

Minutes  
Board of Library Trustees  
Main Library  
Thursday, December 8, 2011

Board Members Present:

Jim Selzer, Chair  
Brenda Simmons, Vice-chair  
George W. Robbins, III, Secretary  
Gerald Reid  
Jackie Perry  
Rita Cannon  
John Gibson  
Mary Mickel, DCPS Representative, Ex-officio

Board Members Absent:

Erin Vance Skinner  
Christina Stallings  
Mark Wood  
Council President Stephen Joost, Ex-officio  
Councilman Doyle Carter, Ex-officio

Others Present:

Barbara A.B. Gubbin, Director  
Barrett King, Deputy Director  
Carolyn Williams, Deputy Director  
Gretchen Mitchel, Assistant Director  
of Support Services  
Lisa Peterson, Technology Systems  
Administrator  
Kathy Lussier, Assistant Director of  
Community Relations and  
Marketing  
Luis Flores, Assistant Director of Facilities  
& Planning  
Rev. & Mrs. Ted Corley  
Ginny Walthour, PIO, City of  
Jacksonville

Richard Mott, Manager for Strategic  
Initiatives  
Robert Tiedeman, Facilities Manager  
Mitesh Sangani, Conference Center  
Manager  
Dylan Reingold, Office of General  
Counsel  
Harry Reagan, President of the Friends  
of Jacksonville Public Library  
Chuck Mann, Friends of the Murray Hill  
Library  
Michelle Barth, Deputy Chief of Staff,  
Mayor's Office  
Sara Gunter, Administrative Aide

Call to Order

Chair Jim Selzer presided; he called the meeting to order at 12:22 pm. A quorum was present.

Introduction of Guests:

Chair Selzer asked if any members of the public wished to address the Board; there was no response. He welcomed Rev. Ted and Mrs. Lyn Corley and Michelle Barth, Deputy Chief of Staff, Mayor Brown's office, who are proponents of having Lee Adams' mural of Jean Ribault's landing in northeast Florida and his encounter with the Timucuan Indians placed on the fourth floor of the Main Library; and Ginny Walthour, City Public Information Officer. They were invited to address the Board. Mrs. Corley and Ms. Barth, on behalf of the Mayor's office, stated they believed the historical significance of the painting would be beneficial to citizens and attract customers if it was hung in the Main Library.

Staff Presentation—Collection Management, Gretchen Mitchell

Gretchen Mitchell, Assistant Director of Support Services, Library Supervisors Charlene Adkins, Collection Development & Acquisitions, and Lynn Jacobson, Integrated Library Systems, gave an overview of their departments' responsibilities and how they are standardizing the library collection throughout the system.

Approval of Minutes

**Vice Chair Simmons made a motion to approve the minutes from the November 10 Board meeting; Trustee Perry seconded the motion. The motion carried unanimously.**

Chairman's Report

Chair Jim Selzer reported that Richard Mott, Manager for Strategic Initiatives, continues to plan the Board's February 8, 2012 work day. At the work day, Trustees will focus on developing specific deliverables based on the goals of the Capacity Plan. Consultant Kelly Mannel will facilitate the work day at the Schultz Center, which has been made available at no charge, thanks to Mary Mickel. Chairman Selzer thanked Mr. Mott, who has also been scheduling meetings with Friends groups to strengthen ties between them and library leadership. Dates are set during January, February and early March to meet with each Friends group; meetings will piggyback on their board meetings. Topics will include the Capacity Plan, JCCI study, and the FY13 budget. Chair Selzer plans to attend all of the meetings and he strongly encouraged the Board members to attend as many as possible. Anticipated budget reductions for FY13 are likely to be very difficult to manage and it will be important to strengthen the Board's relationship with the library's Friends groups.

Chairman Selzer asked Assistant Director Luis Flores to report on the continuing work being done at the Main Library. Mr. Flores reported that after almost a year's work, the fire dampers at the Main Library are now fully functional.

Chair Selzer said JCCI will be preparing a study on sustainable funding for the library. The study is being funded by the Friends and the Foundation.

The library was not originally part of the Mayor's Reorganization Plan. However Mr. Selzer said he had learned that Councilman Bill Gulliford had formed a working committee that recommended the Library Director be a mayoral appointment, confirmed by the City Council, and report to the Chief Services Commissioner. Chair Selzer will speak in opposition to this at the Recreation, Community Development, Public Health & Safety Committee meeting today and encouraged other Board members to attend. A video segment of the Recreation, Community Development, Public Health & Safety Committee meeting was shown, including statements from past Chair Bill Scheu in opposition to changing how the director is appointed. Discussion between Director Gubbin and Councilman Robin Lumb about privatization of the library was also shown. Chair Selzer proposed that the Board adopt a Resolution in opposition to changes in the current responsibilities of the Board. Discussion followed; trustees expressed the opinion that the library Board had always cooperated fully with the Mayor and City Council. A similar proposal – with regard to removing the Board's authority over the Library Director -- was voted down by City Council about one year ago. It was determined that a formal resolution would be premature since no recommendation to

change the governance of the library has yet been publicly made by any City Council member. Dylan Reingold, General Counsel's office, said that action on the Mayor's reorganization proposal could be discharged from the committees (which postponed final review of the Mayor's reorganization until their January meetings) and be addressed directly by the full Council on December 13, their last meeting of the year. After that, City Council's next meeting is January 10, 2012; the next Library Board meeting is January 12. Discussion was held as to how to state that the Board supports the Mayor's reorganization.

### Committee Reports

#### Finance Committee

Committee Chair Simmons reported on the Finance Committee meeting. The City-mandated hiring freeze includes part-time staff. The Conference Center's revenues exceed its target, thanks to the manager, Mitesh Sangani. There are some encumbrances of State Aid funding. There were FF&E expenditures of \$38,166, which included costs for rekeying several locations, book trucks and self-check upgrades. Receipt of \$29,000 from the Friends for the fourth quarter completes their \$250,000 gift for 2011. Bank of America's \$10,000 contribution for Teens Make a Difference and staff travel/attendance for two to a Public Library Association sponsored Library Boot Camp in Nashville was received through the Foundation. Everyone was encouraged to review the handout regarding various donations people can make to the library in celebration of the holidays. Those donations go to the Board Trust Fund.

#### Personnel Committee

Committee Chair Rita Cannon reported she met with Trustee Wood and Trustee Perry on November 22 in order to complete Director Gubbin's performance evaluation. She is waiting on approval from the City before the next steps are taken.

#### Governance Committee

Committee Chair Erin Skinner was absent and no minutes were available for review. Deputy Director Carolyn Williams asked if Rev. or Mrs. Corley, or Ms. Barth would discuss plans for the Lee Adams mural placement. Mrs. Corley said they own the mural and want to donate it to the City for installation at the Main Library. Restoration of it will be privately funded and installment of the mural would coincide with the 450<sup>th</sup> anniversary celebration of Jean Ribault's landing at Ft. Caroline, which will be about May 1, 2012. The Corleys and the Cultural Council hope the mural can be placed on the fourth floor in Special Collections where it would be viewed at eye level. Ms. Barth agreed this would be an asset to the library. Vice Chair Simmons asked if the LeMoyne Gallery had been considered; it has not but could be. Trustees asked if this is the original mural; it is.

**Vice Chair Simmons moved to accept the mural, location to be determined by the Library Board; Trustee Rita Cannon seconded the motion. The motion carried unanimously.**

Ms. Williams reported that Councilwoman Denise Lee has requested that the word "Northwest" be removed from the name of the Bradham-Brooks Northwest Branch Library, in keeping with the original legislation regarding its naming. The library has

been known as the Bradham Brooks Northwest Branch Library since 1985; signage and print materials always use that name. City Ordinance states the Library Board can name/rename libraries.

**Vice Chair Simmons made a motion to change the name of the Bradham Brooks Northwest Branch Library to the Olga Bradham and Etta Brooks Branch Library, which would conform to Resolution 95-811-225. Trustee Robbins seconded the motion and it was unanimously carried.**

Kathy Lussier, Assistant Director, Community Relations & Marketing, asked if all printed materials in the future could include the new name for this library and previously printed materials remain unchanged. Director Gubbin asked if both of the first names had to be included. It was decided that previously printed materials do not need to be changed.

**Vice Chair Simmons motioned to reconsider the exact name for the Bradham Brooks Northwest Branch Library pending conversation with Councilwoman Lee. Trustee Robbins seconded the motion. The motion carried unanimously.**

#### Trustee reports on contacts with elected officials

Vice Chair Simmons reported that she had talked to Council Member Warren Jones and State Senator Audrey Gibson.

#### Director's Report

Director Gubbin is pleased with the holiday donation flyer prepared by Ms. Lussier and Mr. King. Emails went out in November and December about this. One person purchased ten \$45 holiday gifts. She thanked Mr. Flores and all concerned for coming in on the Thanksgiving holiday to complete the inspection of the fire dampers at the Main Library. Mr. Flores has worked with Public Buildings and a pre-construction meeting was held with the vendor regarding reroofing Southeast Library. We almost have a contract for reroofing Northwest and are in the design phase for reroofing Beaches Branch. The library is moving forward with the installation of an auto return at the Pablo Creek Regional Library. Director Gubbin and Trustee Wood spoke with Councilman Clay Yarborough about our Capacity Plan and the possibility of his financial support of a fiber connection upgrade; he declined saying he did not fund special projects. We have funds from the Eckels bequest for Regency Square Library and Ms. Gubbin has directed that they be used to complete the upgrade. ITD is managing the process to get a new, and e-rate compatible telecommunications contract for the library; it must be in place by January to complete an e-rate application. Mr. Mott will report on the Balanced Score Card at the next Board meeting. Councilman Don Redman will be reading stories at Main, 2:00 p.m., December 10, and Board members were invited. There were some declines in Year to Date statistics; however, circulation of e-materials was up 96% from last year. We were up 13% on meeting room usage. Director Gubbin reported that two years ago our library was named a Star Library; we barely missed that designation this year. Of the 48 libraries in America with budgets greater than \$30 million, JPL was 19<sup>th</sup> from the top. We were only three libraries away from receiving a star rating [Note: Only two systems in the

Southeast ranked higher than JPL]. Numbers of visits, circulation, computers, and other activities are included in this rating. These are good talking points.

New Business

There was no new business.

Ex-Officio Member Report

Ex-officio member Mary Mickel reported that Duval County Public Schools are working to promote reading. They held a Town Hall meeting recently for this purpose and want to have more. Six of the largest cities in the country are working on extended learning. They received a \$1.5 million Rand grant for summer learning because it is considered to be so important.

Mayor's Office Report

There was no report from the Mayor's office.

Foundation Report

There was no report from the Foundation.

Friends' Reports

Friends of the Jacksonville Public Library President Harry Reagan reported that one more Book Warehouse Sale will be held on December 10. Sales for December were a little off compared to the summer sales. Mr. Reagan voiced his support for the current structure of the library and the way the Director is appointed.

Chuck Mann, Murray Hill Friends representative, complimented Director Gubbin on her presentation at The Council on Elder Affairs recently; she was very well received.


Confirmation of Future Meeting Date

Chair Selzer confirmed the next meeting is January 12, 2012, at the Southeast Regional Library.

Adjournment

The meeting adjourned at 2:26 pm.

  
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Jim Selzer, Chairman, Board of Library Trustees

  
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George Robbins, III, Secretary, Board of Library Trustees

January 12, 2012

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Date Approved by the Board of Library Trustees

