2 spaces and increase the square footage.

Trustee Skinner called for a vote to recommend the change to the Ordinance 2006-237-E; the motion carried unanimously.

Trustee Skinner asked Acting Secretary Trustee Anderson if he would be willing to remain Secretary through the end of the office term; he responded yes.

Governance Committee

Trustee Ansbacher reported there was no quorum at the committee meeting; however they discussed the Conference Center Ordinance revision.

Ad hoc Committee on Learn to Read

Trustee Ansbacher reported the Learn to Read contracts were in the hands of Learn to Read to start negotiations.

Ad hoc Committee on Brentwood Repurposing

Trustee Wood advised there has not been another meeting, however information has been gathered and the committee will meet soon.

Director's Report

Director Gubbin reported that her new executive assistant, Andrew Herron will start April 14th. She thanked Kimberly Keen for temporarily taking over the executive assistant responsibilities. She reported that Councilman Schellenburg attended Prime Time Reading at Mandarin Branch Library. They had the largest group since Prime Time Reading began. Councilman Schellenburg will also be attending the Naturalization Ceremony being held at the Mandarin Branch Library on April 15th. On April 17th, at the Bradham Brooks Branch Library, City Council President Bill Gulliford will present to Chair Simmons-Hutchins the National Library Week Council Resolution. This will also be the ribbon cutting ceremony for the opening of the new E-Classroom funded by the Jacksonville Public Library Friends. Councilmen Crescimbeni, Anderson and others will be in attendance.

She reminded trustees that the impact survey is online and encouraged everyone to take it. She explained that data gathered from this survey is used to justify the Library IT services. She recommended everyone see the new Early Literacy Training computers in the Children's rooms. They are for young children and have educational games on them.

She encouraged everyone to go by Riverside Arts Market on April 19th. The library and various Friends groups will be represented. She will be volunteering at the library table on that morning. Director Gubbin also reported that on April 24th in Council Chambers she will be presenting at the Special Budget Analysis Committee. She asked that trustees remember to thank Council President Gulliford for the emergency resolution regarding One Spark funding for the leased Library/Conference Center space. She reported that the Library was paid from the Council Contingency Fund, not by One Spark.

Old Business

There was no old business.

New Business

New business was reported and acted upon during the Finance Committee Report.

Ex-Officio Report

Council President Gulliford had to leave the meeting early and spoke earlier. Councilmember Greg Anderson and DCPS Representative Kimberly Davis were not in attendance.

Mayor's Office Report

No one from the Mayor's office was in attendance

Foundation Report
No Foundation Report

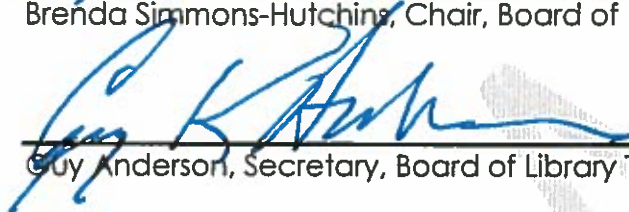
Friends Reports
Written Friends reports were included in everyone's packets.

Upcoming Meeting Dates
May 8, 2014@Main Library
June 12, 2014@Main Library

The meeting was adjourned at 2:07pm



Brenda Simmons-Hutchins, Chair, Board of Library Trustees



Guy Anderson, Secretary, Board of Library Trustees

5/8/14

Date Approved by the Board of Library Trustees

