

Minutes
Board of Library Trustees
Main Library
Thursday, September 13, 2012

Board Members Present:

Brenda Simmons-Hutchins, Chair	Rita Cannon
Erin Vance Skinner, Vice-Chair	Mary Mickel, DCPS Representative, Ex-officio
Christina Stallings, Secretary	
Gerald Reid	
Mark S. Wood	
Ronnie King	
Jackie Perry	
John Gibson	

Board Members Absent:

Jim Selzer
Council President Bill Bishop, Ex-officio
Councilman Ray Holt, Ex-officio

Others Present:

Barbara Gubbin, Director	Richard Mott, Manager of Strategic Initiatives
Carolyn Williams, Deputy Director	Luis Flores, Assistant Director for Facilities & Planning
Mark Merritt, Deputy Director	Mitesh Sangani, Conference Center Manager
Andi Hammond, Executive Assistant to the Director	Dylan Reingold, Office of General Counsel
Gretchen Mitchell, Assistant Director for Support Services	Harry Reagan, President of the Friends of Jacksonville Public Library
Lisa Peterson, Technology Systems Administrator	Connie Holt, Assistant to Councilman Ray Holt
Kathy Lussier, Assistant Director for Community Relations and Marketing	Cleveland Ferguson, COJ Deputy CAO
Michael Sullivan, Administrative Supervisor	Satenik Abrahamyan, JPL Intern
Robbie Tiedeman, Facilities Manager	

Call to Order

Chair Brenda Simmons-Hutchins called the meeting to order at 12:10pm; there was a quorum present. She welcomed Mr. Cleveland Ferguson, COJ Deputy Chief Administrative Officer.

Staff Presentation

Chair Brenda Simmons-Hutchins introduced Kathleen Brunner, Children's Librarian at the Highlands Branch Library, and Julie Pactor, Youth Librarian Senior for the Urban Library Centers. Both are graduates of the Sunshine State Library Leadership Institute and shared with the board their projects that were completed as part of the institute.

Approval of Minutes

Trustee Perry made a motion to approve the minutes from the August 9 Board meeting; Trustee Stallings seconded the motion. The motion carried unanimously.

Chairman's Report

Chair Brenda Simmons-Hutchins reported that there will be changes to the Chairman's report portion of meetings beginning with today's meeting. Each month Trustees will review the five Capacity Plan recommendations along with the message that was developed during the Board Work Day in February 2012. These two items will help Trustees to participate in a strategic discussion at each meeting. This

discussion will take 20-30 minutes and will be an opportunity for open dialogue among Trustees. She noted that this discussion will not replace specific discussion of the Capacity Plan recommendations in the Governance Committee. She announced that the topic for discussion at today's meeting is advocacy. Trustees will choose a topic for the next meeting at the end of the discussion. Trustee Gibson asked how follow-up on discussions would be handled; Chair Simmons-Hutchins noted that some items may be channeled to committees; others may lead to additional discussion at later meetings. She also noted that Trustees will be asked to report on contacts with elected officials during the Chairman's report.

Strategic Discussion: Advocacy

Chair Simmons-Hutchins noted that there are currently three main advocacy activities in the community surrounding the library: the completed JCCI Study "Check it Out: Independent Library Funding"; the petition drive by the Friends of the Jacksonville Public Library, and the SaveJaxLibraries.com group. Friends of the Jacksonville Public Library President Harry Reagan gave an update on activities with the petition drive and the SaveJaxLibraries.com group. He reported that the Friends expect to get a significant number of signatures for the petition on Election Day; there is information posted on savejaxlibraries.com about the petition drive.

Chair Simmons-Hutchins noted that the proposed budget cuts for FY13 will have a significant impact on customers and the Board is obligated to inform the citizens of what the cuts are, what their impact is, and what the impact will be of additional cuts to the budget in the future. Director Gubbin noted that a budget cut for FY14 that is even one quarter the amount of this year's cut is likely to result in closing libraries. In order to gain insight for the 2013 Board work day discussion and to get input from the community before the next budget cycle, Chair Simmons-Hutchins asked that all Trustees identify and speak with 4-5 community groups within their circle of influence during the months of November, December, and January. She also asked that Trustees invite elected officials to be involved in these meetings and that Trustees inform Andi Hammond, Executive Assistant to the Director, of any meetings that are scheduled so that she can track them.

Trustee Gibson asked what the specific message is that Trustees are to take to these meetings. Chair Simmons noted that the specific message will be the Strategic Discussion topic at the October meeting. Trustee Cannon asked if the groups need to be large, formal groups or if they can be more informal gatherings. Chair Simmons-Hutchins responded that it can be any type of group with which the Trustee has influence; she reminded Trustees that they came up with a list of groups at the 2012 Board Work Day. Trustee Stallings noted that the presentation should be well-rounded and outline why the libraries should have their support; she would like the presentations to be a more informal discussion. Ex-Officio Board Member Mary Mickel suggested developing a leave-behind document. Trustee King noted the importance of being able to connect each specific group's needs with what the library offers. Trustee Reid agreed with Trustee King that the Board needs to find ways to connect the impacts of budget cuts to the needs of those groups and other organizations.

Chair Simmons-Hutchins reported that she would like staff to bring a draft outline to the October meeting of what the message will be based on Trustee comments. Trustee Wood asked that there be information that explains clearly why an independent taxing district for the library is not a new tax. Trustee Gibson asked that several examples be included of how specific programs which, if eliminated, will affect customers; he also asked that the list of community members as identified at the 2012 Board Work Day be provided. Chair Simmons-Hutchins asked that Trustees bring their calendars to the October meeting so that a date can be set for the 2013 Board Work Day.

Trustee Reports on Elected Official Contacts

Trustee Mark Wood met with Councilmen Yarborough, Carter, and Gulliford to talk about the budget and update each on the status of the library. He reported that all three councilmen indicated support of the library but were limited in what they can do because of limited finances. He noted that Councilman Gulliford is committed to working on filling vacancies on the Board.

Trustee Ronnie King met with Councilman Schellenberg and felt he was supportive and understands that the library needs more funding but is also limited due to the financial situation in the city.

Trustee Jackie Perry reported that she had informally spoken with Councilman Brown to update him on the library; Trustee Christina Stallings met informally with Councilman Jones who supports the library but noted that funding is limited.

Other

Chair Simmons-Hutchins reported that she and Director Gubbin had attended the City Council Finance Committee's Budget Hearing on the library's FY2013 budget. She noted that there was support on the committee and they voted to restore \$830,000 to restore \$500,000 to the materials budget and Sunday hours at 5 locations. These funds were put "below the line;" that is not yet funded. At a later Finance Committee meeting where the library was represented by Director Gubbin, the amount to be returned to the library was reduced to \$792,000 but put above the line and funded. A specific action will need to be taken by the Council for these funds not to be allocated to the library. Trustee Mark Wood asked if there is any flexibility in how the restored funds are distributed. Director Gubbin reported that the funds had to be assigned to specific line-items in order to be included and is therefore fairly set. Trustee Wood asked that staff look at alternatives to the proposal in the case that there is some room for changes; he noted that his concerns are about the potential of unforeseen closures at libraries due to lack of staff thus creating disruption to customers and about whether customers would be better served by having some libraries open on Sunday or additional libraries open on Mondays.

Chair Simmons-Hutchins noted that she has asked Past-Chair Jim Selzer to serve as the new representative on the Jacksonville Public Library Foundation Board, replacing Trustee Mark Wood who has served as the representative since 2008.

Committee Reports

Finance Committee

Committee Chair Erin Skinner reviewed the August 2012 financial reports. The General Fund is tracking as expected. The Conference Center received \$26,255 in rental revenues in August. Rental Revenues YTD are \$177,986, which is 126.1 percent of the target. The FY12 budget for the conference center reflects an increase in staffing costs with the addition of a second Conference Center Specialist. The August balance in the State Aid Fund was \$81,047.76, with significant activities in Program Expenditures including spending for *Motivational Awards, Staff Development, Adult Programming, Jax Reads program, Travelling Tales* book kits, and for the *Tech Lab* to purchase lights, small cameras and audio visual equipment to set up a recording studio. Interest of \$2,770 was earned on the various Trust Fund Accounts; the month end balance is \$480,037. The month end balance in the Foundation account is \$80,902. Significant activity included Professional Development supporting attendance at various conferences, Courtyard Maintenance, and FINRA related expenses

Deputy Director Mark Merritt reviewed revisions made to the FY13 State Aid Budget. He noted that the budget was reformatted to be clearer; some items were combined (tables) and others were broken into more specific line items; a majority of the \$96,893.57 that was unassigned in the initial FY13 State Aid budget proposal has been assigned and only \$10,000 is now unassigned. He noted that the biggest expenditure is for the 3M Auto-return system at the Southeast Regional Library. **Committee Chair**

Skinner reported that the Finance Committee is recommending the full Board approve the revised FY13 State Aid Budget. The recommendation passed unanimously.

Personnel Committee

Committee Chair Jackie Perry reviewed the process for completing the Director's Performance Evaluation. She noted that Trustees will soon receive a copy of the Director's self-evaluation via email and USPS and will need to complete their individual evaluations. The committee will then create an overall evaluation which will be reviewed with the Director and entered into the COJ performance management system.

Governance Committee

The Governance Committee did not meet in September. Committee Chair Christina Stallings reported that the next meeting would be held the first Thursday in October.

Director's Report

Director Gubbin reported that she and Deputy Directors Carolyn Williams and Mark Merritt, along with representatives from Employee Services, met with all staff affected by the reduction-in-force due to budget cuts. She noted that the demotions will have a significant impact on the library: the library is losing a large number of children's librarians, staff who are being demoted from professional to paraprofessional positions will not be able to use their expertise in the new positions, and over 50% (note: the actual percentage is 37%) of staff will be moved to new positions and/or locations. She reported that she and Deputy Director Carolyn Williams are finalizing staff assignments and will notify staff of new assignments by the end of the day on Friday, September 14. She reported that meetings had been held at branches with groups of staff to update them on the budget; the slide presentation and an FAQ from these presentations has been posted on the library's internal website for staff's reference. She noted that staff have submitted resumes for the new appointed positions and interviews will take place soon. She reported that the final schedule for all libraries will be announced to the public after the final City Council vote on September 25.

Director Gubbin reported that the Center for Adult Learning is receiving a NEFLIN Innovator Award for their World Refugee Day program. She also reported that the library has helped over 10,000 people in Jacksonville economically through library programs and websites. She reviewed a report done by Douglas County Library System on the cost to libraries of e-materials compared to print-materials.

She reported that Assistant Director for Facilities Luis Flores was notified by COJ's Chief of Public Buildings, Lloyd Fountain, that there will be limited funding for capital projects in the coming year but we have not received a new list of projects for the year at this time. The project for the roof at the Olga L. Bradham and Etta L. Brooks Branch Library has been in the works since 2008 but has not been started; there is now mold present at the branch. She reported that the initial bid for the water intrusion project at the Main Library was rejected; it will be re-advertised this month. There are also roofing projects underway at the Southeast Regional Library and the Beaches Branch Library. Destructive testing at the Willowbranch Branch Library has been completed; we are now waiting for funding to fix the leaks. She reported that the AC units at the Maxville Branch Library have been replaced and are fully functioning.

Director Gubbin reported that the RFI for IT services has been advertised and responses are due by September 28. Computers throughout the system are being updated to Internet Explorer 8 and Microsoft Office 2010. The bandwidth at the University Park Branch Library has been upgraded to 10Mbps. The computer lab at the Southeast Regional Library has been completed.

She also noted that the teens who use the Teen room at the Main Library want the Friends to know they are grateful for the new Blu-ray player.

Old Business

In recognition of her two full-terms served on the Board of Library Trustees, Chair Simmons-Hutchins presented Trustee Rita Cannon with a framed drawing of all libraries opened during Mrs. Cannon's tenure on the Board and thanked her for her years of service.

New Business

Director Gubbin reviewed the 2013 Holiday Closing Calendar. She noted that it includes a proposed change to the remaining 2012 holidays; it is proposed to close all units on Sunday, December 23. **Trustee Gibson made a motion to approve the 2013 Holiday Closing Calendar with the revision to the remaining 2012 holidays. Trustee Wood seconded the motion; the motion passed unanimously.**

Ex-Officio Member Report

DCPS Representative Mary Mickel reported that, as a result of a summer reading program for over 2,000 students who scored below a certain level on reading tests during the previous school year, there was significant improvement in reading among them. She also noted that the school district is moving towards new common core state standards and that students will no longer take the FCAT, but instead will take the Partnership for Assessment of Readiness for College and Careers (PARCC) assessment.

Mayor's Office Report

There was no report from the Mayor's Office.

Friends' Report

Friends of the Jacksonville Public Library President Harry Reagan reported that Mayor Brown attended the most recent Book Warehouse Sale with his family. He noted that the next sale begins November 9, 2012.

Confirmation of Future Meeting Dates


Chair Brenda Simmons-Hutchins reminded attendees that the next meeting will be held on October 18 at the West Regional Library. She noted that this meeting will be held the third Thursday of the month instead of the second Thursday; this change was approved by the Board at a previous meeting.

Adjournment

The meeting adjourned at 2:10 pm.



Brenda Simmons-Hutchins, Chair, Board of Library Trustees



Christina Stallings, Secretary, Board of Library Trustees

October 18, 2012

Date Approved by the Board of Library Trustees

