

Minutes  
**Board of Library Trustees**  
**November 12<sup>th</sup>, 2015**  
**Main Library**  
**303 North Laura Street**

Board Members Present:

Erin Vance Skinner, Chair  
Ronnie King, Vice-Chair  
Brenda R. Simmons-Hutchins,  
Foundation Liaison  
Guy K. Anderson, Trustee  
Sybil Ansbacher, Trustee  
Marc Hardesty, Trustee  
Jackie Perry, Trustee  
Gerald Reid, Trustee

Board Members Absent:

Tim J. Anderson, Secretary  
Charlie Kleeman, Trustee  
Joshua R. La Bouef, Trustee  
Mario Payne, Trustee

Others Present:

Barbara A. B. Gubbin, Library Director	John Sawyer, Assistant General Counsel
Jennifer Giltrop, Deputy Director, Public Services	Margaret Smith, Friends of the Jacksonville Public Library
Mark Merritt, Deputy Director, Administration and Finance	Roxanne Henkle, Friends of the Willowbranch Library
Olga Bayer, Community Relations and Marketing	Celia Miller, Friends of the Dallas Graham Library
Amber Holley, Manager, Youth Services	Lynn Sherman, Friends of the Dallas Graham Library
Lynn Jacobson, Bibliographic Systems and Access Manager	Melvin Turnage, Friends of the Brentwood Library
Aubrey Winship, Interim Director, Planning and Facilities	Eve Harm, Youth Services Librarian II, Main Library
Gretchen Mitchell, Assistant Director, Support Services	Chris Eaton, Special Needs Librarian II, Main Library
Richard Mott, Manager for Strategic Initiatives	David Foster, Library Assistant, Mandarin Library
Mitesh Sangani, Conference Center Manager	Stephanie Miller, Librarian III, Main Library
Andrew Herron, Executive Assistant to the Director	

Call to Order

Chair Erin Vance Skinner called the meeting to order shortly after 12PM. A quorum was present.

Introduction of Guests and Public Comments

Celia Miller, President of the Friends of the Dallas Graham Library, introduced the organization's newest member, Lynn Sherman, Director of Community Initiatives for Baptist Health.

### Order of Agenda

**At Chair Skinner's Request, Vice-Chair Ronnie King moved to amend the day's agenda to allow the Finance Committee to report earlier than planned. Trustee Jackie Perry seconded the motion, and the motion was approved.**

### Honors & Recognitions

Chair Skinner and Library Director Barbara A. B. Gubbin named Lynn Jacobson, Bibliographic Systems and Access Manager, as Jacksonville Public Library's (JPL's) Employee of the Quarter for providing and coordinating the technical support necessary for JPL's Student and Educator Card initiatives. They also presented awards to: Eve Harm, Youth Services Librarian II at the Main Library, for giving extensive training and preparation to staff to present Storytime programs to Duval County Public Schools tour groups, Stephanie Miller, Librarian III at the Main Library, for coordinating Duval County Public School groups at the Main Library, David Foster, Library Assistant at the Mandarin Library, for wearing special fashions to market the Summer Learning Initiative, and Chris Eaton, Special Needs Librarian II, for recently being awarded a 2015 Jack Gillrup Spirit of the ADA Award for orchestrating the Braille-a-thon, held earlier this year at the Main Library by the Talking Books/Special Needs Library.

### Approval of Minutes

**Trustee Sybil Ansbacher moved to approve the Board Minutes of October 8<sup>th</sup>, 2015. Trustee Marc Hardesty seconded the motion, and the minutes were approved.**

### Presentation—Mark Merritt—State Aid to Libraries

Deputy Director Mark Merritt explained the importance of State Aid to Libraries. A recent cut in State Aid to Public Libraries will negatively impact JPL's budget in FY 2017 by a reduction of \$400,000. These funds are essential to the quality and operation of the libraries (including such basics as carpet cleaning). Deputy Director Merritt and Director Gubbin encouraged library supporters to remind state legislators of these facts and to attend FLA Library Day in Tallahassee on January 28<sup>th</sup>.

At this point, Finance Committee reports were discussed (see "Committee Reports," below).

### Chair's Report

Chair Skinner reported recent events of relevance to the Board: The Highlands Library celebrated its 30<sup>th</sup> Anniversary on Saturday, October 24<sup>th</sup>, whereupon Council Member Katrina Brown officially opened the library's new e-classroom. Chair Skinner thanked Trustee Mario Payne for joining her to represent the Board and thanked Branch Manager Kristi Dorney and Coordinator of Lifelong Learning and Communications Lisa Buggs for a successful event. The Main Library celebrated its 10<sup>th</sup> Anniversary on November 6<sup>th</sup> and 7<sup>th</sup> with two events, the first held by the Jacksonville Public Library Foundation (JPLF) and attended by former Mayor John Delaney, Ms. Betsy Lovett, Mike Hightower, Former Board Chair Joy Korman, Trustees Ronnie King, Guy Anderson, Sybil Ansbacher, Mario Payne, and Chair Skinner, the second held by JPL on Saturday with a special video address by Mayor Lenny Curry. The latter event was attended by Council Member John Crescimbeni, Jacksonville Director of Community Affairs Dr. Charles Moreland, Former Board Chair Joy Korman, Regional Director Adele Griffin of Senator Marco Rubio's Office, Trustees Sybil Ansbacher, Ronnie King, Mario Payne, Jackie Perry and Chair Skinner herself, with almost 4000 in attendance. Meanwhile, Chair Skinner traveled recently to Oklahoma City with the JAX Chamber. She reminded trustees that they must undergo ethics refresher courses every four years, starting this year, as a result of new requirements passed in 2015. She also alerted trustees to updated lists of Friends groups and Community Officials, including School Board Members, with a request that trustees develop relationships with them.

### Strategic Discussion—Subcommittee on Advocacy

Project LEAP, the library's literacy outreach program for the Urban Core, passed the City Council on November 10<sup>th</sup>. Chair Skinner expressed thanked At Large Council Member Sam Newby for introducing the legislation, Council Members Bowman, Crescimbeni, Gulliford, Hazouri, Love, and Schellenberg for co-sponsoring it, and senior staff for preparing presentations about it. The Board discussed the importance of advocating for this item to be funded on a permanent basis in future budgets.

### Committee Reports

Governance Committee – Committee Chair Guy Anderson reported on the latest meeting of the Governance Committee. The committee discussed two action items,

which are discussed under Old Business and New Business below. Additionally, Trustee Anderson has established an Advocacy Subcommittee to advocate for issues of importance to JPL, including Trustee Sybil Ansbacher, Trustee Brenda Simmons-Hutchins, former Board Chairs Jim Selzer and Joy Korman, and retired Baptist Health CEO Bill Mason.

Finance Committee – Committee Chair Ronnie King reported on the latest meeting of the Finance Committee. Revenues and expenses are largely on track in this, the first month of the fiscal year.

Personnel Committee – Committee Chair Sybil Ansbacher reminded trustees to complete their performance reviews of Library Director Gubbin, as the Personnel Committee will meet soon to review them.

#### Old Business

**Trustee Brenda Simmons-Hutchins moved to approve the JPLF Development Director Reporting Change, a document clarifying the terms under which the Foundation Director will now report to the Library Director. Trustee Ansbacher seconded the motion, and the motion was approved.**

#### New Business

The proposed FY 2016 Annual Plan of Service features three priorities: 1) continuing to introduce Duval County Public School students to libraries, 2) administering Project LEAP, Jacksonville Public Library's literacy initiative in the Urban Core, and 3) increasing library usage through newly restored hours of weekly service.

**Trustee Guy Anderson moved to approve the FY 2016 Annual Plan of Service. Trustee Jackie Perry seconded the motion, and the motion was approved.**

#### Director's Report

Library Director Barbara Gubbin alerted trustees to recent and upcoming events of importance to the library: The Willowbranch Library will reopen on Saturday, November 14<sup>th</sup> at 12N after extensive repairs. On that same day, restored hours of weekly service will take effect at multiple locations, particularly in the Urban Core. Window installation has been largely completed at the Beaches Library. Repairs are in progress on the East

Wall of the Main Library. The new multi-purpose room in the Bradham Brooks Library is nearly complete with two new study rooms. Various ADA projects continue.

Trustee Comments and Reports on their Five Core Areas of Responsibility

Trustee Jackie Perry shared recent progress of her Trustee Work Plan.

Friends' Reports

Friends' groups shared recent perspectives of the Friends of the Jacksonville Public Library. Reopening of the Willowbranch Library and upcoming restorations of weekly hours of service are welcomed.

Adjournment

The meeting was adjourned at 2:00PM.

**-Approved by the Board of Library Trustees 12/10/15**