

Minutes
Board of Library Trustees
Main Library
Thursday, November 10, 2011

Board Members Present:

Brenda Simmons, Vice-chair	Erin Vance Skinner
George W. Robbins, III, Secretary	Mark S. Wood
Gerald Reid	Christina Stallings
Jackie Perry	Councilman Doyle Carter, Ex-officio
Rita Cannon	Mary Mickel, DCPS Representative, Ex-officio
John Gibson	

Board Members Absent:

Jim Selzer, Chair
Council President Stephen Joost, Ex-officio

Others Present:

Barbara A.B. Gubbin, Director	Richard Mott, Manager for Strategic Initiatives
Andi Hammond, Executive Assistant to the Director	Robert Tiedeman, Facilities Manager
Barrett King, Deputy Director	Ava Barrett, Administrative Supervisor
Carolyn Williams, Deputy Director	Mitesh Sangani, Conference Center Manager
Gretchen Mitchel, Assistant Director of Support Services	Kelley Boree, Acting Director, Recreation & Community Services (RCSD)
Lisa Peterson, Technology Systems Administrator	Dylan Reingold, Office of General Counsel
Kathy Lussier, Assistant Director of Community Relations and Marketing	Harry Reagan, President of the Friends of Jacksonville Public Library
Luis Flores, Assistant Director of Facilities & Planning	Chuck Mann, Friends of the Murray Hill Library

Call to Order

Vice-chair Brenda Simmons presided; she called the meeting to order at 12:15pm. A quorum was present.

Introduction of Guests

Vice-chair Simmons welcomed Times Union reporter Teresa Stepzinski who will now be covering the library for the newspaper. She also welcomed Councilman Doyle Carter, ex-officio member of the Board of Library Trustees; she asked him if he would like to address the Board. Councilman Carter thanked the Board for their hard work and noted that City Council had recently finished redistricting and would begin focusing on the mayor's reorganization plan.

JPL Awards

Vice-chair Simmons presented the JPL awards to the 4th quarter winners. Kathleen Krizek, Librarian Senior at the Main Library, Government Documents Librarian in Special Collections and Pelin Hangul, Library Associate at the Southeast Regional Library received the Model the Way Award. Deborah Wainwright, Library Clerical Services Supervisor at the Southeast Regional Library, Sharon Whitt, Library Associate at the Beaches Regional Library, and Dana Curry, Library Clerk at the Highlands Regional Library received the Enable Others to Act Award. Noah Thomas, Library Clerk at the Argyle Branch Library received the Inspire a Shared Vision Award and the Employee of the Quarter Award.

Staff Presentation—E-Reader How-To, Gretchen Mitchell

Gretchen Mitchell, Assistant Director of Support Services gave an overview of how to download e-materials to a Kindle e-reader. She noted that e-material circulation has increased at the library.

Approval of Minutes

Trustee Wood made a motion to approve the minutes from the October 5 Board meeting; Trustee Robbins seconded the motion. The motion carried unanimously.

Chairman's Report

Vice-Chair Simmons delivered the Chairman's report. Richard Mott, Manager for Strategic Initiatives is working on scheduling and planning a working retreat for the Board. This will be a one day retreat dedicated to working on the Capacity Plan. She asked Trustees to check their availability on February 24. General Counsel Dylan Reingold reminded the Board that the retreat would be subject to the Sunshine Law. Improvements to the Westbrook branch, funded under Project Safe Spaces, a multi-year library facilities infrastructure improvement program, included a new covered walkway to increase the safety and security of library customers and staff. Councilman Warren Jones & Trustee Jackie Perry attended the ribbon cutting of the new canopy last Tuesday. Trustee Perry noted that the Westbrook Branch is in need of additional resources, especially updated internet access. Legislation about Mayor Brown's proposed reorganization plan was presented by Mayor Brown and Chief Administrative Officer Kevin Hyde to City Council at a meeting on Tuesday. Council President Joost assigned the legislation to the Rules Committee, the Recreation, Community Development, Public Health & Safety Committee, and the Finance Committee. It is expected to be voted on at the December 13 City Council meeting. Director Gubbin noted that at this time it does not appear that there are any major proposed changes to the structure of the Library Board. Senior staff will be attending council meetings in order to keep up to date with this legislation. Harry Reagan, President of the Friends of the Jacksonville Public Library, talked about a proposal coming from the Friends for a study on sustainable funding for the library, which will be prepared by JCCI, in response to the Capacity Plan recommendation that the library needs a sustainable funding source. JCCI will fund part of the project; Mr. Reagan will present the proposal to the JPL Foundation next week in hopes that they will fund the remainder of the study. Chairman Jim Selzer, Deputy Director Barrett King and Director Barbara Gubbin met with Council Auditor Kirk Sherman to discuss retaining library fines and fees that are collected. Mr. King noted that Mr. Sherman seemed open to further discussion about library revenues but that there was no clear next step. Director Gubbin said that Mr.

Sherman explained that library revenue that is collected is returned to the library through funding in the general fund, although there is no direct line between the two. This was a "political decision" rather than an accounting decision and could be reversed to allow a department to retain its revenues. They also spoke about potentially retaining funds collected for lost or damaged materials in order to fund replacement materials. Assistant Director for Community Relations and Marketing Kathy Lussier reported that the Main Library hosted the kick-off party for "Cultural Fusion: A Collaboration of Arts, Entertainment & Community" last Wednesday. There were about 75 attendees. Trustees Gerald Reid and George Robbins both attended along with several staff members.

Committee Reports

Finance Committee

Committee member John Gibson reported on the Finance Committee meeting. He reported that all funds are tracking as expected. He reviewed the final FY12 budget amount of \$38,485,365 and the end of month balance for October of \$34,801,202. He noted that the Conference Center brought in over \$22,000 in revenue for the first month of FY12. He also noted that the line item for Security Guard Service is reported as a negative, but that the conference center is an all-years fund and unspent money budgeted in prior years is available to pay the overage. The negative balance will remain on the current year report. He also reviewed that the Language of Conservation program funded by a grant to the Foundation is now complete.

Governance Committee

Committee Chair Erin Skinner reported on the Governance Committee meeting. She noted that the committee will begin meeting once a month on the Thursday before the regularly scheduled full Board meeting. She reviewed the committee structure and the new committee charges that include tracking the Capacity Plan recommendations. She reported that the committee discussed the library's religious accommodation forms, a proposal from an artist to fix the mural at the Argyle Branch Library, and reviewed customer comments from the customer satisfaction survey. A quorum was not present at the meeting; no actions were taken. The next meeting will focus on information delivery, the first of the Board's five recommendations from the Capacity Plan.

Personnel Committee

The Personnel Committee did not meet. Committee Chair Rita Cannon reported that she has received the Director's evaluation forms from all Trustees and that a meeting will be held soon in order to review them.

Trustee Reports on Elected Official Contacts

Vice-chair Simmons met with Representative Reggie Fullwood; they talked about State Aid to Libraries and he expressed support of libraries. She also met with Councilwoman Denise Lee to talk about the Capacity Plan; Councilwoman Lee was very interested in the information and asked to have a second meeting set-up to continue the discussion. Councilwoman Lee did express opposition to closing any libraries. Trustee Wood met with Councilman Doyle Carter for an orientation to the Board. Chairman Jim Selzer met

with Councilman Richard Clark to discuss the Capacity Plan. Councilman Clark commented on library supporters' strong lobbying efforts during the budget process. Trustee Robbins met with Councilman John Crescimbeni who expressed support for the library and requested additional information which has been provided.

Director's Report

Director Gubbin read a note she received from Janet Reagor with Community Connections thanking JPL staff for their hard work and assistance with the Community Read program. She noted that she met Dr. Donnie Horner, Education Commissioner, and will be scheduling a tour of the Main Library with him. She reported that the mayor will be launching a mentoring program in December; a luncheon hosted by the United Way will be at the Main Library on December 7. She reviewed the two-year trend reports and noted that staff are looking at why some numbers are declining. She reported that the Library Journal had announced the 2011 Star Libraries; JPL is not listed as a "star library" but only missed inclusion by a few points. Work has resumed on the fire dampers at the Main Library now that the change order has been approved. The city's arborist determined that all but one of the oak trees along LaSalle Street outside the San Marco Branch Library needed to be taken down; a rain garden is being planned in their place. ITD presented staff with a PC Refresh Strategy that does not include an even distribution of replacement computers over time. In five to six years, JPL will be faced with replacing over 1000 computers just as was done this year. JPL's staff is drafting a revised strategy to be submitted. Lisa Peterson, Barrett King and Gretchen Mitchell met with Procurement staff to review the consultant RFP. The RFP is seeking to hire a consultant to assist with the IT RFI. JPL has been working closely with ITD to complete all e-rate associated paperwork. If awarded with e-rate funds, it has been decided that the City will take the discount on the vendor's bill rather than a lump sum being returned to the library to address the lack of fiber connections at 4 libraries. There is no commitment to address the connection issue with the savings. The Acting Director of the City's IT Department informed the library that the city will not commit resources to providing the support to enable remote online payment of fines and fees for library customers. JPL's Careers and Jobs web page was launched in the last month; this site combines all of JPL's online resources as well as links to important federal, state and local resources. A parade of over 500 students from R.L. Brown Elementary School came dressed as book characters to walk through the Brown Eastside Branch Library and turn in their library card applications. The Friends of the Beaches Library are funding the re-upholstering of the public seating in the adult section at that library. They have also agreed to fund the creation of a teen area. Deputy Director Carolyn Williams represented the library at Black Expo on a panel moderated by Mayor Alvin Brown to discuss digital access and broadband services in Duval County. On October 16, Sundays became part of the library staff's regular work week. The libraries are now open 4 hours instead of 5 on Sundays but all five locations are open all months of the year. JPL has been under a hiring freeze for all part and full time positions; there are forty full time positions vacant at this time of the library's 352 positions.

Trustee Robbins asked who decides which IT projects the library is allowed to move forward with. Acting Director of RCSD Kelley Boree explained that projects go through an IT Steering committee made up of department heads; all departments submit their projects and the committee votes on which projects will be funded. Director Gubbin

noted that the committee approved two projects for JPL for FY12, but these projects were not put before City Council for approval due to overall budget cuts. Director Gubbin noted that the e-commerce project was not part of this process; there has been funding for the library's e-commerce project for four years but it has never been completed by ITD. Trustees discussed the need for JPL to have dedicated funds from ITD and the ability to budget those funds as the Board deems suitable in order to better serve library customers.

Trustee Gibson asked that staff track circulation of books that are included on the DCPS reading lists. Director Gubbin noted that this can be done; staff can also track circulation of materials by 1st graders who receive a library card through the Star Readers Program. Staff will work with Mary Mickel to determine which reading list(s) to track.

New Business

Trustees reviewed the history of land that was transferred to the library in 2007 as part of the Bartram Springs development; there was some discussion of a joint school/public library with the previous superintendent. The school is now built and the library cannot afford a new library in this location. The Bartram Springs community wants the land to be added to the park as per the ordinance. General Counsel Dylan Reingold explained that the issue the Board needs to address is whether this land is needed for a library. **Trustee Robbins made a motion to notify the City that JPL does not need the one acre to use for a library. Trustee Gibson seconded the motion; the motion passed unanimously.**

Ex-Officio Member Report

Ex-officio member Mary Mickel reported that DCPS teacher training that was done at the Main Library went very well; teachers got to tour the library and learn about all of the available resources.

Mayor's Office Report

Acting Director of RCSD, Kelley Boree reported that the Mayor's Office is focusing on the reorganization.

Friends' Report

Friends of the Jacksonville Public Library President Harry Reagan reported that the next Book Warehouse Sale will be December 1 through 4 at the University Park Branch Library.

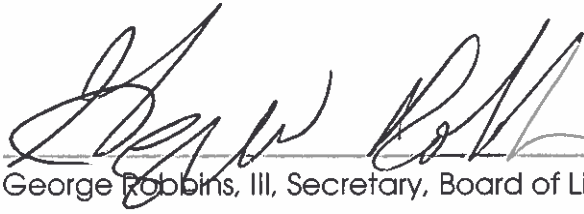
Confirmation of Future Meeting Dates

Vice-chair Brenda Simmons confirmed the dates of the next meeting on December 8 at the Main Library.

Adjournment

The meeting adjourned at 2:10pm.


Jim Seizer, Chairman, Board of Library Trustees



George Robbins, III, Secretary, Board of Library Trustees

December 8, 2011

Date Approved by the Board of Library Trustees