

Minutes  
Board of Library Trustees  
Main Library  
Thursday, September 12, 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  
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  
Robbie Tiedeman, Facilities Manager  
Mitesh Sangani, Conference Center  
Manager  
Juliana Rowland, Office of General  
Counsel

Harry Reagan, Friends of the  
Jacksonville Public Library  
Helene Kamps-Stewart, Friends of the  
Murray Hill Library  
Virginia Maxted, Friends of the Beaches  
Branch Library  
Brian Corrigan, Assistant to CAO & DCAO  
Suzanne Hudson-Smith, Executive  
Director, Jacksonville Public Library  
Foundation  
Paul Martinez, Director of Intra-  
Governmental Services  
Luis Flores, Chief of Public Buildings  
Mike Clark, Florida Times Union  
Lydia Bell, Community Member  
Conrad Markel, Concerned Tax Payers of  
Duval County  
Sharon Coon, Central CME Church  
Andy Johnson, Community Member

Call to Order

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

Introduction of Guests

Mr. Andy Johnson addressed the Board stating that he would like to see at least one library open late at night; he also said that he is in opposition to the petition drive for an independent taxing district. He also said that he was working with Friends of the Jacksonville Public Library President Harry Reagan to form a Friends group at the Regency Square Branch Library.

Ms. Sharon Coon with the Central CME Church addressed the Board and expressed her and her congregation's pleasure with the restoration of funds to the library's budget to keep open the

Brentwood Branch Library. They will be working with Friends of the Jacksonville Public Library President Harry Reagan to start a Friends group for the branch.

Ms. Lydia Bell addressed the Board and asked for a show of hands from Board members how many use the Brentwood Branch on a regular basis; she also noted that she will be helping to start a Friends group for that branch.

Chair Simmons-Hutchins recognized Mr. Luis Flores, Chief of Public Buildings, for his service to the library during his tenure as Assistant Director for Facilities Management and Planning. She presented him with a framed picture of the Main Library; Trustee Wood presented him with a hand-carved wooden bowl as a token of the Trustees' appreciation of his service.

#### Approval of Minutes

**Trustee Anderson made a motion to approve the minutes from the August 8 Board meeting; Trustee Stallings seconded the motion. The motion carried unanimously.**

#### Chair's Report

Chair Simmons-Hutchins updated the Board on developments related to the library's FY14 budget since the last meeting. She reported that funding was restored to the library's budget to keep all branches open; there will still be a reduction in service hours at the Main Library of 8 hours per week as well as a reduction in the materials budget.

Chair Simmons-Hutchins asked Juliana Rowland, Office of General Counsel, to review the legislation regarding the procedures to follow related to the closure of libraries that was addressed as an emergency at the September 10 City Council meeting. Ms. Rowland reported that the legislation was passed to allow for maximum flexibility when making decisions about the FY14 budget. The legislation (attached to these minutes) waives the time period to provide public notice of the intent to close a library; a hearing would be held at a regular City Council meeting addressing the library/city budget and would not require the 14 day waiting period. This was done because the time requirement to notice the intent to close a library and hold a public hearing do not line up with the beginning of the fiscal year, by which time the budget decision has been made.

Trustee Perry asked Council President Gulliford what the likelihood is that additional funding will be restored to the library's FY14 budget. Council President Gulliford noted that there will be many amendments considered at the final City Council meeting to discuss the FY14 budget; he noted that there will be amendments for funding beyond the capacity of the FY14 budget. He also reported that he is considering appointing a budget review committee after the FY14 budget is approved to delve further into the details of the budget. Council President Gulliford also noted that he had pointed out to the Finance Committee that restoring funds to the library's FY14 budget in order to keep the Brentwood and Maxville Branch Libraries open did not coincide with the Board's priorities. Trustee Hardesty pointed out that the materials budget has been cut many years in a row. Council President Gulliford said that there needs to be a philosophical debate about the library which may be a good thing for the budget review committee to look at; he also said that after reading at branches several times for storytime programs he has realized that the library is more than just books, it has become a learning place for the community.

Chair Simmons-Hutchins reported that it is time to begin planning for the annual Board Work Day. She recommended holding the all day workshop on Thursday, February 6, 2014. She

asked that trustees inform Executive Assistant to the Director Andi Hammond of any major conflicts with that date.

#### Trustee reports on contacts with elected officials, community groups, and attendance at library events

Representative Mia Jones attended an event celebrating National Literacy Month and recognizing the Center for Adult Learning's successful literacy efforts. Chair Simmons-Hutchins, and Trustees Jackie Perry and Ronnie King attended that event. Trustee Mark Wood and Director Gubbin met with Councilman Yarborough. They discussed the idea of consolidating the Urban Library Centers into one large branch; Trustee Wood informed the councilman that there didn't seem to be significant support from City Council for that. Council President Gulliford recommended talking more with Councilman Yarborough about the idea. Trustee Ronnie King and Director Gubbin met with Councilman Love. Chair Simmons-Hutchins and Director Gubbin met with Councilman Clark and attempted to meet with Councilman Gaffney but were unable to schedule a meeting. Trustee Anderson met with Councilman Lumb.

#### Task Force on Consolidated Government

Trustee Anderson is attending meetings of the Task Force on Consolidated Government. He reported that departments and independent authorities have been making presentations to the Task Force based on the basic questions of "what is working with consolidation?" and "what is not working with consolidation?" Deputy Chief Administrative Officer for the city Cleveland Ferguson presented last week on the reorganization of city services and reported that it is working well. Director Gubbin and Trustee Anderson have asked to do a presentation from the library about consolidation; Manager for Strategic Initiatives Richard Mott is putting the presentation together.

#### Committee Reports

##### Finance Committee

Trustee Mark Wood reviewed the August 2013 financial reports; he noted that all reports are on target.

##### Governance Committee

Committee Chair Christina Stallings reported that the committee had reviewed the updated strategic plan (attached to these minutes) at the August meeting. **The Committee recommended that the Board approve the strategic plan for FY14-FY16. The recommendation passed unanimously.**

Director Gubbin reviewed the Service Level Agreements negotiated with the city IT Department: one addresses the library's website and the other internet filtering software used by the library and which she and the Director of IT had signed.

Committee Chair Christina Stallings reported that the committee had agreed to change its meeting date and time to the first Thursday of the month at noon.

**The committee made a recommendation to approve the FY14 Holiday and Closing Schedule; the recommendation passed unanimously.**

**The committee made a recommendation to close the Main Library on Saturdays in order to meet the reduction of 8 service hours per week as required by the current proposal for**

the library's FY14 budget. Director Gubbin reviewed the data that was used to come to this decision including usage statistics, service hours at branch libraries, and the ability to offer programming at branch libraries. She also noted that the Conference Center will continue to operate as it currently does. Director of Neighborhoods Paul Martinez asked how many people will be affected by closing on Saturdays. Deputy Director Carolyn Williams said she did not have that number in front of her but could get it. Director Gubbin noted that there are many school groups that come to the Main Library on Fridays and would not have that opportunity if it were closed. Council President Gulliford noted that the Board may want to consider how this will affect downtown development. **Trustee Wood called the question. The recommendation passed unanimously.**

#### Director's Report

Work continues on the Main Library; so far the contractor has completed work on eight windows and has begun the replacement of the Grand Staircase window. The contractor is also removing the stucco on the walls around the roof to execute repairs in this area and the Duval Street sidewalk has been "walled off" for work to be done on this side of the building. The retro-commissioning project has also been approved and negotiations are in progress with the contractor for a contract.

The Conference Center is moving forward as rapidly as possible with the work on "The Lounge at 303 North", the official name for the former bookstore which is being transformed into a lounge accessed from the Pajcic Promenade in the Main Library. The first booking is for an event in early December

The roof replacement at the Beaches Library is 90% complete with the perimeter flashing and replacement of the skylights remaining. Some important issues have arisen in relation to the glass walls/skylights replacement related to new hurricane resistance requirements which are likely to delay the second phase of this project until they are resolved.

Many branches will host Duval County Public Schools Parent Academy workshops with a special program at the Main Library on Saturday, September 14.

#### Old Business

There was no old business.

#### New Business

There was no new business.

#### Ex-Officio Member Report

Council President Gulliford reported nothing further.

#### Mayor's Office Report

Chair Simmons-Hutchins welcomed Mr. Paul Martinez, new Director of Intra-Governmental Services; the library reports to the administration through this office on the city's organizational chart. Mr. Martinez said that he is a supporter of the library.

#### Foundation Report

Executive Director Suzanne Hudson-Smith reported that she has been meeting with Trustees, staff and community leaders and working on reviving the Foundation's website. Foundation Board committees will begin meeting in September and a board retreat will be held in November; the Foundation Board will develop a 15-month plan for community engagement.

Friends Report

Friends of the Jacksonville Public Library President Harry Reagan reported that he is working with community members who are interested in starting Friends groups at the South Mandarin, Regency, Graham and Brentwood Branch Libraries as well as at the West and Webb Wesconnett Regional Libraries.

Helene Kamps-Stewart, President of the Friends of the Murray Hill Branch Library, reported that the first Memories of Old Murray Hill program was held last night; two more will be held on September 18<sup>th</sup> and 25<sup>th</sup>. Their group is currently focused on building membership, the programs mentioned, and the petition drive.

Virginia Maxted with the Friends of the Beaches Branch Library reported that she will be attending the Board meetings each month. Their group will be hosting the annual staff luncheon at the Beaches Branch Library this Friday and the fall booksale will be October 24-26.

Sharon Coon, representing supporters of the Brentwood Branch Library, reported that they would be making a donation to the Friends of the Jacksonville Public Library.

Confirmation of Future Meeting Dates

Chair Brenda Simmons-Hutchins reminded attendees that the next meetings will be held on October 10 and November 14.

Adjournment

The meeting adjourned at 2:00pm.



---

Brenda Simmons-Hutchins, Chair, Board of Library Trustees



---

Christina Stallings, Secretary, Board of Library Trustees

October 10, 2013

---

Date Approved by the Board of Library Trustees