

Minutes  
Board of Library Trustees  
Main Library  
Thursday, August 8, 2013

Board Members Present:

Brenda Simmons-Hutchins, Chair  
Erin Vance Skinner, Vice-Chair  
Christina Stallings, Secretary  
Jackie Perry  
Marc Hardesty  
Guy Anderson  
Ronnie King  
Mark S. Wood  
Gerald Reid  
Sybil Ansbacher  
Bill Gulliford, Council President, Ex-officio

Board Members Absent:

Jim Selzer  
Greg Anderson, Councilmember, Ex-officio  
Kimberly Davis, DCPS Representative, Ex-officio

Others Present:

Barbara A.B. Gubbin, Director	Lynn Jacobson, Bibliographic Systems & Access Manager
Carolyn Williams, Deputy Director	Mitesh Sangani, Conference Center Manager
Mark Merritt, Deputy Director	John Sawyer, Office of General Counsel
Andi Hammond, Executive Assistant to the Director	Harry Reagan, Friends of the Jacksonville Public Library
Gretchen Mitchell, Assistant Director for Support Services	Helene Kamps-Stewart, Friends of the Murray Hill Library
Kathy Lussier, Manager of Community Relations and Marketing	Missy Jackson, Friends of the Murray Hill Library
Richard Mott, Manager of Strategic Initiatives	John Burrell, Assistant to CAO & DCAO
Julie McNeil, Assistant Director for Public Services	Brian Corrigan, Assistant to CAO & DCAO
Marshelle Berry, Webb Wesconnett Region Manager	Dave Garner, DCPS
Karen Walker, Manager for E-Services & Digital Access	Suzanne Hudson-Smith, Executive Director, Jacksonville Public Library Foundation
Robbie Tiedeman, Facilities Manager	Trish Palmer, Jacksonville Public Library Foundation
Laura Minnich, Manager for Youth Services and Community Outreach	Lydia Bell, Community Member
Bob Silkett, Pablo Creek Region Manager	Conrad Markel, Concerned Tax Payers of Duval County
Jane Harris, West Region Manager	Sharon Coon, Central CME Church
Lisa Peterson, Technology Systems Administrator	

Call to Order

Chair Brenda Simmons-Hutchins called the meeting to order at 12:05pm; there was a quorum present.

### Introduction of Guests

Chair Simmons-Hutchins introduced Ms. Suzanne Hudson-Smith, the new Executive Director of the Jacksonville Public Library Foundation. Ms. Hudson-Smith said she was excited to be working with the Foundation.

Ms. Lydia Bell addressed the Board and expressed her opposition to the proposal to close the Brentwood Branch Library should the library's FY14 budget be cut. Mr. Conrad Markel with the Concerned Tax Payers of Duval County addressed the Board and expressed his desire to see the Board consider input from the community when making recommendations for how to cut the library's budget. Ms. Sharon Coon with the Central CME Church addressed the Board and expressed her and her congregation's opposition to the proposal to close the Brentwood Branch Library should the library's FY14 budget be cut.

Chair Simmons-Hutchins welcomed Council President Bill Gulliford, DCPS representative David Garner, Mayor's Office representative Brian Corrigan, and new Trustee Sybil Ansbacher to the meeting.

### JPL Awards

Chair Simmons-Hutchins presented JPL staff with the 3rd Quarter JPL Awards. Susan Williamson, a Library Clerk at the Westbrook Branch Library, received the Model the Way Award. Julie Rekow, a part-time Library Associate at the Beaches Branch Library, received the Challenge the Process award. Terry Welch, a Library Clerk at the Beaches Branch Library, received the Inspired a Shared Vision award. Sigrid Wellhausen, a part-time Library Clerk at the West Regional Library, received the Model the Way award and the Employee of the Quarter award.

Chair Simmons-Hutchins recognized Richard Mott, Manager for Strategic Initiatives, for his 10 years of service to the library. She presented him with his service pin and a letter from the Mayor. She also recognized Helene Kamps-Stewart for receiving the Library Champion Award from the Northeast Florida Library Information Network (NEFLIN.) Mrs. Kamps-Stewart will officially receive the award at NEFLIN's annual meeting in September. Missy Jackson, Friends of the Murray Hill Library, recognized Demetri Stewart for his outstanding volunteer service with the group.

### Approval of Minutes

**Trustee Wood made a motion to approve the minutes from the July 11 Board meeting; Trustee Stallings seconded the motion. The motion carried unanimously.**

### Chair's Report

Chair Simmons-Hutchins reported that the Board would continue the budget discussion that was started during the Governance Committee immediately prior to the full Board meeting. She reviewed the discussion so far. She noted that the Board needs to reconsider the libraries slated for closure should the library's FY14 budget be cut and decide what the message about the FY14 budget will be and how to best communicate that message to city council prior to the library's budget hearing on August 28. She noted that the Board would meet again prior to the budget hearing.

Deputy Director Mark Merritt provided a brief overview of two budget scenarios/document. The first reflects an FY14 budget that is equal in dollar amount to the FY13 budget but provides a different level of service by cutting the materials budget, closing the Maxville and Brentwood Branch Libraries and adding 8 hours of service each week to the four regional libraries; this

would provide seven-day-a-week service at 5 libraries. The second document highlights the priorities of the Board for which cuts should be made first in the event that the FY14 budget is cut. Council President Gulliford remarked that departments throughout the city are having their budgets cut for FY14 and that the debate is about what kind of city Jacksonville wants to be. He said that there is a lot of talk about increasing taxes in order to support important services and the library is a major consideration. He said he will support the library as much as he can; he thinks much of the community is not aware that the library has become about more than just checking out books.

Trustees discussed how to prioritize potential cuts to the library's FY14 budget. Trustee Skinner wants to make sure services are not diluted to the point of being ineffectual. Trustee King asked that the closure of branches, in particular Brentwood and Maxville Branches not be combined into one cut but rather separated for individual consideration. Trustees discussed repairs that have been requested for the Brentwood Branch Library.

**Trustee Wood made a motion to add \$532,000 to the lights-on budget amount for the FY14 budget to provide services at the current level and add 8 hours per week at the four regional libraries. Trustee Stallings seconded the motion.** Trustee Skinner stated that even if the Board requests the lights-on budget amount, it should reconsider how to allocate those funds in order to be prudent. Chair Simmons-Hutchins stated that she would like to reconsider including the Brentwood Branch Library being included in the potential cuts. Trustees reviewed why the Brentwood Branch Library was initially chosen to be closed if the library's FY14 budget is cut. Trustee Hardesty said the Board needs to look at the service being provided and at what point services are not being provided because the library is simply trying to stay open. He reminded Trustees that the Brentwood Branch Library was chosen, in part, for potential closure because of the physical condition of the building and proximity to other branches. Trustee King indicated that he agreed with increasing the baseline budget as put forward in the motion by Trustee Wood. Trustee Anderson reported that he met with Councilman Greg Anderson, Chair of the Finance Committee, earlier this week. Councilman Anderson indicated that the Finance Committee is interested in seeing different scenarios of how to cut department budgets but that the committee will be frugal with the available funds. **Trustee King called the question. The motion carried 6-3 with Trustees Skinner, Hardesty, and Anderson voting against.**

Trustees discussed the need to talk to council members about the library's budget proposal and the Board's position that service hours should be increased.

**Trustee King made a motion to separate closing the Maxville and Brentwood Branch Libraries into two separate priorities on the priority sheet. Trustee Wood seconded the motion; the motion passed with Trustee Hardesty voting against.**

Trustees discussed the order of priorities as listed on the document provided. **Trustee King made a motion to put the first three priorities in the following order: close Maxville Branch Library, reduce materials budget, and close Brentwood Branch Library. Trustee Perry seconded the motion.** Trustee Hardesty voiced his opposition to placing a cut to the materials budget so high on the priorities list. He stated that a cut to the materials budget was placed at the bottom of the list during prior meetings based on information provided by staff and no new data had been presented that would change that decision. **Trustee King called the question. The motion failed with Trustees King and Stallings voting in favor.**

**Trustee Perry made a motion to put the first three priorities in the following order: close Maxville Branch Library, close Brentwood Branch Library, reduce materials budget.**

Trustee Hardesty seconded the motion. The motion passed with Trustees Stallings, Wood, and King voting against.

Trustee Wood made a motion to place the remaining priorities in the following order: reduce the hours at the Main Library by 8 hours per week, eliminate all Sunday hours, remove the addition of 8 hours at the four regional libraries, and close additional libraries. Trustee Ansbacher seconded the motion. The motion passed with Trustees Wood, Simmons, Hardesty, Ansbacher, Perry, and Stallings voting in favor, Trustees King and Skinner voting against, and Trustee Anderson abstaining.

Trustees discussed the best way to communicate these changes to the mayor's office and city council. Director Gubbin noted that meetings had been held with councilmembers Gulliford, Crescimbeni, Boyer, Schellenberg, and Anderson. Meetings are scheduled with councilmen Joost and Yarborough.

### Committee Reports

#### Finance Committee

Due to lack of time, there was no report from the Finance Committee.

#### Governance Committee

Committee Chair Christina Stallings reported that the committee approved minutes from the July Governance Committee meeting. **The committee made a recommendation to approve the revised circulation policy by including an opt-in service that allows customers to view their check-out history. The recommendation passed unanimously.** The committee also reviewed the updated strategic plan; this will be presented to the full Board at the September meeting.

#### Director's Report

Director Gubbin invited Trustees to attend the end of the Summer Reading Program celebration at the Jacksonville Zoo next Thursday. She also reviewed two IT issues that have been discussed with councilmembers during meetings in recent weeks: the inadequate internet connection at the Highlands Branch Library causes extreme slowness in connecting to the internet at that branch and the other issue has the library's computers and print management still operating on WindowsXP which is out of date to the point that it opens the library and city to potential security breaches. The operating system and the library's Pharos system need to be updated to continue working properly.

Assistant Director for Facilities Management and Planning Luis Flores was recruited by the Public Works Department to become the new Public Buildings Director. Mr. Flores' last day at the library was July 12, 2013. His position has been advertised and applications are coming in to the city. Director Gubbin expects to review the applications next week and begin the interview process shortly thereafter. When you drive by the Main Library at night after it is closed you will no longer see all the lights blazing. Ever since the building opened we have been trying to find a way for all but a few emergency lights to remain on after the building closed for service at night; when Luis Flores joined us in 2008 he brought the time and knowledge to pursue this; five years later it has happened. A contractor has been selected for the Willowbranch Library water intrusion project which bid at \$291,386. This bid has run almost \$100,000 over budget so we do not know what the Public Works Department plans to do moving forward.

Staff is preparing to handle the many reference questions we expect as the Affordable Health Care Act insurance requirements come into effect. We are participating in a number of national training opportunities and working on establishing partnerships with health related organizations in the community which we expect will refer individuals to use library computers and our information services. A lot of buzz has been created over the launch of the library's new app JaxLibrary App; one more example of our library working hard to stay relevant by using technology to bring library resources to our customers where they are. The app is compatible with Apple, Android and Blackberry smartphones as well as tablets.

#### Old Business

Trustees decided to hold a special meeting on Friday, August 23 from 11:00am-1:00pm.

#### New Business

There was no new business.

#### Ex-Officio Member Report

Mr. Dave Garner, representing DCPS, reported that the DCPS Parent Academy soft opening is being held tonight at 5:30; Dr. Nikolai Vitti will speak. He also reported that there will be a back-to-school fair at the Jacksonville Fair Grounds on Sunday.

#### Mayor's Office Report

There was no report from the Mayor's office.

#### Foundation Report

There was no report.

#### Friends Report

Harry Reagan, President of the Friends of the Jacksonville Public Library reported that the next Book Warehouse Sale is happening soon. He also reported that there has been interest in forming friends groups at the Regency Square Branch Library and the Webb Wesconnett and West Regional Libraries.

Helene Kamps-Stewart, President of the Friends of the Murray Hill Branch Library reported that a history of Murray Hill program and spaghetti dinner will be held in partnership with the Murray Hill Preservation Society on September 25 in the parking lot of the Murray Hill Branch Library. There will be a silent auction as a fundraiser for the Friends' group.

#### Confirmation of Future Meeting Dates

Chair Brenda Simmons-Hutchins reminded attendees that the next meetings will be held on August 23 and September 12 at the Main Library.

#### Adjournment

The meeting adjourned at 2:35pm.



---

Brenda Simmons-Hutchins, Chair, Board of Library Trustees



---

Christina Stallings, Secretary, Board of Library Trustees

September 12, 2013

---

Date Approved by the Board of Library Trustees