

Minutes
Board of Library Trustees
Main Library
Thursday, November 14, 2013

Board Members Present:

Brenda Simmons-Hutchins, Chair
Erin Vance Skinner, Vice-Chair
Christina Stallings, Secretary
Jackie Perry
Jim Selzer
Marc Hardesty
Guy Anderson
Ronnie King
Mark S. Wood
Gerald Reid
Sybil Ansbacher
Bill Gulliford, Council President, Ex-officio

Board Members Absent:

Greg Anderson, Councilmember, Ex-officio
Kimberly Davis, DCPS Representative, Ex-officio

Others Present:

Carolyn Williams, Deputy Director
Mark Merritt, Deputy Director
Gretchen Mitchell, Assistant Director
for Support Services
Kathy Lussier, Manager of Community
Relations and Marketing
Richard Mott, Manager of Strategic
Initiatives
Julie McNeil, Assistant Director for Public
Services
Eric Lawrence, Assistant Director
Of Facilities
Mitesh Sangani, Conference Center
Manager
Kimberly Keen, Administrative Aide
Margaret Smith, Friends of the
Jacksonville Public Library

Helene Kamps-Stewart, Friends of the
Murray Hill Library
Virginia Maxted, Friends of the Beaches
Branch Library
Brian Corrigan, Assistant to CAO & DCAO
Suzanne Hudson-Smith, Executive
Director, Jacksonville Public Library
Foundation
Paul Martinez, Director of Intra-
Governmental Services
Sharon Coon, Friends of Brentwood
Branch Library
Dan Edelman, Chair of the Foundation
Board
Celia Miller, Friends of the Dallas Graham
Branch Library
Cheryl Williams, Save Jax Libraries
Sharon Stokes, Customer

Call to Order

Chair Brenda Simmons-Hutchins called the meeting to order at 12:04pm; there was a quorum present.

Introduction of Guests

Chair Simmons-Hutchins welcomed and introduced Mr. Eric Lawrence, the new Assistant Director for Facilities Management and Planning.

Dan Edelman, Chair of the Foundation Board, thanked the Board for their patience while the foundation was searching for an Executive Director. He asked the Board to join the members of the Foundation to contribute to the Foundation financially with 100% participation.

JPL Awards – 4th Quarter

Chair Simmons Hutchins presented the following awards:

Grace Fletcher, a part-time page at the Willowbranch Branch Library, received the Model the Way Award. Jessica Jones, a part-time Library Clerk at the Mandarin Branch Library, received the Model the Way Award. Kris Snider, Graphic Designer, received the Challenge the Process Award. Troy Eittreim, a Library Clerk at the Willowbranch Branch Library received the Model the Way Award and the Employee of the Quarter Award

Staff Presentation

Manager for Strategic Initiatives Richard Mott presented the FY14 Annual Plan of Service which is turned in to the State as part of the application for State Aid. Chair Simmons-Hutchins advised that the Board needs to focus on Goal #2, Maximum Value. Manager of Community Relations & Marketing Kathy Lussier reviewed the Winter Break Happenings brochure and the Summer Quarterly Update handout; she noted that both are good tools to use when meeting with elected officials and community organizations. Chair Simmons-Hutchins also would like to see the Board focus on Goal #5, Educational Success. Attendees discussed the need to have a focused effort on Educational Success in the Urban Core. They also discussed the possibility of providing transportation to youth from the Urban Core to the Main Library. Trustee Anderson suggested working with DCPS and Paul Martinez suggested that the Children's Commission could offer assistance in achieving this goal. Carolyn Williams advised that there is already an established successful relationship with the Children's Commission. **Trustee King made a motion to approve the Plan of Service; Trustee Vance Skinner seconded the motion. The motion carried unanimously.**

Approval of Minutes

Trustee Ansbacher made a motion to approve the minutes from the October 10 Board meeting; Trustee Stallings seconded the motion. The motion carried unanimously.

Chair's Report

Chair Simmons-Hutchins report this month was on advocacy. She stated advocacy for the library should be a year round process. She has spoken to Friends groups as well as Save Jax Libraries. More community involvement is needed. Ideas for articulating the 5 critical recommendations from the Capacity Plan and other thoughts for advocacy will be discussed during the Board work day.

Council President Gulliford relayed that pursuing stabilized funding is a good starting point. The Board needs to be proactive and to be at monthly council meetings; the library needs to be in the public view, be repetitive, and bring handouts to these meetings.

Trustee Anderson stated that city administration was represented at a recent Consolidation Task Force Committee meeting; it was indicated at that meeting that the budget process would start earlier for FY15. The Board needs to begin the budget process earlier as well. The Board should remember to reach out to legislators in Tallahassee as well.

Trustee Wood questioned Council President Guilliford as to if it would be beneficial for the Board to present an annual report to the City Council in order to keep them up to date and allow them to ask questions. Gulliford advised that the Council can make room for a report. He

suggested the library's Quarterly Update handout be put on display and available to council members at the next meeting.

Friends of Dallas Graham representative Celia Miller asked if a performance measurement plan is in place to track the FY14 Annual Plan of Service; Chair Simmons-Hutchins advised there is.

Trustee Reid asked is it would be difficult for Board members to attend monthly City Council Meetings; Chair Simmons-Hutchins advised it could happen.

Chair Simmons-Hutchins reported that Representative Janet Adkins was at an event at the Beaches Branch Library on Halloween and read to 95 kids and parents. Trustee Ansbacher was there to greet her and reported that all the kids had on Halloween costumes. Trustee Ansbacher also advised that she had met with Councilman Crescimbeni and asked him what the Board could have done better during the budget process; he advised to start sooner.

Chair Simmons-Hutchins reported that Councilman Don Redman attended the Teen Video Contest Winner's reception at the Main Library last Wednesday.

Trustee Vance Skinner asked how Trustees are doing on having conversations with City Administration. Paul Martinez advised that he and Chair Simmons-Hutchins had met to discuss communication needs between the library and his departments. He stated that he and his department will be giving a presentation to the Board in February.

Trustee Guy Anderson reported on the Task Force on Consolidated Government meetings. He reported that they are ready to publish data and break into sub-committees. Trustee Ansbacher attended a community meeting held by the committee in the beaches communities and the libraries were brought up.

Chair Simmons-Hutchins reported that Director Barbara Gubbin had made a presentation to the Task Force on Consolidated Government on October 17th. This presentation was on how consolidated services have affected the library. Trustee Wood stated that the presentation made by Director Gubbin to the Task Force should not be construed as the opinions solely of Director Gubbin but the opinions of the Board. **Trustee Wood made a motion that the Board adopt this presentation as their own.**

Mr. Martinez expressed concern about an editorial in the Florida Times Union that resulted from the presentation. There was discussion regarding the presentation and resulting editorial and the misconception that it might pose.

Trustee Wood's motion was seconded by Trustee Hardesty. The motion carried unanimously.

Committee Reports

Finance Committee

Trustee Erin Vance Skinner reviewed the October 2013 financial reports. All accounts are on target.

Governance Committee

The Governance Committee did not meet. Trustee Christina Stallings has stepped down as Chair of the Governance Committee and Trustee Gerald Reid has agreed to take on this position.

Chair Simmons-Hutchins asked Deputy Director Mark Merritt to update the Board on the Learn to Read contract. Deputy Director Merritt reported that he and Trustee Ansbacher went to Olga L. Bradham and Etta L. Brooks Branch Library to look at the space. They are working with the Office of General Council regarding two contracts: one for use of space at the Bradham Brooks Branch Library and another for continued use of space in the Main Library. The negotiation process will begin soon.

Director's Report

Chair Simmons-Hutchins reminded the Board that Director Gubbin was out of the country but had provided the Board a written report.

Deputy Director Carolyn Williams reported that there are new planters on Laura Street near the entrance to the Main Library. These planters are phase one of a street beautification project being done by Downtown Vision, Inc.; DVI is responsible for maintenance of the planters.

Old Business

There was no old business.

New Business

Chair Simmons-Hutchins announced that an ad hoc Committee is being appointed to work with Trustee Wood to pursue repurposing the Brentwood Branch Library. Carolyn Williams will be the staff liaison for this committee. Trustee King and Trustee Anderson volunteered to serve on this committee. Chair Simmons-Hutchins asked Ms. Sharon Coon if she would represent the Brentwood community on this committee; Ms. Coon responded that she needs to speak with other members of her group before agreeing.

Mayor's Office Report

Paul Martinez, Director of Intra-Governmental Services, stated that he would be willing to move his presentation scheduled for February to December or January. Trustee Wood suggested that Mr. Martinez bring one department head at a time to different meetings to ensure all questions would get answered.

Foundation Report

Suzanne Hudson Smith, Executive Director of the Foundation, stated that the first 90 days have been spent getting the foundation up and running. She has identified projects to focus on such as a push to get the annual gift book drive donation on line. Invitations have been sent for the first open house which is a collaboration with the Conference Center to be held in the new 303 North Lounge space. During their Board retreat, the Foundation identified the Summer Reading Program as a project to support, expanding the reach of the program. She is continuing to meet with Friends groups to determine how the Foundation can help them.

Friends Report

Margaret Smith with the Friends of the Jacksonville Public Library shared a recent newsletter and handed out a bookmark regarding upcoming book sales.

Helene Kamps-Stewart, President of the Friends of the Murray Hill Branch Library, reported that they have formed a nominating committee and are looking for new members.

Celia Miller, Friends of Dallas Graham Branch Library said she was glad to be there and able to speak. She stated she enjoyed the planters upon entering the Main Library. The group is still in the organization process. Their next meeting is November 21st.

Sharon Coon, Friends of Brentwood Branch Library stated she was delighted to be sitting at the table. She was very impressed with the FY14 Annual Plan of Service. The Friends of Brentwood's first official meeting is today.

Confirmation of Future Meeting Dates

Chair Brenda Simmons-Hutchins reminded attendees that the next meetings will be held on December 12, 2013 and January 9, 2014 both at the Main Library. The Board Work Day will be held February 6, 2014.

Comments from members of the public

Cheryl Williams from Save Jax Libraries spoke about the value of libraries and advocacy.


Sharon Stokes spoke about cell phone usage and extended computer time.

Adjournment

The meeting adjourned at 2:10pm.



Brenda Simmons-Hutchins, Chair, Board of Library Trustees



Christina Stallings, Secretary, Board of Library Trustees

December 12, 2013

Date Approved by the Board of Library Trustees

