

Minutes  
Board of Library Trustees  
Main Library  
Thursday, June 14, 2012

Board Members Present:

Jim Selzer, Chair  
George W. Robbins, III, Secretary  
Mark S. Wood  
Jackie Perry  
Rita Cannon  
John Gibson

Board Members Absent:

Brenda Simmons, Vice-chair  
Erin Vance Skinner  
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  
Andi Hammond, Executive Assistant to the Director  
Carolyn Williams, Deputy Director  
Gretchen Mitchell, Assistant Director of Support Services  
Lisa Peterson, Technology Systems Administrator  
Kathy Lussier, Assistant Director of Community Relations and Marketing  
Michael Sullivan, Administrative Supervisor  
Ronnie King, Trustee Nominee

Luis Flores, Assistant Director of Facilities & Planning  
Richard Mott, Manager for Strategic Initiatives  
Mitesh Sangani, Conference Center Manager  
Dylan Reingold, Office of General Counsel  
Kelley Boree, Director of Parks & Recreation  
Harry Reagan, President of the Friends of Jacksonville Public Library  
Helene Kamps-Stewart, Friends of the Murray Hill Library

Call to Order

Chairman Jim Selzer called the meeting to order at 12:15pm; there was a quorum present. Chairman Selzer welcomed Mr. Ronnie King who has been nominated by the Mayor to represent At-Large District 3 on the Board replacing Trustee Robbins when his term ends on June 30.

Staff Presentation

Chairman Selzer introduced Mr. Jerry Reynolds, manager of the Talking Books and Special Needs Library. Mr. Reynolds presented information about the Talking Books and Special Needs Library including a brief overview of the programs and services offered.

Approval of Minutes

**Trustee Robbins made a motion to approve the minutes from the May 10 Board meeting; Trustee Wood seconded the motion. The motion carried unanimously.**

Chairman's Report

Chairman Jim Selzer recognized outgoing trustees Rita Cannon and George Robbins for their service to the Board. Today is Mr. Robbins' final meeting; he served a four-year term representing At-Large District 3. Mayor Brown has recommended Mr. Ronnie King to replace

Mr. Robbins. There has not been a replacement nominated for Mrs. Cannon's position; Chairman Selzer said that he hopes that she will continue to serve At-Large District 1 on the Board until there is a new Trustee. Chairman Selzer reported that he, Trustee Wood and Director Gubbin had spoken with several community members about serving on the Board; two have expressed interest in serving and have been given additional information about the Board and the application forms. Mr. Mark Hardesty was identified by Trustee Mark Wood. He is a partner with Hardesty, Tyde, Green & Ashton, P.A. He formerly served on the City of Jacksonville Planning Commission, the St. Johns Riverkeeper Legal Board, and was President of Save Our River Environment. Mr. Jim Bailey was identified by Trustee George Robbins. He is the owner of Bailey Publishing and is a member of Jacksonville Downtown Rotary. Chairman Selzer reported that JPL's Main Library was placed third in the Civic Structure category as part of the Florida Architecture: 100 Years 100 Places program sponsored by the Florida Association of the American Institute of Architects. The Main Library was voted 51st overall. Finally, Chairman Selzer reported that Councilman Clay Yarborough held a town hall meeting at the Regency Square Regional Library on June 4. Councilman Bill Bishop will hold a town hall meeting at the Regency Square Regional Library tonight at 6:00pm; Chairman Selzer plans to attend this meeting.

### Committee Reports

#### Finance Committee

Trustee Gibson gave a brief review of the financial reports; all funds are tracking as expected. He reported that the library has been asked to cut \$3M from the budget for its FY13 budget but that recent communication from the budget office indicated that the cut could be more; a special Board meeting may be needed in order to approve a new FY13 budget submission. He noted that the Finance Committee had determined that June 20 at 2:00pm would be the best time for a special meeting; he asked trustees to mark their calendars for that date. **Trustee Gibson presented the recommendation of the Finance Committee to approve the revised FY13 budget as proposed and to give Director Gubbin the authority to make modifications to the budget within 10% +/- of the current amount of the budget reduction as proposed.** Chairman Selzer opened the floor to discussion.

Director Gubbin reported that the library was instructed by the budget office to cut \$3M from the library budget; in the last 24 hours, the library was informed that it would need to cut additional funds in order to cover increased pension and benefits costs. Director Gubbin reviewed a budget proposal for the FY13 budget that reflects the \$3M request. This proposal includes elimination of 43 positions, reduction of 155 service hours per week, reduction in custodial and security service related to fewer service hours, and a reduction in the materials budget by almost \$500,000. The budget office asked the library administration to identify the specific positions/people to be cut so that the budget office can determine the exact amount that needs to be cut. This amount could come to significantly more than the original \$3M requested. Trustee Robbins asked if staff had been given any idea of what cut would be taken from indirect costs; Director Gubbin reported that the budget office had not given that number.

**Trustee Wood called the question. The recommendation passed unanimously.**

#### Governance Committee

Committee Chair Erin Skinner was not present to give a report. Counsel Dylan Reingold announced that the scheduled trespass appeal had to be postponed to the next Governance Committee meeting because there was not a quorum of the Governance Committee present at the full Board meeting; the trespass appeal was continued from the Governance Committee

meeting last week because there was not a quorum present at that meeting either. Trustee Wood asked why the appeal could not be decided by the full Board. Counsel Reingold explained that the Committee was set-up to make the final decision on appeals; appeals are not brought to the full Board for approval. Trustee Robbins recommended revising the By-Laws to change the number of committee members required to be present for a quorum because it is difficult to get a quorum for the Governance Committee. Counsel Reingold agreed that this is an option that can be looked into.

#### Trustee Reports on Elected Official Contacts

Chairman Selzer reported that Trustee Simmons and Director Gubbin had met with Representative and Special Assistant to the Mayor, Mia Jones, to discuss the JCCI study on library funding. Representative Jones attended three of the JCCI study meetings and requested the meeting with Ms. Simmons and Director Gubbin in order to be updated on the JCCI study. They also discussed trustee appointments to the Board. Trustee Robbins spoke with Councilman Schellenberg and Trustee Wood spoke with Councilman Holt about trustee appointments.

#### Director's Report

Meetings continue to finalize the design of the roof for the Bradham Brooks Library. The contractor for the Southeast Regional Library has agreed to meet contract requirements and resume the project; we could expect to see it completed by the end of the calendar year. The recent heavy rains have caused damage to the walls and carpet in a number of places in that library. Advertisement of the bid for the Beaches Regional Library roof is forthcoming shortly. A preliminary roof condition assessment of the Mandarin Regional Library roof was conducted at the end of May.

Work has begun with the consultant from Lyrasis, selected to assist staff in developing RFI's for IT services. Mr. Peter Murray met with trustees at the Governance Committee meeting, with the director of the City IT Department and with staff at JPL. He visited a number of the libraries and will now work with Technology Systems Administrator Lisa Peterson in writing the RFI's and evaluating the responses. A report will be made to the Library Board in October.

Customers and staff are enjoying the improved bandwidth at the Regency Square Library and City ITD has told us that it will only cost \$1,300 to upgrade the fiber connection at the University Park Library.

The library launched the Link Up to Literacy website in early June; the website has many resources for parents and caregivers of very young children. It has been promoted along with the 2012 Summer Reading Program for children and teens.

The Maxville Library has had its hours reduced to half days as the compressors stolen last year have not yet been replaced and it is too hot in the building for staff and customers to be there all day. Delivery of new equipment is estimated to be early August. The issue has been discussed with Council Member Doyle Carter and the public notified.

Greenfield Elementary School's 3<sup>rd</sup> grade class hosted an Art Show. The art was done by students who participated in a Crayola grant focused on integrating art into the curriculum. Each student then selected a piece of art to be framed and sold to support a worthy community cause. They had heard that the library's book budget had been cut and asked that the funds raised be given to the library. We have not heard how much that is but the staff members who attended the show had a great time.

Deputy Director Carolyn Williams, Luis Flores and OGC Dylan Reingold held a second meeting with Joe Vickers of Educate Today to further explore a partnership at the Brentwood Branch Library. Further work has been done by our Support Services staff on how and if the area can support computers which Educate Today wants to install.

#### New Business

Chairman Selzer reviewed the slate of officers for the 2012-2013 Board; Brenda Simmons for Chair, Erin Skinner for Vice-Chair, and Christina Stallings for Secretary. **Trustee Gibson made a motion to elect the slate of officers as presented. Trustee Robbins seconded the motion; the motion passed unanimously.**

Administrative Supervisor Michael Sullivan reviewed the new Customer Service Policy. This policy was developed as a result of the review of the Reference Policy. The Reference Policy included a lot of procedural information; customer service policies were pulled-out and developed into a single policy. The policy will apply to all points-of-contact with customers. Mr. Sullivan also noted that if the committee approves the Customer Service Policy, it is recommended that the Reference Policy be eliminated; Reference Procedures are being developed. **Trustee Robbins made a motion to approve the Customer Service Policy. Trustee Perry seconded the motion; the motion passed unanimously.**

Director Gubbin asked that the Board consider adding the library's name to the list of libraries supporting an effort by the New York Public Library and other large library systems to encourage publishers to make e-books more available to library customers. **Trustee Robbins made a motion to add the Jacksonville Public Library's name to the list of libraries supporting increased access to e-book for library customers. Trustee Wood seconded the motion; the motion passed unanimously.**

#### Ex-Officio Member Report

There were no ex-officio members present.

#### Mayor's Office Report

Director of Parks and Recreation Kelley Boree reported that budgets will likely continue to be cut in future years until there is pension reform. She noted that JFRD and JSO are about 50% of the city's budget and until those two departments take their share of the cuts, other departments will have to make up the difference. She recommended that the Board emphasize the importance of pension reform when they talk to the community about potential consequences of cutting the library budget.

#### Friends' Report

Friends of the Jacksonville Public Library President Harry Reagan reported that he would be meeting with customers interested in starting a Friends group at the South Mandarin Branch Library. He reported that the last Book Warehouse Sale had raised \$19,400. He also reported that the JCCI study on library funding was complete and the final report was issued last week. There was a press conference on Tuesday to announce the findings. The study management team determined that the current funding structure is unacceptable and recommended pursuing an independent taxing district for the library. He reported that the next step is to create a task force to organize a petition drive in hopes of holding a straw ballot. Attorney Bill Brinton is assembling a legal team to work on the petition drive.

Friends of the Murray Hill Branch Library representative Helene Kamps-Stewart reported that the group is offering their second membership benefit—a discount on an oil change at the Omega mechanics shop in Murray Hill.

Confirmation of Future Meeting Dates

Chairman Selzer confirmed the date of the next meeting, July 12 at the Main Library.

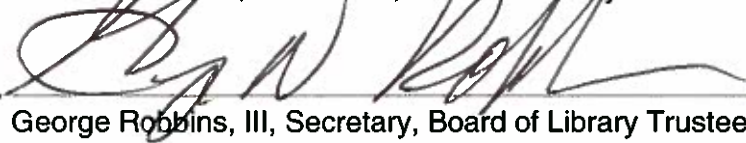
Adjournment

The meeting adjourned at 1:30 pm.



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Brenda Simmons, Vice-Chair, Board of Library Trustees



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George Robbins, III, Secretary, Board of Library Trustees

July 12, 2012

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Date Approved by the Board of Library Trustees

