

Minutes
Board of Library Trustees
Main Library
Wednesday, October 5, 2011

Board Members Present:

Jim Selzer, Chair
Brenda Simmons, Vice-chair
Gerald Reid
Jackie Perry
Rita Cannon
Erin Vance Skinner
Mark S. Wood
Christina Stallings

Board Members Absent:

George W. Robbins, III, Secretary
John Gibson
Council President Stephen Joost, Ex-officio
Councilman Doyle Carter, Ex-officio
Mary Mickel, DCPS Representative, Ex-officio

Others in Attendance:

Barbara A.B. Gubbin, Director
Andi Hammond, Executive Assistant to the Director
Barrett King, Deputy Director
Carolyn Williams, Deputy Director
Gretchen Mitchel, Assistant Director of Support Services
Lisa Peterson, Technology Systems Administrator
Kathy Lussier, Assistant Director of Community Relations and Marketing
Luis Flores, Assistant Director of Facilities & Planning
Richard Mott, Manager for Strategic Initiatives
Robert Tiedeman, Facilities Manager
Ava Barrett, Administrative Supervisor
Sara Gunter, Administrative Aide

Michael Sullivan, Administrative Supervisor
Anthony Williams, Library Associate, Brown Eastside Branch Library
Marshelle Berry, Library Supervisor, Urban Core Libraries
Mitesh Sangani, Conference Center Manager
Kelley Boree, Acting Director, Recreation & Community Services (RCSD)
Jason Gabriel, Office of General Counsel
Harry Reagan, President of the Friends of Jacksonville Public Library
Missy Jackson, Friends of the Murray Hill Library
Helene Kamps-Stewart, Friends of the Murray Hill Library

Call to Order

Chairman Selzer presided; he called the meeting to order at 12:00pm. A quorum was present.

Introduction of Guests

Chairman Jim Selzer introduced Kelley Boree, Acting Director of RCSD, and welcomed her to the meeting as the liaison to the mayor's administration. He also announced that Councilman Dr. Johnny Gaffney would be joining the Board after the meeting to help celebrate the 50th anniversary of the Brown Eastside Branch Library.

Staff Presentation—Brown Eastside Branch Library

Chairman Jim Selzer welcomed Anthony Williams, Library Associate at Brown Eastside Branch Library. Mr. Williams talked about the history of the branch including information about its namesake, Raiford A. Brown, and the initial emphasis on children's services at the branch. He also told attendees about current programs and focuses of the branch such as helping customers with job searches, resumes, furthering education, and assisting customers with finding information on how to start a business.

Approval of Minutes

Trustee Perry made a motion to approve the minutes from the September 8 Board meeting; Trustee Skinner seconded the motion. The motion carried unanimously.

Chairman's Report

Chairman Selzer thanked everyone who supported the library during the budget process; he encouraged everyone to thank all the council members for approving the funds for the library. He announced that there would be a celebration of the 50th anniversary of the Brown Eastside Branch immediately following the meeting and encouraged everyone to attend. He reported that he and Director Gubbin met with CAO Kevin Hyde and Deputy CAO Karen Bowling. He reported that he had to cancel a meeting with Councilman Richard Clark but will meet with him sometime in the coming month. Chairman Selzer stated that the Board needs to immediately start looking at the budget for FY13 in order to be proactive and recommended that the Board hold community meetings to discuss the budget and the capacity plan recommendations. He introduced his plan to have a Board retreat when trustees will begin addressing the capacity plan recommendations. He acknowledged Trustee Stallings for her involvement with the JPL Community Connections Community Read by buying copies of *The Power of Half* to read with the young women she is mentoring and by establishing a food drive. Finally, he pointed out the memo sent by Director Gubbin last week to trustees which gave an update on the budget and how the cuts affect library services.

Committee Reports

Finance Committee

The Finance Committee did not meet. **Committee Chair Simmons made a motion to approve the minutes from the September 8, 2011 Finance Committee meeting, the motion passed unanimously.** Dr. Simmons reviewed the financial reports for September. She noted that revenues continue to lag and that the Conference Center earned 118% of its budgeted revenue. She commended the conference center staff for their hard work. She noted that the State Aid fund has a higher than expected balance due to a refund from the CDBG grant. She also reviewed the Board Trust Fund, Foundation, and Cash Donation reports.

Director Gubbin reviewed the final changes made to the budget based on what was approved by City Council. She noted that all staff with a library classification will be required to work on Sundays, regional libraries and the Main library will be open for four hours on Sundays throughout the year, and regional libraries will not be open on Wednesday mornings in order to allow operation with a single shift. She explained that

the budget shows that the library has 352 full-time positions, but there is not enough money to keep all positions filled; the library will need to keep about 25 positions vacant throughout the year. She reviewed further details of the FY12 budget including contract changes, materials budget, and schedules. Trustee Wood asked for details about the changes to the security contract. Assistant Director of Facilities and Planning Luis Flores explained that all locations that had security guards before continue to have them, but with reduced hours with guards generally starting later in the day. He also explained that the Main Library will now only have one roving guard but that more cameras are being installed at Main and at other branches in order to offset the loss of hours with guards; cameras will be connected to the central monitoring board at the Main Library. Trustee Wood asked if senior staff would be monitoring statistics in order to determine if there needs to be alterations to the schedule. Director Gubbin said that staff collects many statistics each month and that these are analyzed to determine how and when services are provided. Trustee Wood asked if the city is currently on a hiring freeze. Ms. Boree responded that there is a freeze for full-time and part-time staff at least through the city reorganization process which will take about two months.

Deputy Director King reviewed the FY11 to FY12 budget comparison; he noted that the biggest changes were reductions in salary and overtime, security contracts, and equipment maintenance contracts. Trustee Simmons asked for an explanation about the large decrease in funds for printers/copiers. Deputy Director King noted that the library has outsourced public copiers and will only need to provide paper for the machines.

Trustee Wood noted that the library is allocated additional internal service charges that other city departments are not directly allocated in order to qualify for more State Aid funds; he also noted that when city departments are asked to take a percentage cut from the budget, the library's percentage is calculated against the total budget but that the cut can only be taken from the costs controlled by the Board, not internal service charges, resulting in a higher percentage cut. He asked if an analysis had been done to determine if the library is better off by collecting more money from State Aid as a result of the additional cost allocations as compared to taking the increased percentage cuts. Director Gubbin responded that an analysis can be provided, but that it has not been done. Deputy Director King predicted that the comparison would be a draw. Trustee Wood asked to see a comparison from the past four years to determine if the library should continue using the indirect costs allocation for the purpose of State Aid.

Governance Committee

The Governance Committee did not meet; there will be a meeting in November. Board Chair Jim Selzer stated that the Governance Committee will begin work on developing an action plan for the Capacity Plan recommendations.

Personnel Committee

The Personnel Committee did not meet. Committee Chair Rita Cannon reviewed the steps for the Director's performance review. Trustees will soon receive a packet that includes Director Gubbin's self-evaluation and forms to fill out. The Personnel

Committee will then meet to review the individual reviews and write a comprehensive review.

Trustee Reports on Elected Official Contacts

Trustee Perry met with Councilmen Reginald Brown and Warren Jones. Trustee Simmons met with Councilman Dr. Johnny Gaffney. Trustee Wood spoke with Councilman Clay Yarborough. Chairman Selzer noted that Representative Lake Ray is the new director of the First Coast Manufacturers Association.

Director's Report

Director Gubbin thanked everyone for their time and effort during the budget process. She noted that Chairman Selzer and Trustees Simmons and Stallings as well as members of various Friends groups attended the City Council meeting when the budget was approved. She reported that the permit has been issued and the purchase request submitted for the automated return system at the Pablo Creek Library. Director Gubbin and Trustee Perry met with Councilman Reggie Brown and discussed available funds that the councilman has available; the library has submitted a proposal estimated at \$700,000 for the renovation of the children's room at Webb Wesconnett Library. Deputy Director King has asked for a meeting with Procurement to discuss the RFP that has been developed to identify a consultant to help with the RFI documents we intend to issue with regard to the library department managing our own information technology. Customers are now able to download e-books from the library onto their Kindle; we are exploring privacy issues related to the use of Amazon for this process. Times Union reporter Mike Clark will be featuring The Power of Half for his book club and will be interviewing author Kevin Saiwen. JPL participated in the Family Literacy Fair at FSCJ North Campus; Trustee Simmons helped to start this program several years ago. Director Gubbin reviewed the 2-year Trend Charts provided to trustees and noted that four libraries (University Park, Highlands, Westbrook and Regency Square) still have only a 4mbps fiber connection to the internet which causes slow access to the internet. She reported that JPL will be applying for e-rate discounts this year; she will ask that the discounts be given to JPL as a check and hopes to use these funds to update the branches with slow fiber connections. Ms. Jackson asked why JPL has not taken advantage of e-rate discounts in the past; Director Gubbin responded that the city's contracts and services had never been compatible with e-rate requirements before. Acting Director of RCSD Kelley Boree noted that if any of those branches were part of the Better Jacksonville Plan (BJP), there may be a way to redistribute BJP funds to assist with the upgrade at those locations.

New Business

Manager for Strategic Initiatives Richard Mott reviewed the proposed Annual Plan of Service for FY12. The document must be submitted to the State in order to be eligible for State Aid. Items are drawn from the Balanced Score Card objectives; longer-term plans are related to the capacity plan recommendations. Trustee Simmons requested that the verbiage of the long-term plan be consistent with the capacity plan recommendations' verbiage. **Trustee Wood made a motion to accept the Annual Plan of Service with the indicated changes. Trustee Stallings seconded the motion; the motion passed unanimously.**

Mayor's Office Report

Acting Director of RCSD Kelley Boree reported that City Administration is still in transition; the current focus is on the reorganization. They are doing efficiency and cost-saving studies. She expects an outline of the reorganization to be provided in the next few weeks; the plan must then go through City Council for approval. She noted that she is the acting director for a term of 60 days. Chairman Selzer reminded her about the Capacity Plan which can be considered a reorganization plan for JPL.

Friends' Report

Helene Kamps-Stewart of the Murray Hill Friends group reported that their group helped to contact over 600 people to encourage them to speak with their councilmembers regarding the library's budget. She reported on the protests that were held at several branches, on the press release, and the attendance by Friends at City Council meetings. She reported that the group had a booth at the Riverside Arts Market Literary Day and that they raised \$600 at their first book sale.

Friends of the Jacksonville Public Library president Harry Reagan reported that the 2nd Book Warehouse Sale was better than the first in June; the group plans to continue with this type of sale and no longer plans to have the sale at the fairgrounds. The next sale is the first weekend of December.

Confirmation of Future Meeting Dates

Chairman Selzer confirmed the dates of the next meeting on November 10 at the Main Library.

Adjournment

Chairman Selzer thanked everyone for attending. He reminded attendees of the Brown Eastside 50th anniversary celebration immediately following the meeting. The meeting adjourned at 1:45pm.



Jim Selzer, Chairman, Board of Library Trustees



George Robbins, III, Secretary, Board of Library Trustees

November 10, 2011

Date Approved by the Board of Library Trustees

