

Minutes  
Board of Library Trustees  
Main Library  
Thursday, June 13, 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  
Jim Selzer  
Marc Hardesty  
Kimberly Davis, DCPS Representative, Ex-officio

Board Members Absent:

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

Others Present:

Barbara A.B. Gubbin, Director	Bob Silkett, Pablo Creek Region Manager
Carolyn Williams, Deputy Director	Jane Harris, West Region Manager
Mark Merritt, Deputy Director	Lisa Peterson, Technology Systems Administrator
Andi Hammond, Executive Assistant to the Director	Lynn Jacobson, Bibliographic Systems & Access Manager
Gretchen Mitchell, Assistant Director for Support Services	Mitesh Sangani, Conference Center Manager
Kathy Lussier, Manager of Community Relations and Marketing	John Sawyer, Office of General Counsel
Richard Mott, Manager of Strategic Initiatives	Connie Holt, Assistant to Councilman Ray Holt
Julie McNeil, Assistant Director for Public Services	Harry Reagan, Friends of the Jacksonville Public Library
Laura Minnich, Manager for Youth Services & Community Outreach	Missy Woods-Jackson, Friends of the Murray Hill Library
Luis Flores, Assistant Director for Facilities and Planning	Melzetta Whitmore, Friends of the Dallas Graham Branch Library
Marshelle Berry, Webb Wesconnett Region Manager	John Burrell, Assistant to CAO & DCAO
Karen Walker, Manager for E-Services & Digital Access	Glenn Hansen, COJ Budget Officer
Michael Sullivan, Southeast Region Manager	Joey Greive, COJ Treasurer
Robbie Tiedeman, Facilities Manager	Conrad Markle, Concerned Taxpayers of Duval County

Call to Order

Chair Brenda Simmons-Hutchins called the meeting to order at 12:05pm; there was a quorum present. She welcomed Mr. Conrad Markle who was present on behalf of the Concerned Taxpayers of Duval County. She also welcomed Mr. Marc Hardesty, the Board's newest Trustee, and Ms. Kimberly Davis, the new ex-officio member representing Duval County Public Schools.

Approval of Minutes

**Trustee Selzer made a motion to approve the minutes from the May 6 Board meeting; Trustee Stallings seconded the motion. The motion carried unanimously.**

### Strategic Discussion: FY14 Budget Update

Mr. Glenn Hansen, COJ Budget Officer, gave an update on the FY14 budget. Mr. Joey Greive, COJ Treasurer also attended the meeting. Mr. Hansen noted that much of the budget discussion is based around pension reform. He provided an overview of the Mayor's budget as submitted to City Council on June 3. He noted that revenues have been decreasing significantly since 2011 and pension costs have been increasing. He noted that all departments in the city are being affected by this. He reviewed the timeline for the budget: the mayor must submit a balanced budget to City Council by July 15 then City Council has until the new FY to approve a balanced budget. The City's current budget reflects a \$63M hole and cuts are being made from departments' controllable expenses to fill the gap.

Trustee Wood asked, that given the short time lines for submitting budget scenarios and the fact that the library's budget must be approved by the Board, if there is any room for flexibility in how funds are allocated within the budget scenario once it has been submitted. Mr. Hansen responded that changes can be made through the Mayor's Budget Review Committee and through Budget Transfers during the current FY. Trustee Wood reiterated that the Board will comply with any budget cuts required by the Mayor's office but would like some flexibility within those cuts to best determine where and how to cut. Director Gubbin asked if the Board approves a scenario today that includes reduced hours, closed libraries, and reduced materials budget, and then decides before October 1 that there is a better way to meet the cuts, is there flexibility for that to happen. Mr. Hansen responded that the best option is for City Council to approve pension reform and noted that only City Council has the authority to appropriate funds. Trustee Hardesty noted that if the budget is not done pro rata that politics will land front and center and skew the final budget.

Trustee Anderson asked about the discrepancy in the percentage of cuts from different departments. He specifically highlighted the Parks Department which submitted a "lights-on" budget for FY14 that is 34.79% higher than their FY13 budget and that the 13.88% cut was taken from that higher number which actually gives them a significant increase (23.87%) in their FY14 budget from their FY13 budget. He pointed out that the library had submitted a true "lights-on" budget of what it would take to remain at the same service levels as FY13 into FY14 which resulted in a submission of 4.45% less than the FY13 budget. The 13.88% cut was taken from that lower number resulting in a net reduction in the FY14 budget requiring the closing of some libraries. Mr. Hansen responded that the budget office cannot control what each department submits. He noted that each budget submission is reviewed and any enhancements are placed on a separate list. He reiterated that cuts were taken against controllable cost numbers. He also noted that this is not the final number that will be submitted to City Council; this is a preliminary budget. Trustee Hardesty asked what would happen if the library submitted a budget that did not meet the cuts requested but one that more closely aligns with what the Board believes the community needs from the library. Mr. Hansen responded that the Board can submit whatever it thinks is appropriate but if more cuts need to be made, it will be changed.

Director Gubbin stated that the Board needs to decide today if it is going to approve an FY14 budget that meets the 13.88% reduction or submit a different number. Mr. Hansen responded that submitting an increased budget or one that does not meet the reduction would be unproductive. Chair Simmons-Hutchins thanked Mr. Hansen and Mr. Greive for attending.

Chair Simmons-Hutchins reported that the Board would continue the Governance Committee meeting discussion of closing branches in order to meet the 13.88% budget reduction as requested by the Mayor's Office for the FY14 budget. She referenced several documents included in the information packets including the base scenario sheet that was developed beginning with the February Board Work Day. The base scenario included reducing the hours at the Main Library by 8 hours, eliminating Sunday hours at all locations (five locations currently have Sunday hours), reducing the materials budget, and closing the Maxville Branch Library.

Trustee Selzer made a motion to adopt a budget that meets the 13.88% reduction; the motion was seconded. Trustees discussed what, exactly, that motion means. Trustee Selzer withdrew the motion.

Trustee Wood restated what Mr. Hansen said that if the Board does not submit a FY14 budget that meets the 13.88% cut, the remainder could be arbitrarily cut with no input from the Board. Trustee Hardesty noted that the Board needs to provide a framework that shows legitimacy as a Board.

Trustee Selzer made a motion to address the 13.88% FY14 budget reduction as required by the Mayor's Office. Trustee Hardesty seconded the motion. Ms. Missy Woods Jackson asked if that meant that the Board is agreeing that they will submit a budget that meets that amount. Chair Simmons-Hutchins responded in the affirmative and that the next step would be to discuss how to meet that reduction. Trustee Skinner clarified that this will address the full \$2.4M cut and not just the gap between the base scenario and the \$2.4M. Trustee Wood called the question. The motion passed unanimously.

Trustee King made a motion to meet the 13.88% reduction by reducing hours at the Main Library by 8 hours, eliminating Sunday hours, closing the Maxville, Brown Eastside, Beaches, and San Marco Branch Libraries, the Webb Wesconnett Regional Library, and reducing the materials budget by \$250,000. Trustee Selzer seconded the motion. Trustees discussed pros and cons for each of the branches along with alternatives to each. Trustee Anderson amended the motion to close the Mandarin and Argyle Branch Libraries instead of the Beaches Branch Library. Trustees discussed this option; Trustee Anderson withdrew the amendment. Trustee Hardesty called the question. The motion was defeated with Trustee King voting in favor.

Trustees discussed other options starting with the base scenario looking at all branches and the recommendations made by the region managers. Trustee Hardesty made a motion that, under the draconian restraints the Board has been placed, the 13.88% FY14 budget reduction will be met, in priority order, by: reducing the hours at the Main Library by 8 hours and eliminating Sunday hours at the five libraries that currently have Sunday hours, closing the Maxville Branch Library, closing the San Marco Branch Library, closing the Brentwood Branch Library, closing the Willowbranch Branch Library, closing the University Park Branch Library, closing the Beaches Branch Library, and reducing the materials budget by \$250,000. Trustee Cannon seconded the motion. Trustee Perry asked that the motion be modified to place the Brentwood Branch Library before the San Marco Branch Library on the priority list; Trustee Hardesty agreed to the modification. Trustee Anderson called the question. The motion passed unanimously.

Chair Simmons-Hutchins reviewed a draft letter to the Mayor outlining the Board's position that there is no good reason for any branch of the Jacksonville Public Library to close during FY14. Trustee Skinner made a motion to approve and send the letter to the Mayor. Trustee King seconded the motion. Trustee Anderson asked that the letter address the Mayor's emphasis on jobs be included. The motion passed with the addition unanimously.

## Committee Reports

### *Nominating Committee*

Committee Chair Ronnie King reported that the committee had received one nomination for each of the officer positions: Dr. Brenda Simmons-Hutchins for Chair, Ms. Erin Skinner for Vice-Chair, and Ms. Christina Stallings for Secretary. The committee made a recommendation that this slate of officers be accepted by the Board. There were no further nominations from the floor. The recommendation passed unanimously.

### *Finance Committee*

The Finance Committee met and reviewed reports from April and May 2013.

### *Governance Committee*

Committee Chair Stallings reported that the committee recommends approving the change to the Florida Blue signage in the Conference Center at the Main Library to reflect the new name of the company and a new font at no cost to the library. The recommendation passed unanimously.

## Director's Report

Chair Simmons-Hutchins reminded Trustees that they had received a written report from Director Gubbin; she asked that they pay particular attention to the information about the budget.

#### Old Business

There was no old business.

#### New Business

Director Gubbin reported that the current ordinance regarding residency of Trustees for the Board of Library Trustees states that Trustees must live within the city of Jacksonville. Ms. Sybil Ansbacher who is a nominee for the Board of Library Trustees is a resident of Neptune Beach in Duval County, but not the city of Jacksonville. There is legislation to change the requirements for Trustee residency to be in Duval County. Trustee Hardesty made a motion to approve the ordinance changing the residency requirements and to submit a resolution signed by Chair Simmons-Hutchins to City Council in support of the change. Trustee King seconded the motion; the motion passed unanimously.

#### Ex-Officio Member Report

There was no ex-officio report.

#### Mayor's Office Report

There was no report from the Mayor's office.

#### Foundation Report

Trustee Erin Skinner reported that the Foundation Selection Committee had chosen a candidate to fill the Development Director position; their full Board will vote on the selection at their next meeting.

#### Friends Report

Missy Woods-Jackson, representative of the Friends of the Murray Hill Library, reported that their group is working hard on the petition drive; she asked for help from Trustees.

Chair Simmons-Hutchins welcomed Ms. Melzetta Whitmore who was representing the group from the Dallas Graham Branch Library.

#### Confirmation of Future Meeting Dates

Chair Brenda Simmons-Hutchins reminded attendees that the next meetings will be held on July 11 and August 8 at the Main Library.

#### Other Business

Trustee Anderson reported that the petition drive is doing well; supporters are going to start doing "pop-up" petition drives throughout the city. The first will be at Fidelity National on June 17.

Trustee Cannon announced that she will end her tenure on the Board as of July 1. Chair Simmons-Hutchins thanked her for the many years of support she's given to the library.

Trustee Wood asked what the strategy is for communicating to City Council the Board's position on the FY14 budget cuts. Chair Simmons-Hutchins responded that the Board would discuss that at the July meeting.

#### Adjournment

The meeting adjourned at 2:35pm.

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*Brenda Simmons-Hutchins*

Brenda Simmons-Hutchins, Chair, Board of Library Trustees

*Christina Stallings*

Christina Stallings, Secretary, Board of Library Trustees

*July 11, 2013*

Date Approved by the Board of Library Trustees

