

Minutes
Board of Library Trustees
Main Library
Thursday, April 11, 2013

Board Members Present:

Brenda Simmons-Hutchins, Chair
Erin Vance Skinner, Vice-Chair
Jim Selzer
Guy Anderson
Ronnie King
Jackie Perry
Rita Cannon

Board Members Absent:

Christina Stallings, Secretary
Mark S. Wood
Gerald Reid
Council President Bill Bishop, Ex-officio
Councilman Ray Holt, Ex-officio
Daniela Simic, DCPS Representative, 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
Jane Harris, West Region Manager
Lisa Peterson, Technology Systems
Administrator
Robbie Tiedeman, Facilities 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
Helene Kamps-Stewart, President of
Friends of the Murray Hill Library
Celia Miller, MANIA
John Burrell, Assistant to CAO & DCAO

Call to Order

Chair Brenda Simmons-Hutchins called the meeting to order at 12:05pm; there was a quorum present.

Approval of Minutes

Trustee Selzer made a motion to approve the minutes from the March 14 Board meeting and the April 4 Budget Workshop; Trustee King seconded the motion. The motion carried unanimously.

Chairman's Report

Chair Brenda Simmons-Hutchins reviewed the results of a Doodle Poll that was sent out regarding changing the date of the May Board meeting; the meeting will be changed to May 6, 2013. Executive Assistant Andi Hammond will send details. She also asked that Trustee King chair the Nominating Committee; he agreed. Trustee Perry also agreed to serve on the committee; Chair Simmons-Hutchins will ask Trustee Wood if he is willing to serve on that committee. The Nominating Committee will bring a slate of officers to the May Board meeting; the Board will vote on officers at the June Board meeting. Chair Simmons-Hutchins announced that Mr. Marc Hardesty has been nominated to fill one of the vacancies in At-Large District 1; legislation for his appointment will be introduced at the next City Council meeting. Councilman Ray Holt's assistant, Connie Holt, announced that Mr. Hardesty's legislation will appoint him to complete an unexpired term which will end in 2014. She is following up with the Mayor's office to make the legislation include a first full term in addition to the unexpired term. We have also been informed that Mrs. Sybil Ansbacher will be nominated to fill the vacancy in At-Large District 2; however legislation has not yet been filed.

Chair Simmons-Hutchins reminded Trustees that April 15 will be Staff Development Day; all library locations will be closed so that all full-time and many part-time staff can come together at the Main Library for a day of

training. She noted that Trustees who would like to attend any part of the day are welcome and should contact Andi Hammond for details. Chair Simmons-Hutchins also reminded Trustees that the next JAX2025 community meeting is scheduled for April 27 at 9:00am at the Prime Osborn Convention Center; she encouraged everyone to attend.

Trustee Contacts with Elected Officials

Chair Simmons-Hutchins reported that she followed-up with Councilwoman Denise Lee after the ribbon cutting for the new roof at the Etta L. Bradham and Olga L. Books Branch Library; she also sent her a picture from the event. Trustee Ronnie King attended Storytime at the South Mandarin Branch Library with Councilman Schellenberg; Mr. King commented on the great enthusiasm from the staff at that branch. Trustee Christina Stallings & Director Gubbin met with Councilman Lumb in mid-March; Director Gubbin noted that he places the library in his top three priorities. Trustees Anderson and King attended the ribbon cutting ceremony at the San Marco Teen Space with Councilwoman Lori Boyer; Mr. Anderson said he thinks that will be a well-utilized area at the branch and has already seen evidence of that during subsequent visits. He also noted that he spoke with the councilwoman at the event and she places libraries at around four of five in her list of priorities.

Committee Reports

Finance Committee

Committee Chair Erin Skinner briefly reviewed the March financial reports. Trustee Selzer asked if the decreased revenue in the General Fund is due to decreased circulation. Director Gubbin responded that there have been two causes for decreased revenues: the policy that blocks customer accounts that have any fine or fee until they are paid, and the decrease in circulation. Trustee Anderson asked what revenue we are collecting from One Spark, Inc. for use of space in the Main Library. Director Gubbin reported that there is no revenue from the One Spark event. The café space is a zero-dollar lease which ends on May 31. One Spark has asked to use the Hicks Auditorium for free; they have been told that they will receive the standard non-profit rate to rent that space for the time requested, but that it will not be provided for free. The library is covering the costs of increased security and overtime for staff during the extended hours during the event. Mrs. Celia Miller asked if there had been any discussion about increasing or changing the fee structure in the Conference Center; Director Gubbin responded that this is reviewed regularly by the Board and is being looked at now with a fee schedule program to be brought to the Board for consideration soon. Director Gubbin noted that the updated Travelling Tales materials funded through the Friends will be unveiled at an event on April 25. Mrs. Celia Miller asked how maintenance of the courtyard at the Main Library is funded; Director Gubbin responded that there is an endowment in the Foundation that is used specifically for the courtyard.

Deputy Director Mark Merritt reviewed the detailed, line-item budget for the General Fund. He noted that there had been some minor changes since it was presented at the Budget Workshop. There are two separate General Fund budgets—Administration and Branches. There were no changes in the administration budget. Changes in the Branches budget included: decrease of \$13,000 in Hardware & Software Maintenance that had been allocated for the Boopsie App (this is now being paid for from the Board Trust); and a decrease of \$13,000 in Office Supplies, Printers, and Copiers to reflect a decreased need for toner cartridges. He reported that these changes result in total expenditures for FY14 that are \$80,601 higher than FY13 in order to provide the same level of service. **Trustee Selzer made a motion to accept the FY14 General Fund Budget as presented; Trustee Cannon seconded the motion. The motion carried unanimously.**

Deputy Director Mark Merritt reviewed the FY14 Conference Center budget proposal. He noted enhancements and increases in line items; these include increases in security costs, repairs and maintenance support, and advertising costs. He also reviewed a spending plan for the Conference Center that was approved by the Board in May 2012; he noted that parts of that spending plan are being put into place through the FY14 budget process. **Trustee Anderson made a motion to accept the FY14 Conference Center Budget as presented; Trustee Perry seconded the motion. The motion passed unanimously.**

Director Gubbin reviewed the proposed FY14 State Aid budget. She noted that the budget includes increased spending on materials and decreased spending on FF&E than in past years. She also noted that some funds will be kept in reserve and State Aid will pay for the Urban Libraries Council membership. She reminded the Board that unspent funds roll-over into the next fiscal year. **Trustee Skinner made a motion to accept the**

FY14 State Aid Budget as presented; Trustee Perry seconded the motion. The motion passed unanimously.

Board Chair Simmons-Hutchins reviewed the handout "Items for Consideration" that was provided to the Board at the Budget Workshop. She noted that Director Gubbin is recommending removing from consideration the elimination of the Unique Management collections agency contract. This contract brings in a 5 to 1 return on investment between fines paid and materials returned; this figure was not known at the time of the budget workshop.

Personnel Committee

Committee Chair Jackie Perry reported that she, Board Chair Simmons-Hutchins, and Director Gubbin will be meeting after the Board meeting today to follow-up on Director Gubbin's performance evaluation.

Governance Committee

Board Chair Simmons-Hutchins reported that the Governance Committee did not meet in April due to the Budget Workshop; they will meet in May.

Director's Report

Director Gubbin reported that the Jacksonville Public Library Foundation Board asked her to prepare a list of projects for their Director/Director of Fundraising to consider when he/she joins the Foundation. She reviewed the list, noting that cost ranges would be included at the request of Trustee Selzer; this list will be presented to the Foundation at their next Board meeting. Director Gubbin reported that the job posting for the Foundation's fundraising position has been reposted because they did not hire any of the candidates from the initial posting.

Director Gubbin commented on the letter in the Florida Times Union from Friends of the Murray Hill Library member Judy Klein and on an article in the Florida Times Union about the continuing expansion of the River City Market Place. There is increasing need for a library in that area as expansion continues; she recommended that the Board lobby the city to purchase land in the area for a library before it gets too expensive. Trustee Selzer asked if there was a master plan for development in that area. Council Assistant Connie Holt reported that there had been a master plan that included a library, but when growth in the area slowed, the plan changed; she also noted that there is land in the area already owned by the city.

Director Gubbin reported that the Center for Adult Learning had been awarded the Excellence in Education award from the Florida Literacy Coalition and will be recognized at their annual conference in May. Director Gubbin reminded Trustees that the dedication of the first e-classroom, housed at Charles Webb Wesconnett Regional Library, will be held on Saturday, April 13 at that branch and that they are all welcome to attend. Director Gubbin reported that the week of April 15 is National Library Week; she noted that the American Library Association is asking supporters to contact their legislators about supporting libraries. She will forward a CapWiz message to Trustees and other supporters that can be used to easily contact our elected officials.

Old Business

There was no old business.

New Business

New Business was discussed during the Chair's Report and Finance Committee Report.

Mayor's Office Report

Mr. John Burrell, Executive Assistant to COJ CAO & DCAO, said there was no report from the Mayor's Office. He did state that he expected that all departments would go through similar cuts to the budget as last year.

Ex-Officio Member Report

Council Assistant Connie Holt reported that the earlier question about Mr. Marc Hardesty's appointment has been forwarded to the Office of General Counsel.

Foundation Report

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

Friends Report

Friends of the Jacksonville Public Library President Harry Reagan did not have a report.

Friends of the Murray Hill Library President Helene Kamps-Stewart reported that they held a successful "Mad About Libraries" party at the Blue Fish restaurant in Avondale. The group continues to gather petitions and is hoping to set up booths at events on the west side of the city. Their next Board meeting is scheduled for April 16 at 6:30pm.

Mrs. Celia Miller, representative for the newly forming Friends of the Dallas Graham Branch Library, announced that her group had been able to meet on April 4 and they were joined by Friends of JPL President Harry Reagan; the group has grown to 14 members. She noted that the group is very concerned about how budget cuts may affect the Urban Library Centers.

Confirmation of Future Meeting Dates

Chair Brenda Simmons-Hutchins reminded attendees that the next meetings will be held on May 6 and June 13.

Adjournment

Trustee Cannon made a motion to adjourn the meeting; Trustee Skinner seconded the motion. The meeting adjourned at 1:30 pm.



Brenda Simmons-Hutchins, Chair, Board of Library Trustees



Christina Stallings, Secretary, Board of Library Trustees

May 6, 2013

Date Approved by the Board of Library Trustees