

Minutes
Board of Library Trustees
Main Library
Thursday, October 18, 2012

Board Members Present:

Brenda Simmons-Hutchins, Chair
Erin Vance Skinner, Vice-Chair
Gerald Reid
Mark S. Wood
Ronnie King
Jackie Perry
Jim Selzer
Mary Mickel, DCPS Representative, Ex-officio

Board Members Absent:

Christina Stallings, Secretary
Rita Cannon
John Gibson
Council President Bill Bishop, Ex-officio
Councilman Ray Holt, 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
Lisa Peterson, Technology Systems Administrator
Kathy Lussier, Manager, Community Relations and Marketing
Michael Sullivan, Acting Pablo Creek Region Manager
Richard Mott, Manager of Strategic Initiatives
Luis Flores, Assistant Director for Facilities & Planning
Julie McNeil, Assistant Director for Public Services

Mitesh Sangani, Conference Center Manager
Dylan Reingold, Office of General Counsel
Harry Reagan, President of the Friends of Jacksonville Public Library
Connie Holt, Assistant to Councilman Ray Holt
Helene Kamps-Stewart, Friends of the Murray Hill Library
Usha Mohan, Chief of Information Technology
Trish Palmer, Jacksonville Public Library Foundation
Ken Lathrop, Information Technology Division
John Sawyer, Office of General Counsel
Peter Murray, Lyrasis
Ben Warner, JCCI

Call to Order

Chair Brenda Simmons-Hutchins called the meeting to order at 12:10pm; there was a quorum present.

Staff Presentation

Chair Brenda Simmons-Hutchins introduced Mr. Ben Warner, CEO of JCCI. Mr. Warner presented information about JAX2025, a community-owned and -driven initiative to create and execute a vision of what Jacksonville should become and how the community will get there. Director Gubbin noted that the library will be helping to promote this initiative.

Chair Simmons-Hutchins introduced Mr. Peter Murray, Lyrasis Consultant who provided a report and recommendations from the RFI for IT Services for the library. His reports include cost estimates based on peer reviews, options for services, and a comparison with service and cost as provided by COJ ITD looking specifically at help desk/desktop support and bandwidth. He noted that most peer libraries have full-time IT staff working directly for the library and peer libraries that utilize a centralized IT service

within their city/county have a Service Level Agreement with the provider. Chair Simmons-Hutchins reported that the Governance Committee will work through the full report and provide recommendations to the Board on how to use this information.

Approval of Minutes

Chair Simmons-Hutchins noted there is a correction to the September 13 minutes: the list of community groups referenced in the advocacy discussion is actually a list of individuals. Trustee Selzer made a motion to approve the minutes from the September 13 Board meeting with the noted correction; Trustee Skinner seconded the motion. The motion carried unanimously.

Chairman's Report

Chair Simmons-Hutchins reported that Filipino Pride Day was celebrated at the Main Library on October 6; Trustee Gerald Reid and two of his children attended the event. She reported that Trustee Reid also attended the Teen Read Week Video Contest Awards Ceremony and introduced Jacksonville Education Commissioner Dr. Donny Horner. Trustee Reid commented on his attendance at both events. She reported that she and Director Gubbin had a phone conversation with former Councilwoman Alberta Hipps who provided the name of a potential trustee. Legislation to reappoint Trustee Skinner for a second term was introduced to City Council on September 25. Mr. Guy Anderson, Mr. Marc Hardesty, and Mr. John Cavan have all been interviewed for vacant trustee positions. Chair Simmons-Hutchins reminded Trustees that Director Gubbin has asked that they send her names of community members who may be willing to serve on the Foundation board.

Strategic Discussion: Advocacy Message

Manager for Strategic Initiatives Richard Mott reviewed the information provided in the binders for Trustee meetings with community groups. Trustees requested that he add information about independent taxing districts and a leave-behind sheet.

Trustee Reports on Elected Official Contacts

Trustee Skinner reported that she emailed all members of the City Council Rules Committee about her pending reappointment.

Board Work Day

Chair Simmons-Hutchins reported that the 2013 Board Work Day will be held on Thursday, February 7. She noted that this will be an all-day meeting; details of the meeting are forthcoming.

Committee Reports

Finance Committee

Committee Chair Erin Skinner reviewed year-end financial reports. She noted that due to the unexpected retirement of the library's senior accountant, not all reports are available. Deputy Director Mark Merritt will need to re-create reports for the Trust Fund, Foundation, and State Aid funds. He will provide those reports prior to the November Finance Committee meeting. Total General Fund revenue for FY 2011/12 realized 75% of the targeted \$1,560,000. Personnel and benefit expenses came in with a \$1,276,153 surplus realized. Direct expendable accounts were spent to a 98.4 percent rate leaving just \$93,600. Indirect Costs were left with a \$797,971 balance. There may be some minor changes to the General Fund as the city closes their accounts. The Conference Center received \$24,078 in rental revenues in September. Rental Revenues for FY 2011/12 are \$202,064, which is 143.2 percent of the target. The September State Aid balance was \$78,772.76. Total State Aid balance on September 30 2012 is \$1,141,899. The Board Trust received \$143.84 in contributions and donations, \$1,353.00 in "In

Kind" donations from the public. The month end balance is \$531,831. The Foundation month end balance is \$82,134.96.

Trustees discussed line-items related to IT services and how those would be affected if IT services were to be brought in-house.

Personnel Committee

Committee Chair Jackie Perry reported that there has been no progress made on completing the Director's performance evaluation because they are still waiting for the city administration to release information that will allow Director Gubbin to complete her self-evaluation first.

Governance Committee

Committee Vice-Chair Gerald Reid reported that Deputy Director Carolyn Williams has been working with Councilman Gaffney and Joe Vickers of Educate Today on partnering with the organization at the Brentwood Branch Library. The partnership is temporarily on hold due to funding issues with a state grant for which Educate Today had applied. Mr. Vickers is trying to identify other funding sources that would allow the partnership to move forward.

Mr. Reid reported that the Jacksonville Public Library Foundation would like to make an addition to the lettering in the Pajcic Promenade; the addition will read "A gift of Gary and Salyn Pajcic." The Foundation will provide funds for the addition; their current quote is good through October 26. **Trustee Reid moved approval of the additional wording to the Pajcic Promenade. The motion passed unanimously.**

Old Business

There was no old business.

New Business

Annual Plan of Service

Manager for Strategic Initiatives Richard Mott reviewed the proposed 2013 Annual Plan of Service, a document that must be submitted annually in order for JPL to be eligible for the State Aid grant. He noted that the document closely follows the Balanced Score Card goals. **Trustee Wood moved approval of the 2013 Annual Plan of Service. Trustee Selzer seconded the motion; the motion passed unanimously.**

University Park Branch Lease w. Friends

Assistant Director for Facilities Management and Planning Luis Flores reviewed changes to the lease agreement with the Friends of the Jacksonville Public Library for use of space at the University Park Branch Library. The original lease expired in 2008; the new lease expires in 2017 and allows for the sale of books on the premises. Dylan Reingold, Office of General Counsel, recommended that this lease go through the Mayor's Budget Review Committee (MBRC) prior to going before City Council for approval; he will work towards putting it on the next MBRC meeting agenda. **Trustee King moved approval of the lease agreement between the Friends and JPL for the use of space at the University Park Branch Library. Trustee Selzer seconded the motion; the motion passed unanimously.**

Friends' Report—Harry Reagan

Friends of the Jacksonville Public Library President Harry Reagan reported that the group is ramping up its efforts in the petition drive; they will have volunteers collecting signatures at all early election sites. He also reported that the next book warehouse sale is coming up in early November.

Director's Report

Director Gubbin reviewed the overall organizational chart for the library. She introduced Ms. Julie McNeil, recently hired Assistant Director for Public Services. She reported that JPL was named "Best Use of Public Money" in Folio Weekly's Best in Jax issue.

An assessment of the mold contamination at the Bradham Brooks Library has been completed and is now with the Public Works Department to determine what will be done and what changes are needed in the contract for roof replacement. The roof replacement at the Southeast Regional Library has been on hold because of the need for a change order in the contract. We anticipate that work will begin again the week of October 8. A destructive testing proposal for work at the Willowbranch Library was received by the Public Works Department in August. We have received no further information about moving ahead to address the water intrusion issue and children's services continue to be limited at this location. Our Facilities Department is moving ahead with the installation of the second induction unit for the automated return at the Pablo Creek Regional Library. Our ILS staff is working on a major upgrade of our catalogue to a new version called "Enterprise." It is designed to be a great deal more customer friendly than our current catalogue with "did you mean" searching, relevancy rankings, and suggested reading and series information. We have redesigned the customer account interface to improve the ease of use as well. The catalogue will be branded with the new JPL brand. The catalogue will go "live" to staff this month with a soft launch to our customers in November. This means we will leave up both the old catalogue and the new until early in the new year when the old catalogue will be turned off. We have interviewed for two of the new appointed positions making a selection for our new Assistant Director for Public Services. Julie P. McNeil was a Library Supervisor at the Main Library; she began work in her new position this week. The four Region Managers once selected will report to her as will the Library Supervisor for the Urban Library Centers. We have also interviewed for the E-Services and Digital Access Manager as noted earlier and will announce our selection shortly. The Youth Services and Programming Manager candidates are being interviewed this week. During the first week of the new fiscal year Director Gubbin visited all our libraries with one exception – University Park/Support Services, where she will visit this week – in order to touch base with staff, see how they were doing, answer questions and give encouragement.

Trustee Wood asked if the library does succession planning that allows transfer of knowledge between staff when they retire. Director Gubbin noted that there has not been specific succession planning, and that there is not as much cross-training as would be ideal due to not having enough staff to allow for it.

Ex-Officio Member Report

There was no Ex-Officio report.

Mayor's Office Report

There was no report from the Mayor's Office.

Foundation Report

Trustee Jim Selzer reported that the Foundation will be moving forward with a search committee to hire a full-time fundraiser; Trustees Skinner, Perry, and Wood will all serve on that committee.

Friends' Report—Murray Hill

Murray Hill Friends Representative Helene Kamps-Stewart had to leave the meeting early; she asked Executive Assistant Andi Hammond to provide a report about the Murray Hill Friends. The September book sale and silent auction was successful; they were able to register new members for the Friends of the Jacksonville Public Library. Three of their Board members attended the final budget hearing of the

City Council and spoke in support of the library. They have collected 300 petitions for the straw ballot petition drive.

Confirmation of Future Meeting Dates

Chair Brenda Simmons-Hutchins reminded attendees that the next meeting will be held on November 8 at the West Regional Library.

Adjournment

The meeting adjourned at 2:15 pm.



Brenda Simmons-Hutchins, Chair, Board of Library Trustees



Christina Stallings, Secretary, Board of Library Trustees

November 8, 2012

Date Approved by the Board of Library Trustees

