

Minutes
Board of Library Trustees
Webb Wesconnett Regional Library
Thursday, May 10, 2012

Board Members Present:

Brenda Simmons, Vice-chair
George W. Robbins, III, Secretary
Mark S. Wood
Jackie Perry
Rita Cannon
Erin Vance Skinner
John Gibson

Board Members Absent:

Jim Selzer, Chair
Gerald Reid
Christina Stallings
Council President Stephen Joost, Ex-officio
Councilman Doyle Carter, Ex-officio
Mary Mickel, DCPS Representative, Ex-officio

Others Present:

Barbara Gubbin, Library Director	Luis Flores, Assistant Director of Facilities & Planning
Andi Hammond, Executive Assistant to the Director	Robert Tiedeman, Facilities Manager
Barrett King, Deputy Director	Richard Mott, Manager for Strategic Initiatives
Carolyn Williams, Deputy Director	Mitesh Sangani, Conference Center Manager
Gretchen Mitchell, Assistant Director of Support Services	Steve Rohan, Office of General Counsel
Lisa Peterson, Technology Systems Administrator	Harry Reagan, President of the Friends of Jacksonville Public Library
Kathy Lussier, Assistant Director of Community Relations and Marketing	Helene Kempes-Stewart, Friends of the Murray Hill Library

Call to Order

Vice-Chair Brenda Simmons presided; she called the meeting to order at 12:10 pm. A quorum was present.

JPL Awards

Vice-Chair Brenda Simmons presented the quarterly JPL Awards. Zephania Chester (Library Clerk in Support Services), Linda Ehnert (Library Clerical Services Supervisor at South Mandarin Regional Library), Elise Fare (Library Associate at Argyle Branch Library), and Jim Patterson (Librarian at South Mandarin Regional Library) received the Model the Way Award. Mia Brack (Children's Librarian at Webb Wesconnett Regional Library) received the Inspired a Shared Vision Award. Karen Dwyer (Librarian at South Mandarin Regional Library) received the Encourage the Heart Award. Theresa Rooney (Reference Librarian at the Main Library) and Paul Schaffner (Library Assistant at Southeast Regional Library) received the Challenge the Process Award. Lynne Baldwin (Manager at Southeast Regional Library) received the Inspired a Shared Vision Award and the Employee of the Quarter Award.

Staff Presentation

Vice-Chair Brenda Simmons introduced Erica Brown, the manager at the Charles Webb Wesconnett Regional Library. Ms. Brown introduced Eric Simmons (Library Clerk) and Laurie Mills (Library Associate). Mr. Simmons and Ms. Mills each presented a video they produced about the Webb Wesconnett Regional Library.

Approval of Minutes

Trustee Gibson made a motion to approve the minutes from the April 12 Board meeting; Trustee Robbins seconded the motion. The motion carried unanimously.

Chairman's Report

Vice-Chair Brenda Simmons gave the Chairman's report in the absence of Chair Jim Selzer. She asked Manager for Strategic Initiatives Richard Mott to provide an update on the JCCI Study on sustainable funding for the library. He reported that the management team for the study had reached a consensus that the status quo is unacceptable and that a sustainable source of funding should be pursued. The management team will now spend several weeks discussing the two identified alternatives—dedicated millage and an independent taxing district—to determine which would be the best option and how to proceed. Trustee Wood asked if the management team had given any thought to what could be done in the short-term given that both options for sustainable funding are long-term projects. Mr. Mott noted that this has not been discussed, but he will suggest the topic at the next meeting.

Vice-Chair Simmons also reported on two events held at the library. Author Tim O'Brien was at the Main library on April 26 to speak about his book The Things They Carried. Mayor Brown, Trustees Stallings and Reid, and DCPS ex-officio trustee Mary Mickel all attended. The Lee Adams mural of Jean Ribault landing at Fort Caroline was unveiled and celebrated with a reception and ceremony on May 1 in the Main Library Courtyard. The mural was restored by local artist Jim Draper and has been permanently installed on the 4th floor of the Main Library in Special Collections. Trustees Simmons, Perry and Robbins represented the Board. Mayor Brown, Councilmen Yarborough and Crescimbeni, Representative Mia Jones, former State Senator Tony Hill, and Friends President Harry Reagan all attended.

Committee Reports

Finance Committee

Trustee Gibson reviewed the financial reports for April 2012; all funds are tracking as expected. There are 47 staff vacancies as of May 10. The conference center is 15% above its projected revenue target. Trustee Gibson also reviewed the proposed FY 2013 conference center budget. **The Finance Committee recommended that the Board approve the FY13 conference center budget as proposed with the addition of a line-item for materials should funds become available. The recommendation passed unanimously. The Finance Committee also recommended using prior-year Conference Center appropriations, up to the amount previously appropriated, for needed capital expenditures in the Conference Center. The recommendation passed unanimously.**

Governance Committee

Committee Chair Erin Skinner reported that Deputy Director Carolyn Williams spoke with Ms. Celia Miller about the Board meeting with Ms. Miller's group to discuss the Capacity Plan recommendation to "remedy inequities in service." Mrs. Williams and Ms. Miller will meet again before the Board meets with the full group. Committee Chair Skinner also reported that the committee received a first draft of the talking points document which was requested by committee members at a previous meeting. She reported that Trustee Brenda Simmons was approached by Councilman Johnny Gaffney about potentially partnering at the Brentwood Branch Library with an organization called Educate Today. Trustee Simmons and Mrs. Williams reviewed what the organization does and steps that have been taken so far to determine the viability of the partnership. Entering into a contract with the organization will require approval from City Council. The program could potentially start at the Brentwood Branch Library at the beginning of the next school year. Committee Chair Skinner reported that there continues to be two vacancies on the Board in At-Large Districts 1 and 4.

Nominating Committee

Committee Chair Rita Cannon announced the slate of officers for 2012-2013. Brenda Simmons was nominated for Chair, Erin Vance Skinner for Vice-Chair, and Christina Stallings for Secretary. **Trustee Robbins made a motion for the nominations to be closed for all positions. Trustee Wood seconded the motion; the motion passed unanimously.** The Board will vote on officers at the June 14 meeting.

Trustee Reports on Elected Official Contacts

Trustees Cannon and Wood contacted Councilman Ray Holt to thank him for purchasing ten additional lockers for the Oceanway Recreation Center. Trustee Robbins met with Councilman Matt Schellenberg. Trustee Perry spoke with Councilman Reggie Brown about the JCCI study. Councilman Don Redman was a judge for the teen Poetry Slam at the Main Library in late April.

Director's Report

Director Gubbin gave an update on roof replacement projects. She reported that plans and specifications are now ready for a bid advertisement to address the water intrusion project at the Main Library. The city is considering legal action. The library has begun to address issues identified in the ADA report from the Department of Justice. Some of the actions taken at the Main Library include lowering phone jacks, raising water fountains and grinding ramps found on the conference center level and staff work room on the ground floor. She reported that all bulk distribution duties and responsibilities at the city's Points of Distribution (POD's) in the event of an emergency have been assigned to the library. Parks and Recreation staff will supplement library staff to operate the POD's. All managers of the POD's will participate in a major exercise at Cecil Field in June. All library management staff has also attended Emergency Management Plan training as an update for the 2012 hurricane season.

Director Gubbin reported that the bandwidth at the Regency Square Library was upgraded to 10mpbs in April and the City ITD has asked AT&T to provide an estimate to do a similar upgrade at the University Park location. Lyrasis is now contracted with the city to provide assistance in developing RFI's regarding alternative provision of IT

services to the library. Peter Murray from Lyrasis will serve as the consultant and expects to meet with Board members and staff from both City IT and the library.

Tax assistance continued in the libraries in April. A letter from AARP Tax-Aide District Coordinator Gene Bartels reports that tax assistance at nine libraries has been valued at \$2.1 million in terms of free tax preparation and tax credits received by some individuals. The number of returns prepared at libraries increased this year by 14.6% over last year for a total of 4,327 returns processed. MoneyWise Week in Jacksonville kicked off with a breakfast at UNF at which the library was recognized as a key partner in the community effort to promote financial literacy. Workshops are being held at many library locations over a two week period on a variety of topics.

The Board will be losing two Board members at the end of June; Rita Cannon completes her second four year term and cannot be re-appointed and George Robbins completes his first term but has chosen not to ask to be re-appointed. Erin Skinner is also completing her first term but is asking to be re-appointed. This will leave the Board with four vacancies which need filling. Staff will put together a packet of information to assist the Board in identifying strong candidates to fill the positions to recommend to the mayor for nomination.

Director Gubbin reported that Assistant Director Luis Flores received the FLA Innovator Award and Sharon Jaskula, Manager of the Center for Adult Learning received the Maria Chavez Hernandez Award.

Director Gubbin noted that Governor Scott had vetoed funding of the Multi-type Library Networks in Florida including our own network NEFLIN. JPL is very dependent on NEFLIN for staff training as the city has cut back significantly in this area and many fewer staff can attend conferences; they also subsidize inter-state delivery of library materials and facilitate networking between different kinds of libraries in our area.

Ex-Officio Member Report

There were ex-officio members present.

Mayor's Office Report

There was no representative from the Mayor's Office present.

Foundation Report

Trustee Wood attended the Foundation Board meeting last week. The Foundation indicated that they will move forward with hiring a full-time staff member to direct fundraising activities. Trustees Perry, Skinner and Selzer will serve on the Foundation's search committee.

Friends' Report

Friends of the Jacksonville Public Library President Harry Reagan reported that the next Book Warehouse Sale will be held June 1-4. He also attended a meeting at the South Mandarin Regional Library with a group of customers who are interested in starting a Friends group for that branch.

Ms. Helene Kemps-Stewart reported that the Friends of the Murray Hill Library are continuing to sign-up new members; they are working with local businesses to provide incentives for membership.

Confirmation of Future Meeting Dates

Vice-Chair Simmons confirmed the date of the next meeting on June 14 at the Main Library.

Adjournment

The meeting adjourned at 2:00 pm.



Brenda Simmons, Vice-Chair, Board of Library Trustees



George Robbins, III, Secretary, Board of Library Trustees

June 14, 2012

Date Approved by the Board of Library Trustees

