

Minutes
Board of Library Trustees
Main Library
Thursday, July 12, 2012

Board Members Present:

Brenda Simmons-Hutchins, Chair
Erin Vance Skinner, Vice-Chair
Christina Stallings, Secretary
Gerald Reid
Mark S. Wood
Ronnie King

Board Members Absent:

Jim Selzer
Jackie Perry
John Gibson
Rita Cannon
Council President Bill Bishop, Ex-officio
Councilman Ray Holt, 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
Mark Merritt, Deputy Director (upcoming)
Suzanne Hamrock, Senior Accountant

Luis Flores, Assistant Director of Facilities
& Planning
Robbie Tiedeman, Facilities Manager
Ava Barrett, Administrative Supervisor
Donna Riegel, Administrative Supervisor
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
Connie Holt, Assistant to Councilman Ray
Holt

Call to Order

Chair Brenda Simmons-Hutchins called the meeting to order at 12:10pm; there was a quorum present. Chairman Simmons-Hutchins welcomed Mr. Ronnie King to his first Board meeting as a Trustee; he is representing At-Large District 3.

Retirement Recognition

Chair Brenda Simmons-Hutchins recognized retiring staff members. Ms. Pat Doyle has worked with the library for 23 years and is currently the manager at the Beaches Branch Library. She was presented with a Gold Card, flowers, and a letter from Director Gubbin. Mrs. Vondera Brown has worked for the city for over 35 years and has worked in 19 of the 21 branches. She most recently worked in Support Services as a Library Assistant. Mrs. Brown was not able to attend today's meeting; her daughter April was presented with a resolution from the Board, a Gold Card, a letter from Director Gubbin, and flowers. Ms. Donna Raulerson has worked with the city for 35 years. She came to the library as Director Gubbin's Executive Secretary and has most recently served as Deputy Director Carolyn Williams' Executive Secretary. She was presented with a resolution from the Board, a Gold Card, a letter from Director Gubbin, and flowers.

Recognition of Outgoing Trustees

Chair Simmons-Hutchins recognized three Trustees who were not in attendance. Chair Simmons-Hutchins recognized past Chair Jim Selzer for his service to the Board as Chair for two terms. During his two years as Chair, Mr. Selzer made connections with many elected officials, was an avid advocate for the library and an ever-present face for the Board. He oversaw the completion of the Capacity Plan and worked with Trustees, Staff, Friends of the Jacksonville Public Library, and the Jacksonville Public Library Foundation to move the Board's recommendations towards realization. He is being honored with a wooden bowl made by Trustee Mark Wood and a book, James Madison and the Making of America by Kevin Gutzman, is being added to the collection in his honor.

Chair Simmons-Hutchins recognized outgoing Trustees George Robbins and Rita Cannon. Mr. Robbins began serving on the Board in June 2009. He acted as the Vice-Chair of the Finance Committee and most recently as the Secretary of the Board. He is being honored with a wooden bowl made by Trustee Mark Wood, a print of the Main Library, and a book, Good to Great by Jim Collins, is being added to the collection in his honor. Mrs. Cannon served two full-terms on the Board and has agreed to continue serving until a new Trustee is nominated and confirmed to fill her position representing At-Large District 1. She began serving in September 2005 and served as both Chair and Vice-Chair of the Personnel Committee, Chair of the Nominating Committee, and Chair of the former Public Relations and Government Committee. Mrs. Cannon also served on the JPL Foundation Board prior to serving on the Board of Library Trustees. She is being honored with a wooden bowl made by Trustee Mark Wood, a print of the Main Library, an owl statue, and a book, The Great Animal Orchestra: Finding the Origins of Music in the World's Wild Places by Bernie Krause is being added to the collection in her honor.

Staff Presentation

Chair Simmons-Hutchins introduced Mrs. Kathy Lussier, Assistant Director of Community Relations and Marketing. Mrs. Lussier introduced the video "Libraries: A Digital Bridge" and presented information about programs offered by the library that help to bridge the digital divide in Jacksonville.

Approval of Minutes

Trustee Wood made a motion to approve the minutes from the June 14 and July 9 Board meetings; Trustee Skinner seconded the motion. The motion carried unanimously.

Chairman's Report

Chair Simmons-Hutchins thanked Trustees for attending a last minute meeting on Monday to approve a new FY13 budget for the library. She reviewed that meeting. On Monday, July 9 the Board approved a new FY13 budget reduction requested by the Mayor. This reduction cuts \$4.66M from the operating budget--the portion of the budget controlled by the Board and does not include indirect or interdepartmental costs. The cut results in the elimination of 71 full-time positions; reduction of service hours by 264 hours per week; all libraries except for the Main Library will be open 40 hours per week, most Tuesday through Saturday. The Main Library will be open 48 hours per week, Monday through Saturday. There will be no Sunday hours, the materials budget will be cut by \$500,000, and library administration will be restructured.

Chair Simmons-Hutchins noted that Trustees received a list of committee assignments last week via email. She thanked those who agreed to chair the committees. Trustee Erin Skinner has agreed to chair the Finance Committee, Trustee Jackie Perry has agreed to chair the

Personnel Committee, and Trustee Christina Stallings has agreed to chair the Governance Committee.

Chair Simmons-Hutchins reported that Council President Bill Bishop, District 2, appointed himself and Councilman Ray Holt, District 11, to serve as ex-officio members of the Board. Neither councilmember was able to attend today. Chair Simmons-Hutchins welcomed Ms. Connie Holt, assistant to Councilman Ray Holt, who attended in his absence.

Chair Simmons-Hutchins noted that there are still three vacancies on the Board; there are two vacancies in At-Large District 1 and one vacancy in At-Large District 4. Mr. Marc Hardesty has submitted an application to the Mayor's office to serve on the Board representing At-Large District 1. Mr. Guy Anderson and Mr. Jim Bailey have expressed interest in serving but have not yet submitted applications to the Mayor's office. Director of Parks & Recreation Kelley Boree said she would follow-up on Mr. Hardesty's application.

Committee Reports

Finance Committee

Director Gubbin introduced Mr. Mark Merritt who will replace Mr. Barrett King as Deputy Director of Administration and Finance. She also introduced Ms. Suzanne Hamrock, Senior Accountant. Committee Chair Erin Skinner reported on the Finance Committee meeting. She reviewed the financial reports; all funds are tracking as expected. The library projects that revenues from fines and fees in the general fund will be \$860,000; the city has assigned revenues of just over \$1M. The lower revenue projection by the library is a result of the Get-to-Zero policy that does not allow customers to check-out materials or use the computers if there is a fine/fee attached to their account. There are currently 41 staff vacancies which will result in salaries and benefits being well under budget at the end of the year. The Conference Center continues to do well with revenues at 96.2% of the projected target at 75% of the year; expenses are at 69% of the amount budgeted for the year. The library has received the final check for the State Aid grant for this year. State Aid funds are being spent on FF&E, materials, and registration and fees for training classes. The State Aid budget for FY13 will be presented for approval at the August Finance Committee meeting; this has not been prepared because staff have been waiting for a better idea of what the FY13 general fund budget will be. The Board Trust is money that is given to the library by a variety of donors. Library tote bags were paid for out of this fund; they have sold well enough that the library should be able to purchase additional bags. This fund also includes money directed to specific programs. The Foundation account is controlled by the Jacksonville Public Library Foundation. The FINRA program funded from this account has been completed and remaining funds will be returned. The RFP for the website redesign is with City Procurement.

Director Gubbin reported that each year the city develops a Capital Improvement Plan (CIP). She reviewed the FY13 Capital Improvement Plan for the library that will be submitted to the city; this includes information for the next five years. The library has included a new Oceanway branch for several years; it is being included again this year. The library has included an expansion of the University Park branch in the past; because this is not consistent with the Capacity Plan recommendations, it was taken out for this year. The FY13 submission includes RFID technology, an automated return and sorting system at nine locations, remodeled circulation and reference desks at five locations, a new print management system that would allow POS and e-commerce, and security cameras at seven locations. Director Gubbin noted that these items are not likely to be funded with capital dollars from the city but that the library would look for other funding sources. She reported that maintenance on buildings (e.g. roof

repairs) is included in Public Works' budget which is why they are not included on the CIP. Trustee Wood asked if the items in the CIP are in priority order; Director Gubbin responded that they are not but will be placed in priority order.

Governance Committee

Board Vice-Chair Erin Skinner reported on the Governance Committee meeting held Monday, July 9. She noted that Chair Simmons-Hutchins reviewed the budget portion of the meeting. Ms. Skinner reported that the trespass appeal by Ms. Krimalex Pintado was continued from the last committee meeting. Counsel Dylan Reingold had reviewed the proceedings from the previous Governance Committee meeting and reviewed email exchanges between him and Ms. Pintado. The Committee voted to uphold the one-year system-wide trespass.

Trustee Reports on Elected Official Contacts

Trustee Christina Stallings attended the Teen Battle of the Bands at the Main Library which was also attended by Education Commissioner, Dr. Donnie Horner.

Director's Report

Tropical Storm Debby forced the closure of the Willowbranch Library Children's department on June 25 as there was serious water intrusion. The Public Works Department will contact the contractor which injected Volclay BentogROUT in the walls of the room to prevent water intrusion two years ago during the renovation to determine repair options. Limited shelving has been installed in the meeting room for picture books and books for younger children; non-fiction children's books have been moved upstairs. The meeting room is in such high demand it will not be turned-over to children's services completely; for now the staff can go into the Children's Department to find materials stored there for customers.

The Summer Reading Program has begun with large numbers of youth signing up for the program. So far 9,364 children have signed up for Dream Big Read and have read 10,442 books. Own the Night for teens has 565 online registrations and only 167 books read but this may be a result of teens not recording their reading online. In house and outreach programming has seen an attendance of 24,253 people including the free Summer Theatre in collaboration with Theaterworks Jacksonville which saw 2,838 children in the Hicks Auditorium in the Main Library for theatrical performances over a period of two days.

This year the library is partnering with the Jacksonville Children's Commission to offer libraries as locations for the Summer Lunch program. Webb Wesconnett Library has the largest number of lunch participants (about 70 each day) but the Bradham Brooks Library reports 60 lunches are distributed each day at that location and the University Park Library is serving about 50 lunches a day.

The Pablo Creek Library hosted a Small Business Expo in partnership with the Chamber of Commerce and the Professional Women's Council with 12 businesses represented. Early Learning Specialist Susan Mankowski has been selected to join the implementation committee formed following the report of the JCCI Children 1-2-3 study. She is also working with the United Way, the lead partner for the ReadingPals program which also includes the library. The program includes the recruitment and training of volunteers to serve as reading tutors in schools and daycares. Libraries are being used to train volunteers; JPL will also provide library staff to do some of the training. This partnership is a result of a larger effort by the Florida Library Association to partner with the Children's Movement of Florida.

Author and noted reading advocate Jonathon Kozol is coming to Jacksonville on October 3. Library staff took the initiative to invite him to hear about his new book to be published this fall; Kathy Tekin, Youth Services Coordinator is coordinating this event with UNF, DCPS, the Schultz Center, WJCT and others.

The Sister Cities International Conference will be held in Jacksonville next week, July 12-14. The library is being promoted to conference attendees with an informational item in their "welcome bags" suggesting that the Main Library is a place to visit when they are here.

Highlands Library manager Donna Thomas has been attending the Northside CPAC for the library and reports that every month there is discussion about housing, business development and road construction around the River City Market Place, a clear indication of the growth that is happening in the Oceanway area and the need for a library to serve that community.

Director Gubbin hosted a meeting with the new Director of the City's Neighborhoods Department Terrance Ashanta-Barker. She toured him around the library and they discussed possible partnerships between the two departments and the work already being done especially with senior centers and Talking Books services.

Old Business

Trustee Wood asked what the library administration's plan is for refining the operating plan attached to the FY13 budget submission approved on Monday. He noted that the budget was developed and submitted so quickly due to the short notice given by the Mayor's office and that there was not much time for the Board to review its components. He noted that he wants the Board to be sure that limited resources are being utilized in the best way possible. Trustee Stallings said she would like the Board to have a discussion about long-term contingency plans in addition to reviewing what was submitted Monday. Trustee Skinner asked where the Capacity Plan recommendations would fit-in in these discussions. Chair Simmons-Hutchins noted that the board is currently reacting to a budget crisis and must ensure that resources are being utilized effectively; the Capacity Plan will drive longer-term goals. **Trustee Wood made a motion to hold a workshop to review the FY13 budget and hours of operation that have been proposed as well as any other issues Trustees may have regarding the FY13 budget and operating plan. Trustee Skinner seconded the motion. Trustee King proposed an amendment to the motion to hold the meeting within the next two weeks. The motion passed unanimously.**

New Business

Chair Simmons-Hutchins reported that City Council passed legislation on August 25, 1995 naming the Northwest Branch Library in honor of Olga Bradham and Etta Brooks, changing the name to the Olga Bradham and Etta Brooks Branch Library. Councilwoman E. Denise Lee has asked that, following the intent of the 1995 legislation, full names be used in the name of the branch. Changing the name would result in 2 exterior signs being changed at an estimated cost of \$875 for one and \$4,000 for the other. **Trustee Stallings made a motion to change the name of the branch to the Olga L. Bradham and Etta L. Brooks Branch Library. Trustee King seconded the motion; the motion passed unanimously.**

Chair Simmons-Hutchins reviewed the calendar of monthly Board meetings for the next year. She noted that the October meeting needs to be changed to October 18 because Director Gubbin will be out of town to attend the Florida State Library Public Library Directors' Meeting. **Trustee Wood made a motion to approve the meeting calendar with the change to the October meeting. Trustee King seconded the motion; the motion passed unanimously.**

Ex-Officio Member Report

There was no ex-officio report.

Mayor's Office Report

Parks and Recreation Director Kelley Boree noted that the Mayor would be giving his budget presentation to the City Council on Monday, July 16. She noted that City Council budget hearings have been scheduled but department calendars have not yet been completed.

Friends' Report

Friends of the Jacksonville Public Library President Harry Reagan noted that last minute changes to the budget are always possible; he encouraged everyone to continue talking to City Council members. He noted that the best long-term solution for the library's budget may be an independent taxing district. The Friends will be working to collect signatures on voting day for a petition in hopes of holding a straw ballot regarding an independent taxing district.

Confirmation of Future Meeting Dates

Chair Simmons-Hutchins confirmed the date of the next meeting, August 9 at the Main Library.

Adjournment

The meeting adjourned at 2:00 pm.



Brenda Simmons-Hutchins, Chair, Board of Library Trustees



Christina Stallings, Secretary, Board of Library Trustees

August 9, 2012

Date Approved by the Board of Library Trustees