

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

Board Members Present:

Brenda Simmons-Hutchins, Chair  
Erin Vance Skinner, Vice-Chair  
Guy Anderson  
Ronnie King  
Mark S. Wood  
Jim Selzer  
Gerald Reid

Board Members Absent:

Christina Stallings, Secretary  
Jackie Perry  
Marc Hardesty  
Kimberly Davis, DCPS Representative, Ex-officio

Others Present:

Barbara A.B. Gubbin, Director  
Carolyn Williams, Deputy Director  
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  
Luis Flores, Assistant Director for Facilities and Planning  
Marshelle Berry, Webb Wesconnett Region Manager  
Karen Walker, Manager for E-Services & Digital Access  
Michael Sullivan, Southeast Region Manager  
Robbie Tiedeman, Facilities Manager

Bob Silkett, Pablo Creek Region Manager  
Jane Harris, West Region Manager  
Lisa Peterson, Technology Systems Administrator  
Lynn Jacobson, Bibliographic Systems & Access Manager  
Mitesh Sangani, Conference Center Manager  
John Sawyer, Office of General Counsel  
Connie Holt, Assistant to Councilman Ray Holt  
Harry Reagan, Friends of the Jacksonville Public Library  
Helene Kamps-Stewart, Friends of the Murray Hill Library  
Sybil Ansbacher, Friends of the Beaches Branch Library  
Celia Miller, Friends of the Dallas Graham 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 12:10pm; there was a quorum present.

Staff Presentation

Manager for Strategic Initiatives, Richard Mott, presented a comparison of the Jacksonville Public Library to nine peer libraries. He noted that the general trend is that libraries are adding service hours; JPL has experienced two consecutive years of reductions and faces a third year. JPL falls in the middle for most usage statistics. He did note that those library systems that spend more per capita on materials also circulate more than those systems that spend less. He pointed out the severity of potential cuts in FY14 for service hours, placing JPL as the library with the fewest hours by at least 1/3 and up to 1/2. Trustee King asked what other systems are doing to attract more visitors to their websites. Assistant Director for Support Services Gretchen Mitchell noted that other systems may have more interactive content on their pages; JPL is working to redesign the website to be more user friendly but has run into several issues delaying this while working with ITD.

### Approval of Minutes

Trustee Selzer made a motion to approve the minutes from the June 13 Board meeting; Trustee Anderson seconded the motion. The motion carried unanimously.

### Chair's Report

Chair Brenda Simmons-Hutchins reported that Senator Aaron Bean visited the Mandarin Branch Library in June for storytime. She and Director Gubbin met with Councilmembers Bill Gulliford, John Crescimbeni, and Lori Boyer to talk about the FY14 budget. Trustee Anderson reported that he had attended the installation of the new City Council officers after which he spoke with Councilmen Gulliford, Crescimbeni, and Yarborough.

Chair Simmons-Hutchins reminded Trustees that the Mayor is required by city ordinance to hold a public meeting prior to closing libraries; a copy of the ordinance was shared with everyone. She noted that the Beaches communities and the Beaches Business Association had passed resolutions indicating their opposition to closing the Beaches Branch Library. She also noted that all attendees had received copies of the interlocal agreement between the City of Jacksonville and the Beaches communities, which says the city will provide county wide services, including library service, to the Beaches communities; the Beaches communities believe that if the Beaches Branch Library is closed, COJ will be in violation of the interlocal agreement.

Chair Simmons-Hutchins reported that Mrs. Sybil Ansbacher will appear before the City Council Rules Committee on July 15 and expects her appointment to the Board to be confirmed by City Council the following week. She also noted that Trustees Perry, Reid and she are up for reappointment to the Board.

Chair Simmons-Hutchins asked Trustees to review the committee assignments for the next year; if there are questions they should contact Director Gubbin.

### Committee Reports

#### *Finance Committee*

Finance Committee Chair Erin Skinner reviewed the June 2013 reports. Chair Simmons-Hutchins thanked Harry Reagan, Friends of the Jacksonville Public Library, for the check he delivered to fund several projects at the library.

#### *Governance Committee*

Committee Vice-Chair Gerald Reid reviewed the revised Conference Center Policy and Fees. **The committee made a recommendation to the Board to approve the revised policy; the motion carried with Trustee King voting against. The committee made a recommendation to the Board to approve the revised fees with the addition of a fee for after-hours events of \$500 per hour from 11pm to 1am with final departure from the building no later than 2am; the motion carried unanimously.**

Manager for Strategic Initiatives Richard Mott gave a brief overview of the revised strategic plan; this will be brought to the Board for a vote at the September meeting. Deputy Director Carolyn Williams reviewed a plan to move the majority of the public computers at the Main Library into the Grand Reading Room on the 4<sup>th</sup> floor for easier customer access and staff monitoring.

Technology Systems Administrator Lisa Peterson gave an overview summary of the RFI for IT services. The final recommendation was to continue utilizing city ITD services but to implement a service level agreement. SLAs are currently in the process of being drafted for web filtering and website redesign. Outsourcing IT service is only recommended if JPL becomes an independent taxing district and has control of funds spent on IT. Only the Sheriff's Office has its own IT department. ITD has a refresh policy for computers but it is not ideal for the library; Chair Simmons-Hutchins suggested that a letter from the Board be sent to ITD expressing its support of an SLA.

### Director's Report

The Main Library construction project has begun with set up and window repairs now in progress. Luis Flores and Public Works completed the project to gain control of lighting in the Main Library so that we can turn off the majority of the lighting when the building is closed. The bid to install an e-commerce system which will integrate with our ILS had one respondent. This was reviewed by our committee and approved by the City's Competitive Sealed Proposal Evaluation Committee which has sent it to the mayor's office. Once approved, we will begin negotiations with the vendor. We participated in an international program called Big Library Read, promoted by Overdrive, our e-book vendor. The program ran from May 15 to June 1 and made one e-book title The Four Corners of the Sky available to an unlimited number of customers in order to measure the response to and influence on book buying of library sponsored e-books. Our "copy" circulated 135 times during the program – it had circulated only twice before the promotion when it was one book one customer! Dig Into Reading, our annual summer reading program kicked off on June 1. Kick-off parties were held at the four regional libraries during the week of June 10 when Duval County Public School students were out of school. Each event attracted 100 or more youth and 2,000 children signed up for the reading program in the first two weeks of June. Senior Children's librarian Anita Haller at the Southeast Regional Library has developed an important partnership with Dr. Katrina Hall from the University of North Florida to create a standards based tutoring program at that library this summer for children in grades K-5 using elementary education undergraduates at UNF as tutors. Twenty five undergraduate students will be at the library every Tuesday working with 50 children. Conference Manager Mitesh Sangani, Mark Merritt, Luis Flores and I met with the design team we are working with on the re-design/upgrade of the former bookstore in the Main Library to a lounge and reception area. We have finalized the color scheme and layout and Luis Flores will begin writing bids for the furnishings and other work. The goal is to have this complete by early November, ready for rental for holiday parties in December. The staff and Board Chair Brenda Simmons-Hutchins have done an outstanding job of responding to media enquiries, appearing on radio and television and responding to email letters about the FY14 budget. Save our Libraries officers Bill Brinton and Harry Reagan have also been active in the media and Save Our Libraries' petition drive to collect petitions to place a straw ballot on the ballot at the next election has seen a new momentum with thousands of petitions signed in the last three weeks. Brenda Simmons-Hutchins' letter in our July e-newsletter to our customers and supporters has also elicited a number of responses in opposition to closing libraries. Director Gubbin attended the Urban Libraries Conference followed by the American Library Conference in Chicago. She was joined at the ULC conference by Laura Minnich, Youth Services Manager, for a two day conference under the rubric of "Ignite Learning! Libraries at the Center."

### Old Business

There was no old business.

### New Business

Trustees reviewed the meeting calendar for August 2013 through August 2014. **Trustee Perry made a motion to accept the meeting calendar. 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 Selzer reported that the Foundation has hired Ms. Suzanne Hudson-Smith for the Executive Director position. She will start at the end of July. Director Gubbin noted that Ms. Hudson-Smith had attended one day of the ULC conference earlier in the month, meeting with other library foundation directors.

Friends Report

Ms. Helene Kamps-Stewart of the Friends of the Murray Hill Library reported that they are partnering with JPL, MetroJax and the Murray Hill Preservation Society to do a program about the history of Murray Hill. The group is also continuing to collect petitions—so far 9,108 have been approved and 3,856 are being reviewed.

Ms. Celia Miller, representing the Dallas Graham neighborhood group MANIA which supports the library, reported that their next meeting is on August 15; their group has helped to collect about 300 petitions. She also noted that she is working with the Urban Library Centers' manager to develop a program with African American authors.

Confirmation of Future Meeting Dates

Chair Brenda Simmons-Hutchins reminded attendees that the next meetings will be held on August 8 and September 12 at the Main Library.

Adjournment

The meeting adjourned at 2:05pm.



---

Brenda Simmons-Hutchins, Chair, Board of Library Trustees



---

Christina Stallings, Secretary, Board of Library Trustees

August 8, 2013

---

Date Approved by the Board of Library Trustees