

Minutes  
**Board of Library Trustees**  
**September 18, 2014**  
**University Park Branch Library**  
**3435 University Boulevard North**

Board Members Present:

Brenda R. Simmons-Hutchins, Chair  
Guy Anderson, Secretary  
Tim J Anderson, Trustee  
Sybil Ansbacher, Trustee  
Ronnie King, Trustee  
Charlie Kleeman, Trustee  
Joshua La Bouef, Trustee  
Gerald Reid, Trustee  
Erin Vance Skinner, Vice-Chair

Board Members Absent:

Marc Hardesty, Trustee  
Jackie Perry, Trustee

Others Present:

Barbara A.B. Gubbin, Director  
Carolyn Williams,  
Deputy Director, Public Services  
Mark Merritt,  
Deputy Director, Administration & Finance  
Kathy Lussier,  
Manager, Community Relations &  
Marketing  
Julie McNeil,  
Assistant Director, Public Services  
Gretchen Mitchell,  
Assistant Director, Support Services  
Richard Mott,  
Manager for Strategic Initiatives  
Lisa Petersen,  
Technology Systems Administrator  
Marshelle Berry, Webb Region Manager  
Jane Harris, West Region Manager  
Bob Silkett, Pablo Creek Region Manager  
Michael Sullivan, Southeast Region Manager  
Mitesh Sangani, Conference Center Manager  
Eric Lawrence,  
Assistant Director, Planning & Facilities  
Aubrey Winship,  
Facility Manager  
Andrew Herron,  
Exec. Assistant to the Director

Theresa Rooney  
Branch Manager,  
University Park Branch Library  
John Sawyer  
Office of the General Counsel  
Paul Martinez,  
Office of Intra-Governmental Services  
Larry Roziars, DCPS  
Christopher Hong, *Florida Times Union*  
Gail Hunyar,  
Friends of the Jacksonville Public Library  
Elaine Burnett,  
Friends of the Willowbranch Branch  
Library  
Judy Klein,  
Friends of the Murray Hill Branch Library  
Celia Miller,  
Friends of the Dallas Graham Branch  
Library  
Elaine Starling,  
Friends of the Willowbranch Branch  
Library

Call to Order

Chair Simmons-Hutchins called the meeting to order at 12:10PM. A quorum was present. Chair Simmons-Hutchins welcomed Tim J. Anderson and Joshua La Bouef, who

visited this Board previously and will attend from now on as formally approved trustees. She also welcomed Christopher Hong of the *Florida Times Union*.

#### Comments from Members of the Public

There were no public comments.

#### Approval of Prior Minutes

**Trustee Sybil Ansbacher moved to approve the Board minutes of September 5<sup>th</sup>, 2014. Trustee Erin Skinner seconded the motion, and the minutes were approved.**

**Trustee Ansbacher moved to approve the Board minutes of August 14<sup>th</sup>, 2014. Vice-Chair Skinner seconded the motion, and the minutes were approved.**

#### Staff Presentation—University Park Branch Library

Branch Manager Theresa Rooney reviewed the programs and activities of the University Park Branch Library, including its popular adult programming, teen materials, computer classes, bilingual classes, and materials for children of all ages. Branch Manager Rooney looked with pride upon the ten years of service provided by the branch since its opening in 2004 and expressed hope that it will continue to be funded into the future.

#### Status of the FY 2015 Budget

Deputy Director Mark Merritt, Administration and Finance, reviewed the City Council's deliberations regarding the library's FY 2015 budget. At the present juncture, all departments have been told they will have to manage a 2% lapse, which would equal \$350K of the Jacksonville Public Library's (JPL) budget. In addition, the library will receive a part-time budget reduction of \$136K and an overtime reduction of \$30K, for a total reduction of \$516K.

Trustee Ronnie King inquired about when the city will audit the library's progress at meeting the budget "lapse" mentioned above. Mr. Merritt replied that the city will examine that issue as part of its mid-year review of the General Fund budget.

Director Gubbin stated that the real challenge is how to accommodate part time and overtime reductions, which are actual cuts and not a lapse. Library administration believes it can accommodate the part time reductions, but dealing with the overtime cuts will require Board action, as overtime funding is essential to maintaining Sunday hours at the five locations currently featuring them. With this knowledge, the Board examined activity figures for all locations that keep Sunday hours. It found that the Highlands Branch Library had the lowest customer usage on Sundays and that its Sunday expenses roughly approximated the \$30K cut. While the Board expressed concern about the ability of nearby residents to access other locations that are open on Sundays, there was general agreement that this cut was the least harmful alternative available.

**Trustee Erin Skinner moved that, in order to meet the overtime budget reduction, the library close the Highlands Branch Library on Sundays. Trustee Ansbacher seconded the motion, and the motion was approved.**

### Physical State of the Willowbranch Branch Library

Assistant Director Eric Lawrence, Planning and Facilities, updated the group on water intrusion problems which have rendered the Willowbranch Branch Library temporarily unusable. For the past fifty years, there have been many renovations at the branch. During the most recent one, new waterproofing was installed. However, in early September, a large deluge of rain caused hydrostatic pressure to force water upwards from beneath. The damage was extensive, as were the odor issues. Given uncertainties surrounding when the building will be fit for use, the six employees currently assigned to the branch are being reassigned to fill thirteen vacancies within the broader system.

Judy Klein, representing the Friends of the Murray Hill Branch Library, expressed hope that some of the reassigned employees might be reassigned to the Murray Hill Branch Library, which has absorbed much of the Willowbranch Branch Library's clientele. Other Friends representatives offered further perspective: Elaine Burnett and Elaine Starling, representing the Friends of the Willowbranch Branch Library, and Celia Miller, representing the Friends of the Dallas Graham Branch Library, urged the library to consult with the Health Department, to be cautious about guarantees from the current contractor (who has brought in a professional mediation firm), to consider seeking federal funding due to the building being a historic site, and to take special care to communicate fully with the community any reasoning behind service suspensions, to avoid suspicions that suspensions are meant to be permanent.

**Trustee Skinner moved that, in order to meet the City's mandated budget lapse, the library temporarily suspend service at the Willowbranch Branch Library until the building can be restored to working order. Trustee Charlie Kleeman seconded the motion, and the motion was approved.**

### Chairman's Report

Chair Simmons-Hutchins thanked trustees who attended the Emergency Board Meeting on September 5<sup>th</sup>, after it was learned that the City Council's Finance Committee might require further cuts to the library's FY 2015 budget.

Chair Simmons-Hutchins noted recent public events at the library: On August 26<sup>th</sup>, Congresswoman Corrine Brown joined her, Director Barbara A.B. Gubbin, Trustee Guy Anderson, Trustee Ronnie King, Council Member Bill Gulliford, and Senator Tony Hill to celebrate the centennial of Jacksonville Public Library's involvement in the Federal Depository Library Program, with music from the Navy Band Southeast's Woodwind Quintet. Later, on September 9<sup>th</sup>, the library's Career and Community Resource Fair was held, with Mayor Brown, Larry Roziers of Duval County Public Schools, and twenty-three employers from retail, hospitality, media, financial, transportation, and personnel services in attendance.

The University Park Branch Library and the Pablo Creek Regional Library will celebrate their tenth anniversaries next month. The open house here at University Park will begin on October 4<sup>th</sup> at 11AM and start formally at noon, with Senator Audrey Gibson, Representative Reggie Fullwood, Council President Yarborough, and Council Members Bishop and Crescimbeni in attendance. Then, Pablo Creek will hold its festivities on October 9<sup>th</sup> at 2:30PM, with Senator Aaron Bean, Councilman Clark and Councilman Joost in attendance, for a presentation by Lisa Rinaman, the St. Johns River Keeper. At

both events it will be important for available trustees to attend, so as to ensure a strong Board presence.

### Committee Reports

- a) The Governance Committee did not meet this month.
- b) Finance Committee Chair Erin Skinner reviewed the committee's latest meeting. The committee reviewed the library's financial reports for August, learning that General Fund revenue totals are at 81.44% of the budgeted amount, that the Conference Center is at 90.9%, and that activity in State Aid consisted of expenditures of \$65,994, mostly for refurbishments of branches and technical acquisitions. The Committee also grappled with funding reductions imminent in the FY 2015 budget, already addressed in these minutes, as well as logistical financial impacts of the currently impending closure of the Maxville Branch Library.

### Director's Report

Director Barbara Gubbin delivered her Director's Report for September 2014, updating trustees on upcoming events.

Physical renovations continue at the Beaches, Bradham Brooks, and Main libraries, while digital upgrades continue system wide. The Distribution Services Contract to move books and materials between branches has been awarded to Priority Transport Group, Inc, the periodical services bid was awarded to Ebsco, and the library's newest digital resource, One Click Digital from Recorded Books, is now available on the JPL website.

The City Council has approved a contract with the Friends of Hemming Park to authorize their taking stewardship of the park. Library staff have met with their Executive Director Vince Cavin to facilitate their offices in the library's G5 Promenade, as agreed by this Board.

Youth librarians have promoted library services with Duval County Public Schools recently, and training has been given to staff on how to participate effectively as members of Student Advisory Councils. Meanwhile, the contract with Learn to Read has been agreed to by their Board and will return to this Board in September.

Former City Council President and ex-officio Board Member Bill Gulliford was honored by the Northeast Florida Library Information Network for his advocacy of libraries. Director Gubbin similarly thanked other trustees for their advocacy on behalf of JPL during the recent budget process.

The straw ballot sponsored by Save Jax Libraries to bring about a ballot vote on creating an Independent Library District for Duval County failed narrowly at the primary election in August.

The August 8<sup>th</sup> hearing before the City Council Finance Committee resulted in action which will close the Maxville Library. A public hearing was set for September 9<sup>th</sup>, and three people spoke at that hearing but no action to rescind the closure was taken by

the Council. Unless further action is taken by the City Council, that branch will close as of October 1<sup>st</sup>.

Old Business—Memorandums of Understanding with Friends Groups

Deputy Director Carolyn Williams updated the group on the progress of talks to finalize Memorandums of Understanding with Friends Groups on their reporting and adherence requirements. The agreements with the Friends of the Beaches Branch Library and the Friends of the Jacksonville Public Library are ready for approval.

**Trustee Joshua La Bouef moved to accept the language in the Memorandums of Understanding with the Friends of the Beaches Branch Library and the Friends of the Jacksonville Public Library. Trustee King seconded the motion, and the motion was passed.**

New Business

- a) Election of Officers for 2015—Nominating Committee Chair Gerald Reid moved to elect the Nominating Committee's slate of nominees for Board offices, starting in October 2014, including: Erin Skinner as Chair, Guy Anderson as Vice-Chair, Jackie Perry as Secretary, and Brenda Simmons-Hutchins as Jacksonville Public Library Foundation Liaison. Trustee Ansbacher seconded the motion, and the motion was approved.
- b) Approval of Meeting Calendar for 2014-2015—Trustee Guy Anderson moved to approve the proposed Calendar of Meeting Dates for this Board's 2014-2015 year. Trustee La Bouef seconded the motion, and the motion was approved.
- c) Approval of Holiday/Closing Schedule 2014-2015—Trustee Guy Anderson moved to approve the proposed Holiday/Closing Schedule for 2014-2015. Trustee La Bouef seconded the motion, and the motion was approved.
- d) Approval of Jacksonville Public Library Foundation Budget for FY 2015—Trustee Guy Anderson moved to approve the Jacksonville Public Library Foundation Budget for FY 2015. Trustee La Bouef seconded the motion, and the motion was approved.

Reports from Friends Groups

Gail Hunyar and representatives of Friends groups reported their recent activities.

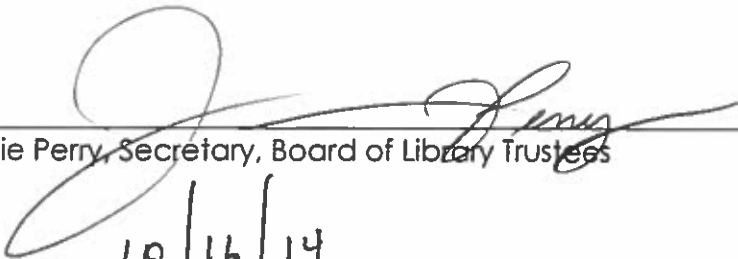
Adjournment

Chair Simmons-Hutchins thanked the Board and staff for their support during her two years as Chair and passed the gavel to Vice-Chair Erin Skinner, who will take the position as of October 1<sup>st</sup>. The meeting was then adjourned.



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Erin Vance Skinner, Chair, Board of Library Trustees



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Jackie Perry, Secretary, Board of Library Trustees

10/16/14

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Date Approved by the Board of Library Trustees