

Minutes  
Board of Library Trustees  
Main Library  
Thursday, August 9, 2012

Board Members Present:

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

Board Members Absent:

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:

Carolyn Williams, Deputy Director  
Mark Merritt, Deputy Director  
Andi Hammond, Executive Assistant to  
the 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  
Robbie Tiedeman, Facilities Manager

Richard Mott, Manager of Strategic  
Initiatives  
Luis Flores, Assistant Director of Facilities  
& Planning  
Mitesh Sangani, Conference Center  
Manager  
Jason Gabriel, Office of General  
Counsel  
Harry Reagan, President of the Friends  
of Jacksonville Public Library  
Judy Klein, 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 12:05pm; there was a quorum present.

Staff Presentation

Assistant Director of Facilities Management & Planning Luis Flores presented information about the library's involvement in the city's emergency preparedness procedures. He reviewed the procedures that staff follows in case of emergency and the training that his staff, and other key library staff, receives from the city.

State Aid Budget

Assistant Director of Facilities Management & Planning Luis Flores reviewed the FY13 State Aid budget proposal. He reminded the committee that unused funds in this account can be rolled over to the next fiscal year. He noted that the focus for the FY13 State Aid budget is to install an auto-return system at the Southeast Regional Library and to add an additional induction point to the existing auto-return system at the Pablo Creek Regional Library. The FY13 budget proposal also includes funds for FF&E, library materials, and registration & training. Trustee Wood asked about the line items for AV replacement, carpet cleaning and e-commerce. Mr. Flores responded that AV equipment throughout the system was installed as part of the Better Jacksonville Plan and is in need of replacing, carpet cleaning has never been funded by the

general fund and is completed annually, and e-commerce (the ability to pay bills online) is not a service that City ITD is able to provide to the library. **Finance Committee Chair Erin Skinner gave a recommendation from the committee to accept the FY13 State Aid budget proposal. The recommendation passed unanimously.**

#### JPL Awards

Chair Simmons-Hutchins presented 3rd quarter JPL Award winners. Katie Bark, part-time Literacy Program Assistance in the Center for Adult Learning; Karen Wishart, Literacy Program Supervisor in the Center for Adult Learning; and Eric Soriano, E-library Specialist at the Main Library all received the Challenge the Process Award. Elaine Aspinwall, part-time clerical staff at the Regency Square Regional Library, received the Encourage the Heart award. Will Daniels, Conference Center Specialist, received the Model the Way award. Sara Radovic, Training Coordinator, and Carisia Rooney, Librarian at the Southeast Regional Library, both received the Enable Others to Act award. Eric Soriano, E-library specialist at the Main Library, also received the Employee of the Quarter.

#### Approval of Minutes

**Trustee Wood made a motion to approve the minutes from the July 12 and July 23 Board meetings; Trustee Skinner seconded the motion. The motion carried unanimously.**

#### Chairman's Report

Chair Simmons-Hutchins reminded attendees that the library's budget hearing is scheduled for Aug. 24 at 9:00am. She also reported that there are six staff members who were accepted into the Sunshine State Library Leadership Institute (SLLI) for 2013: Mia Brack (Children's Librarian at the Webb Wesconnett Regional Library), Ron Block (Library Circulation Supervisor), Marlin Day (Manager at the University Park Branch Library), Keli Likins (Teen Librarian at the Main Library), Rebekah Mitchell (Children's Associate at the Main Library), and Eric Soriano (E-Library Specialist at the Main Library). SLLI is a leadership program for up-and-coming librarians throughout the state of Florida. The program consists of monthly in-person meetings, reading assignments, working with a mentor, and culminates with a project. She also noted that there are six staff members who recently graduated from the program.

#### Committee Reports

##### Finance Committee

Committee Chair Erin Skinner reviewed the financial reports. All areas of the general fund are on target. Direct expendable accounts are on target. The security guard contract has been extended to the end of the fiscal year and there is a balance in that line-item to carry the service to the end of the FY. There is spending in Other Operating Supplies in earnest for the rest of this quarter to begin the new FY with full stocks. Board Chair Simmons-Hutchins asked if there is a cut-off date for spending on supplies; Deputy Director Mark Merritt responded that purchasing will be complete around September 15; July 24 was the deadline for supplies over \$50,000. The Conference Center received \$14,877 in rental revenues in July. Rental Revenues YTD are \$143,266, which is 1.5 percent above target. The July balance of State Aid funds was \$171,566, with \$17,815 spent for FF&E and \$1,549 remaining for training through the end of the FY. The Board Trust received \$348 in contributions from the public and \$1,531 in donations for the book bags. Significant activities include \$12,013 spent for the *Jax Reads* program, purchased \$4,000 of books for the *Tumble Books*, \$1,633 towards *Travelling Tales* book kits, and moved \$500 from each of *Early Childhood Literacy Centers* and *Training Software* to fund \$1,000 toward the *Teen Blue Ray* program. The month end balance is \$491,116. The month end balance from the Foundation is \$93,080. Significant activity includes \$1,936 for

Professional Development supporting attendance at various conferences and \$939 for Courtyard Maintenance.

Committee Chair Skinner reviewed the progress results of the budget impact survey; there has been good response so far. Data shows that customers would feel most affected by the loss of new materials and least affected by all libraries being closed on Sunday.

Committee Chair Skinner reminded attendees of the library's City Council budget hearing scheduled for August 24 at 9:00am.

#### Personnel Committee

Board Chair Brenda Simmons-Hutchins reported that the Personnel Committee will begin work on the director's annual performance evaluation at the end of August.

#### Governance Committee

Committee Chair Christina Stallings reviewed the Governance Committee's August meeting. The committee reviewed the structure and charge of the committee. Deputy Director Carolyn Williams reviewed steps that have been taken towards the recommendation to provide equitable access throughout Jacksonville. She noted that the partnership with Educate Today at the Brentwood Branch is progressing; the goal is to have the program running by the beginning of the school year. Staff are working to have an action plan for providing a new branch in the Urban Core and repurposing the current Urban Core branches prepared by the next Governance Committee meeting. Board Chair Brenda Simmons-Hutchins reported that she met with Special Assistant to the Mayor/Representative Mia Jones to discuss trustee appointments. There are currently three vacancies on the Board; two representing At-Large District 1 and one representing At-Large District 3. There is one application that has been turned in to the Mayor's office; three other community members have verbally expressed interest in serving on the Board. Trustees reviewed a list of Board-approved policies; the Committee will work through each policy for revisions and updates. The committee received an update on the status of planning for the FY13 Balanced Scorecard and the Counting Opinions customer satisfaction survey; the number of responses received is increasing each month and scores on overall satisfaction and satisfaction with staff remain high.

#### Trustee Reports on Elected Official Contacts

Chair Simmons-Hutchins reviewed meetings with elected officials that have already taken place and that are scheduled. She encouraged trustees to meet with their assigned council representatives to discuss the budget prior to the budget hearing.

#### Director's Report

Deputy Director Carolyn Williams reviewed the trend charts; she noted that trends continue with a decrease in circulation and gate count, an increase in meeting room use and program attendance, and a marked increase in children's services and e-material circulation.

Mrs. Williams also reviewed the service hours for FY13; there is a 264 hour service reduction per week. All units will be open 40 hours per week; the Main Library will be open 48 hours per week. Six units (the Urban Core Libraries, Maxville Branch, and Main Library) will be open on Monday; all others will be closed Sunday and Monday. She noted that these hours will be announced to the public on August 15 and implemented on September 15. She noted that implementing the new hours two weeks prior to the beginning of the fiscal year will allow for a smoother transition for staff. This will allow for staff to be oriented to new locations, new positions, and the new reporting structure. Deputy Director Mark Merritt noted that it would

require a significant amount of money being restored to the FY13 budget to add service hours back.

Friends of the Murray Hill Branch Library President Judy Klein stated that the Murray Hill Friends group is opposed to implementing the new service hours prior to the start of FY13. She stated that her understanding from discussion at the budget workshop meeting in late July was that if money was restored this would go to opening branches on Mondays.; the group is concerned that if hours are cut prior to the start of the fiscal year, it will take several weeks to restore those hours if money is restored to the budget allowing for additional service hours. She noted that this concern is based on hours being cut in June of FY10 and then restored at the beginning of FY11. Deputy Director Williams agreed that it does take about two weeks to restore hours once they are cut; the cuts made in June of FY10 were at the direction of then-Mayor Peyton. She noted that library administration is trying to be proactive in a situation where it is unlikely to have funds restored. She noted that the proposed cuts in the FY13 budget will have a major impact on staff; 30 people will be laid-off and significantly more staff will be demoted into new positions through the reduction-in-force process. The two weeks transition period will allow for training for staff who are in new positions.

Trustee Mark Wood asked if the plan for transitioning to the new hours prior to the beginning of the fiscal year had been communicated to City Council or the Mayor's office. Mrs. Williams noted that Employee Services (ES) is aware; Mr. Merritt noted that ES is on board with the plan. Trustee Wood noted that changing the service hours prior to the beginning of the fiscal year may be viewed as a power play by the library. He said he understands that the transition cannot be made in one day and asked if it is possible to begin the transition on October 1. Deputy Director Mark Merritt noted that staff who will be laid-off will be off the pay-roll on October 1 therefor they cannot work beyond that point. Deputy Director Williams said that staff would consider this concern and re-examine the transition period; notification of changing hours will be delayed until after the budget hearing on August 24 when there will be a better idea of what the library budget will look like for FY13.

#### Ex-Officio Member Report

There was no ex-officio report.

#### Mayor's Office Report

There was no report from the Mayor's office.

#### Friends' Report

Friends of the Jacksonville Public Library President Harry Reagan gave an update on the petition drive for the straw poll initiative for an independent taxing district for the library. He also reminded attendees of the upcoming book warehouse sale the weekend of August 24.


Friends of the Murray Hill Library President Judy Klein reported that they will hold a book sale in conjunction with the Murray Hill Preservation Society Spaghetti Dinner on September 27 at the Murray Hill Baptist Church. She also reported that the group had donated money to support a teen anime club at the Murray Hill Branch Library.

#### Confirmation of Future Meeting Dates

Chair Simmons-Hutchins confirmed the date of the next meeting, September 13 at the Main Library.

#### Adjournment

The meeting adjourned at 2:00 pm.



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Brenda Simmons-Hutchins, Chair, Board of Library Trustees



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Christina Stallings, Secretary, Board of Library Trustees

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September 13, 2012

Date Approved by the Board of Library Trustees

