

Minutes  
Board of Library Trustees  
Main Library  
Monday, May 6, 2013

Board Members Present:

Brenda Simmons-Hutchins, Chair  
Erin Vance Skinner, Vice-Chair  
Christina Stallings, Secretary  
Guy Anderson  
Ronnie King  
Jackie Perry  
Rita Cannon  
Mark S. Wood  
Gerald Reid

Board Members Absent:

Jim Selzer  
Council President Bill Bishop, Ex-officio  
Councilman Ray Holt, Ex-officio  
Daniela Simic, DCPS Representative, Ex-officio

Others Present:

Mark Merritt, Deputy Director  
Andi Hammond, Executive Assistant to  
the Director  
Gretchen Mitchell, Assistant Director  
for Support Services  
Kathy Lussier, Manager of 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  
Marshelle Berry, Webb Wesconnett  
Region Manager  
Karen Walker, Manager for E-Services &  
Digital Access

Carolyn Williams, Deputy Director  
Robbie Tiedeman, Facilities Manager  
Mitesh Sangani, Conference Center  
Manager  
John Sawyer, Office of General  
Counsel  
Connie Holt, Assistant to Councilman Ray  
Holt  
Margaret Smith, Friends of the  
Jacksonville Public Library  
Helene Kamps-Stewart, President of  
Friends of the Murray Hill Library  
Celia Miller, MANIA  
Sybil Ansbacher, Friends of the Beaches  
Branch Library  
John Burrell, Assistant to CAO & DCAO  
Trish Palmer, Jacksonville Public Library  
Foundation

Call to Order

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

JPL Awards

Hongying Song, Library Associate at the Mandarin Branch Library, received the Model the Way Award. Midge Roton, Library Assistant at the Mandarin Branch Library received the Model the Way Award and Employee of the Quarter Award. Kenya Coleman, Library Assistant at the Main Library in Circulation Services, received the Challenge the Process Award. Scott Adams, Librarian Senior at the Main Library in Talking Books and Interlibrary Loan, received the Enable Others to Act Award.

Approval of Minutes

**Trustee Skinner made a motion to approve the minutes from the April 11 Board meeting; Trustee Stallings seconded the motion. The motion carried unanimously.**

Chairman's Report

Chair Simmons-Hutchins reported that she and Director Gubbin met with COJ CFO Ronnie Belton and Deputy CAO Cleveland Ferguson. She noted that they were not provided with any specific information about the FY14 budget; Mr. Belton said they are still waiting to learn pension costs. They discussed the Board's April budget

workshop and the Board's scenario planning. Mr. Hansen, Director Gubbin, and Deputy Director Mark Merritt will meet in late May when more detailed information about the FY14 budget is available.

Chair Simmons-Hutchins recognized Luis Flores, Assistant Director for Facilities Management & Planning, for earning his Certified Facility Manager Designation from the International Facility Management Association (IFMA). Mr. Flores is one of nine current members of the Jacksonville Chapter of IFMA and among the 3,200 professionals worldwide who have achieved CFM® certification. She asked Mr. Flores to update the Board on work being done at the Regency Square Branch Library and at the Beaches Branch Library. He reported that the Regency Square Branch Library continues to be closed to the public for work being done to replace the air handler in the mezzanine; this is a Public Buildings project and it has been extended beyond the initial timeline. He said he hopes it will be complete by the end of this week. The Beaches Branch Library will have water intrusion issues addressed later this year. He is working with branch staff and the Friends of the Beaches Branch Library to schedule a community meeting about the project in June.

#### Strategic Discussion: FY14 Budget

Chair Simmons-Hutchins reiterated that the COJ Budget Office has not yet provided additional information about the FY14 budget; there will be a meeting between Director Gubbin, Deputy Director Merritt, and Budget Officer Glenn Hansen in May, but it is not yet scheduled.

Trustee Stallings reported that the Governance Committee had decided they needed additional information before they are able to make recommendations on which locations to close should that become necessary if the FY14 budget is cut. The committee has asked that region managers present information about each branch within their region and how the branches interact with one another; these presentations will be given at a meeting, date to be determined, at the end of May. The committee is tentatively planning May 29 for the meeting.

#### Trustee contacts with elected officials, community groups, and attendance at library events:

Chair Simmons-Hutchins, Trustees Perry and King, and several staff members attended the ribbon cutting event at the Webb Wesconnett Regional Library for their new e-classroom.

Staff Development Day was held on April 15 and was very successful. Chair Simmons-Hutchins spoke to staff in the morning; Councilmen Crescimbeni and Holt presented staff with a resolution recognizing that week as National Library Week; Trustee Anderson attended later in the afternoon; and Friends of the Jacksonville Public Library representatives Harry Reagan and Margaret Smith attended in the morning to talk to staff about joining the Friends of the Jacksonville Public Library.

The Southeast Regional Library held Storytime & a ceremony to name the auto-return system on April 20. Councilman Bill Gulliford, Director Barbara Gubbin, and library staff Julie McNeil, Michael Sullivan and Ed Murray were all in attendance for the event. Mr. Sullivan reported that there was good turn-out for the event; the children chose to name the auto-return system "The Bookie Monster." The second to last JAX2025 community meeting was held on April 27. The library was represented by members of the library's senior team including Gretchen Mitchell, Karen Walker, Laura Minnich, Carolyn Williams, Mark Merritt, Marshelle Berry, Richard Mott, Lisa Peterson, and Barbara Gubbin as well as several front line staff. Trustee Anderson and Friends of the Murray Hill Library representatives Judy Klein and Missy Jackson were also there. Chair Simmons-Hutchins and Director Gubbin attended the MoneyWise Week kick-off breakfast at UNF; many of the MoneyWise workshops will be held at library locations.

#### Committee Reports

##### Finance Committee

Committee Chair Erin Skinner reported that because the Finance Committee meeting was held earlier in the month than usual, financial reports for April 2013 were not yet available. Deputy Director Mark Merritt will send the reports to the committee by the end of the week and they will be reviewed at the June Finance Committee meeting.

Committee Chair Skinner reviewed an updated improvement and purchasing plan for the Main Library Conference Center. An initial plan was approved by the Board in May 2012 but the budget transfer process to move funds for projects into specific line items was not initiated in FY12. The updated plan includes budget transfers for several projects to be completed in FY13, a list of the projects that have been written into the Conference Center budget for FY14, and a prioritized list of projects to be completed in the future. If projects from the list need to be started prior to being written into a future budget, a budget transfer can be done in order to move funds from the Conference Center Trust into specific line items; that process takes 6-8 weeks and requires the items go through the Mayor's Budget Review Committee and be approved as legislation by City Council. The updated plan also includes a budget transfer in FY13 to convert the bookstore area at the Main Library into a lounge area for the Conference Center; this project was not included in the plan passed in May 2012 because the bookstore was occupied by the Friends of the Jacksonville Public Library.

**The Finance Committee recommended that the Board approve the modified Conference Center Improvement & Purchasing Plan. The motion carried unanimously.**

**The Finance Committee recommended that the Board approve the FY13 budget transfer for the Conference Center. The motion carried unanimously.**

#### Personnel Committee

Committee Chair Perry reported that she and Chair Simmons-Hutchins met with Director Gubbin to follow-up on their first meeting. They will have one more meeting to review the director's goals for the year.

#### Governance Committee

Committee Chair Stallings noted that the Board had already discussed the budget during the strategic discussion part of the agenda. She reported that Mr. Marc Hardesty appeared before the City Council Rules Committee this morning; he has been nominated to represent At-Large District 1 on the Board. Mrs. Sybil Ansbacher has been nominated to represent At-Large District 2; she will appear before the Rules committee in June. Committee Chair Stallings reported that Manager for Strategic Initiatives, Richard Mott, will provide an in-depth report on the Balanced Scorecard at the June Governance Committee meeting. She reported that the committee discussed comments collected about the new online catalog.

#### Nominating Committee

Committee Chair Ronnie King reported that the committee had spoken with Chair Simmons-Hutchins and Vice-Chair Erin Skinner about their willingness to serve a second term in their positions; both expressed interest. Mr. King noted that a full slate of officers would be sent to the Board prior to the next Board meeting; nominations will be taken from the floor at that time as well.

#### Director's Report

Deputy Director Carolyn Williams noted that Director Gubbin is absent because she is attending the International Federation of Library Associations and Institutions conference in Amsterdam; Director Gubbin sent an electronic report to the Board before she left.

Deputy Director Williams highlighted the unveiling of the revamped Traveling Tales Storytime kits; Laura Minnich, Manager for Youth Services and Community Outreach gave the Board more information about these kits. More than two dozen kits are available now; a total of 76 themes will be available by June 1. These kits are fun and very functional tools for parents and caregivers in helping children develop literacy skills when they are very young.

#### Old Business

There was no old business.

#### New Business

There was no new business.

#### Ex-Officio Member Report

Ms. Connie Holt, Executive Assistant to Councilman Ray Holt reported that three council members at the Rules Committee spoke in support of Mr. Marc Hardesty for his appointment to the Board.

Mayor's Office Report

There was no report from the Mayor's office.

Foundation Report

Trish Palmer, Foundation Office Manager, reported that interviews for the Development Director positions will take place in late May.

Friends Report

Margaret Smith, Treasurer of the Friends of the Jacksonville Public Library reported that the next Book Warehouse Sale is at the end of May.

Helene Kamps-Stewart, President of the Friends of the Murray Hill Library, reported that three of their members attended the last JAX2025 meeting and some were at the opening of the Webb Wesconnett Regional Library's new e-classroom. She also noted that one of their members is creating a schedule of all events where they will have representatives collecting petitions.

Celia Miller, representative of the Friends of Dallas Graham Branch Library noted that there will be information in the next e-newsletter about the group with the goal of increasing their membership; they added one new member in the last month. The group is working on meeting regularly, but due to limited branch hours it is difficult to always get a meeting room. The group is hoping to meeting with the Urban Library Centers Library Supervisor, Pat Morrison about a project they are interested in at the branch.

Sybil Ansbacher, representative of the Friends of the Beaches Branch Library reported that the group just held its spring book sale which was very successful. She noted that the group is also doing book consignment in hopes of raising more funds. She noted that a community meeting is being scheduled in June at the branch to discuss the water intrusion work that will be done in the coming months.

Confirmation of Future Meeting Dates

Chair Brenda Simmons-Hutchins reminded attendees that the next meetings will be held on June 13 and July 11. She also reminded attendees that there will potentially be a Governance Committee meeting held on May 29.

Adjournment

**Trustee Perry made a motion to adjourn the meeting. The meeting adjourned at 1:00 pm.**



Brenda Simmons-Hutchins, Chair, Board of Library Trustees



Christina Stallings, Secretary, Board of Library Trustees

June 13, 2013

Date Approved by the Board of Library Trustees