

Minutes
Board of Library Trustees
November 13, 2014, 12:00 PM
Main Library, 303 North Laura St.

Board Members Present:

Erin Vance Skinner, Chair
Guy Anderson, Vice-Chair
Brenda R. Simmons-Hutchins,
Foundation Liaison
Tim J. Anderson, Trustee
Sybil Ansbacher, Trustee
Marc Hardesty, Trustee
Ronnie King, Trustee
Joshua La Bouef, Trustee

Board Members Absent:

Charlie Kleeman, Trustee
Jackie Perry, Secretary
Gerald Reid, Trustee

Others Present:

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
Lynn Jacobson,
Bibliographic Systems and Access Manager
Richard Mott,
Manager for Strategic Initiatives
Marshelle Berry, Webb Region Manager
Bob Silkett, Pablo Creek Region Manager
Michael Sullivan, Southeast Region Manager
Eric Lawrence,
Assistant Director, Planning & Facilities
Amber Holley,
Manager of Youth Services, Outreach, and
Programming
Mitesh Sangani, Conference Center Manager
Andrew Philip Herron,
Exec. Assistant to the Director

Paul Martinez,
Office of Intra-Governmental Services
John Sawyer,
Office of the General Counsel
Suzanne Hudson-Smith,
Executive Director, Jacksonville Public
Library Foundation

Florence Cunningham,
Friends of the Brentwood Branch
Library
Roxanne Henkle,
Friends of the Willowbranch Branch
Library
Judy Klein,
Friends of the Murray Hill Branch
Library
Virginia Maxted,
Friends of the Beaches Branch Library
Celia Miller,
Friends of the Dallas Graham Branch
Library

Visitors under "Awards and Honors"
below, present temporarily

Call to Order

Chair Erin Vance Skinner called the meeting to order. A quorum was present.

Introduction of Guests and Public Comments

There were no guests or public comments.

Awards and Honors

Chair Skinner presented awards for meritorious performance to the following staff members: a) Marshelle Berry, for identifying the need to revitalize Jacksonville Public Library's Staff Association, contacting other library systems that had one, and starting one, b) Susan Mankowski, for volunteering to step in when the children's department was short staffed recently, c) Kathy Lynch, for maintaining the community "Candy Jar" in the SST-Cataloging department, enabling charitable activity, d) Alison Pulley, for stepping into the Children's Department and leading a staff that organized a successful Kick Off party for Summer Reading, and: e) Cranston Burney, for his work in being the unofficial staff photographer for library events, in producing the annual Black History calendar, and in assisting with breakers during a power outage on the 2nd floor. Chair Skinner declared Mr. Burney Jacksonville Public Library's Employee of the Quarter.

Approval of Prior Minutes

Trustee Ronnie King moved to approve the Board minutes of October 16th, 2014. Trustee Sybil Ansbacher seconded the motion, and the minutes were approved.

Staff Presentation—"Hoopla" Service for Streaming Audiobooks, Music, & Videos

Gretchen Mitchell, Assistant Director for Support Services, and Lynn Jacobson, Bibliographic Systems and Access Manager, gave an audiovisual presentation on the new Hoopla Service for streaming audiobooks, music, & videos. This service will make such content easily available to customers inside and outside of the library.

Strategic Discussion—Ideas for Advocacy / Influencing Candidates for Elected Office

Chair Skinner led a discussion about ideas for communicating with Council Members and candidates. She invited the group to explore the possibility of brainstorming three useful questions to ask candidates and elected officials. Hearing none, she invited Richard Mott, Manager for Strategic Initiatives, to guide the group through some options. Mr. Mott suggested questions to ask candidates: a) how they feel about the possibility of ever raising the millage rate, not just for the library but for any public services, b) what importance they place upon reversing deteriorating availability of library service, c) what their priorities are and where the library ranks in those priorities, bearing in mind that "education" or "economic development" could be library-related priorities, and: d) if they support an independent library district. Trustees were receptive to the first three suggestions.

Trustee Brenda Simmons-Hutchins suggested holding a forum for candidates at the library. Trustee Ronnie King was receptive to this idea. Trustee Guy Anderson believes there would be two goals to the forum: 1) educating candidates on issues of importance to the library, and 2) getting candidates to state their intentions regarding the library.

Trustee Ansbacher suggested bringing Friends groups into these forums to make them more attractive to candidates, who characteristically hunger for large audiences.

Trustee Joshua La Bouef suggested submitting an email questionnaire to candidates, to be published on the library website. Trustee Tim J Anderson liked this idea, while Trustee Marc Hardesty thought that Friends groups might be better suited to this task, as they have more leeway to ask challenging questions.

Paul Martinez, Director of Intra-Governmental Services, suggested a district-based approach, as forums appeal most to candidates when they are populated by citizens who could vote for them.

Chair Skinner suggested that a small group of Board members explore the matter. Trustees Simmons-Hutchins, Guy Anderson, and Ronnie King volunteered. Deputy Director Carolyn Williams will explore the matter. [It was later determined that staff members Kathy Lussier, Manager for Community Relations & Marketing, and Richard Mott will liaise with these trustees.]

Chair Skinner summarized:

- 1) Three Board Members will meet and work with staff on a framework for a candidate forum.
- 2) As long as the forum invites all candidates and remains politically neutral, it falls within the law, and:
- 3) Questions about the independent library district will not be broached by the library in this particular forum.

Chairman's Report

Chair Skinner reviewed recent events. Jacksonville Public Library Foundation President Suzanne Hudson-Smith presented a report on the Level-Up Challenge to a breakfast on October 31st, hosted by the foundation. The Level-Up Challenge is a guided reading pilot program at two Urban Core Libraries, aimed at reducing summer reading loss for low-income children. Dr. Nikolai Vitti, Superintendent of Duval County Public Schools, spoke at the event, which was attended by Ex-Officio Board member Larry Roziers of Duval County Public Schools as well as by Trustees Kleeman and Simmons-Hutchins.

Chair Skinner attended the second annual My Favorite Cookbook event on November 7th in the Conference Center of the Main Library, with State Representative Dick Kravitz in attendance. My Favorite Cookbook is an event designed to support the culinary program at Florida State College at Jacksonville.

On Monday, November 24th, the Digital Bookmobile National Tour will stop in front of the Main Library and be open to the public between 11AM and 5PM.

Trustee Reports on Contacts with Officials

Trustees reported on their recent contacts with elected officials. Trustee Guy Anderson mentioned having a discussion with Council Members Boyer and Gulliford about legislation they have requested to allow the library to keep fines it collects. Trustee Anderson has requested that this legislation make clear that such monies should not be counteracted by decreases in overall library funding.

[During the meeting, Trustee Charlie Kleeman reported by email that a small emergency prevented his attendance. However, he noted that he has contacted Council Members Lumb and Joost on behalf of the library and has reached out to James Nealis, a candidate for the District 3 City Council seat. Mr. Nealis struck Trustee Kleeman as interested in library issues.]

Committee Reports

- a) Finance Committee – Trustee Guy Anderson, Chair of the Board's Finance Committee, reported on the meeting of his committee. In October, the first month of the fiscal year, the General Fund's revenue totals were at 7.36% of the budgeted amount for the year, while personnel expenditures were at 4.83%. The Conference Center received \$15,180 in revenues, about \$5K of which was generated in FY 2014. The Library Board Trust received modest donations, the Friends of the Jacksonville Public Library spent \$6,850 from the Early Childhood Literacy Program, and the Foundation account was gifted \$64,062.64 (\$54,224.69 after administrative fees). Trustee Guy Anderson presented the Board with a revised State Aid Budget, adjusted to reflect a higher than expected "carryover value" from FY 2014.

Trustee Guy Anderson moved that the Board approve the revised State Aid Budget for FY 2014. Trustee Ronnie King seconded the motion, and the motion was approved.

- b) Personnel Committee – In the absence of Trustee Jackie Perry, Chair of the Board's Personnel Committee, Chair Skinner announced that Trustee Perry will soon convene her committee for its annual review of Director Barbara A.B. Gubbin's performance.
- c) Governance Committee – Deputy Director Williams reported on the meeting of the Governance committee, starting with the progress of Memorandums of Understanding with Friends groups.

Trustee Ronnie King moved that the Board approve the current Memorandum of Understanding with the Friends of the Bradham Brooks Branch Library. Marc Hardesty seconded the motion, and the motion was approved.

Deputy Director Williams mentioned that last month Literacy Program Manager Catherine Devanny informed the committee that money had been raised by the church of Jean Brinkman, the recently deceased creator of Jacksonville Public Library's Center for Adult Learning (CAL). The committee then approved guidelines for a scholarship to help students wishing to take the GED. However, an ordinance has been identified stating that monies received in the particular fund into which the funds were deposited must be used for the betterment of the library and not given directly to customers. Consequently, the Board will have to rescind its prior approval. The library now proposes using the money to purchase *Common Core Basics: Building Essential Test Readiness Skills*, a computer based High School equivalency program for the use of CAL's students.

Trustee Ronnie King moved to rescind the Board's motion, made October 2014, to approve guidelines for the Jean Brinkman Scholarship Fund. Trustee Sybil Ansbacher seconded the motion, and the motion was approved.

Trustee Brenda Simmons-Hutchins moved to approve the use of funds collected in Jean Brinkman's name to purchase *Common Core Basics: Building Essential*

Test Readiness Skills. Trustee Marc Hardesty seconded the motion, and the motion was approved.

- d) JPL Foundation Liaison – Brenda Simmons-Hutchins, Foundation Liaison, mentioned attending the Report on the Level Up Challenge noted previously in the Chairman's Report. She will attend her first Foundation Board Meeting on November 19th, at which point she would like to further define her role.

Director's Report

In the absence of Director Gubbin, Deputy Director Carolyn Williams reported that Amber Holley has been appointed as the library's new Youth Services Manager, replacing Laura Minnich.

Report on Conditions at the Willowbranch Branch Library

Eric Lawrence, Assistant Director for Planning and Facilities, updated the Board on the progress of physical work at the Willowbranch Branch Library. Having consulted with Public Works Director Jim Robinson, Mr. Lawrence reports that the Board made a sound decision in electing to close the branch until repairs could be fully completed. Noise caused by the work has reached such a level that customers would have been inconvenienced, and contractors can work faster without concerning themselves with it. Chair Skinner noted that community members at October's public meeting supported suspending service until the job could be done properly. Mr. Lawrence continued by noting that the contractor is removing glazing and paint on two large upstairs windows in anticipation of a decision by the architect on whether removal is necessary for pan flashing installation, and a specialized roofing contractor has been enlisted by the contractor to address roof leaks. Mr. Robinson hesitates to authorize an air quality test immediately, as the facility's present dryness and general lack of mold should make resulting remediation unlikely. Once Public Works returns the interior to its pre-construction condition, personnel should need about three weeks to clean and reorganize, including the children's section. Based on current information, Mr. Lawrence concludes that February 1st is a reasonable target date for re-opening.

Separately, Virginia Maxted of the Friends of the Beaches Branch Library expressed frustration with the uncertain pace of physical work at their branch. She noted that certain members of the public do not know that the branch is open, despite signs at each end of the building stating that it is.

Reports from Ex-Officio Members and Public Officials

Paul Martinez, Director of Intra-Governmental Services, volunteered to look into the pace of physical work at the Beaches Branch Library.

Foundation Report

Suzanne Hudson-Smith, Executive Director of the Jacksonville Public Library Foundation, recapped the Report on the Level Up Challenge, noted previously under the Chairman's Report.

Friends Reports

Celia Miller of the Friends of the Dallas Graham Branch Library reviewed her recent activities.

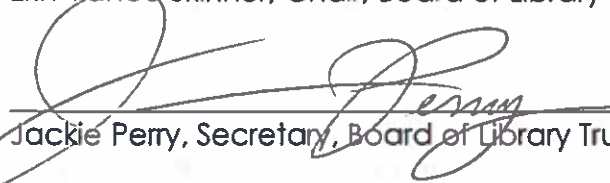
Future Meetings

Chair Skinner noted that a poll will be sent to trustees in coming days to determine an ideal date in late January or February for the Board's annual work day. Meanwhile, the Board's next two meetings will be: a) December 11th at the Main Library on Laura Street, and b) January 8th at the Mandarin Branch Library on Kori Road.

The meeting was adjourned.



Erin Vance Skinner, Chair, Board of Library Trustees



Jackie Perry, Secretary, Board of Library Trustees



Date Approved by the Board of Library Trustees