

**Minutes**  
**Board of Library Trustees**  
**December 11, 2014, 12PM**  
**Main Library Conference Center**  
**303 Laura Street North**

Board Members Present:

Erin Vance Skinner, Chair  
Guy K. Anderson, Vice-Chair  
Jackie Perry, Secretary  
Brenda R. Simmons-Hutchins,  
Foundation Liaison  
Tim J. Anderson, Trustee  
Sybil Ansbacher, Trustee  
Ronnie King, Trustee  
Charlie Kleeman, Trustee  
Gerald Reid, Trustee

Others Present:

Barbara A.B. Gubbin  
Director  
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  
Richard Mott,  
Manager for Strategic Initiatives  
Marshelle Berry, Webb Region  
Manager  
Eric Lawrence,  
Assistant Director, Facilities &  
Planning  
Mitesh Sangani, Conference Center  
Manager  
Andrew Philip Herron,  
Exec. Assistant to the Director

Board Members Absent:

Marc Hardesty, Trustee  
Joshua R. La Bouef, Trustee

Paul Martinez,  
Office of Intra-Governmental  
Services  
John Sawyer,  
Office of the General Counsel  
Suzanne Hudson-Smith,  
Executive Director, Jacksonville  
Public Library Foundation  
Margaret Smith,  
Friends of the Jacksonville Public  
Library  
Sandra Brebenel,  
Friends of the Murray Hill Branch  
Library  
Virginia Maxted,  
Friends of the Beaches Branch  
Library  
Celia Miller,  
Friends of the Dallas Graham Branch  
Library  
Carla Miller, Director, Office of Ethics  
Compliance and Oversight  
Wayne Wood, President, the Friends of  
Hemming Park  
Vince Cavin, Executive Director, the  
Friends of Hemming Park  
Od' Juan Whitfield, Social Services  
Director, the Friends of Hemming  
Park

### Call to Order

Chair Erin Vance Skinner called the meeting to order at 12:05PM. A quorum was present.

### Introduction of Guests

Chair Skinner introduced three guests from the Friends of Hemming Park, currently occupying the library's G5 Promenade: Dr. Wayne Wood, President of the Friends of Hemming Park, spoke of the group's ambitions to revitalize the park in front of the library; Mr. Vince Cavin, Executive Director of the Friends of Hemming Park, discussed the many partnerships, community and otherwise, that he is building to foster this effort, and Od'Juan Whitfield, Social Services Director for the organization, reported that flyers he has placed in the library have already garnered calls from people in need. Director Gubbin reintroduced the Board to Kathy Tekin, one of the two managers of the Main Library, who currently serves as liaison to the Friends of Hemming Park.

### Approval of Prior Minutes

**Trustee Jackie Perry moved to approve the Board minutes of November 13<sup>th</sup>, 2014. Trustee Sybil Ansbacher seconded the motion, and the minutes were approved.**

### Presentation—Carla Miller, Ethics Training and the Sunshine Law

Carla Miller, Director of the City of Jacksonville's Office of Ethics Compliance and Oversight, gave trustees a review of the essentials of their duties under the Sunshine Law and also discussed standard tenets of Board ethics.

### Chairman's Report

Chair Skinner alerted the group to recent events involving the library. Deputy Director Carolyn Williams has announced her retirement from the library after thirty-four years of service and will be honored at a party to be held at the Main Library on the conference level on January 16<sup>th</sup> at 4:30PM. The Board Work Day has been set for January 27<sup>th</sup> at the Main Library, with precise times to be determined. Larry Roziers of Duval County Public Schools has fostered a partnership between the library and Jacksonville University's women's basketball team, resulting in a recent halftime literacy event, created and carried out by University Park Branch Library Manager Theresa Rooney and Youth Services Manager Amber Holley. Barbara Gubbin made a presentation to the Duval Legislative Delegation on December 3<sup>rd</sup> on the importance of State Aid to Libraries. The Jacksonville Public Library Foundation will hold its open house at 4PM, and the Friends of the Jacksonville Public Library will hold their holiday dinner at 6:30PM at the Southeast Regional Library.

### Committee Reports

Governance Committee – Ronnie King, Chair, reported that the Governance Committee has approved a Memorandum of Understanding with the Jacksonville Public Library Foundation that clarifies the Foundation's relationship with the Board of Library Trustees and with the library itself. In addition, the

Governance Committee voted to uphold a recently appealed trespass order against a customer of the South Mandarin Branch Library.

Finance Committee – Chair Guy Anderson reported that the Finance Committee amended the Memorandum of Understanding between the Board of Trustees and the Library Foundation. A reference to the “ADDENDUM: Management of the Library Account,” approved by the Board and Foundation in June 2014, was added.

**Trustee Guy Anderson moved that the Board approve the revised Memorandum of Understanding with the Jacksonville Public Library Foundation. Chair Skinner polled the Board, all members were in favor, and the motion was approved.**

The committee discussed imminent legislation to allow the library to keep monies from fines and fees it collects. It discussed what verbiage would best advocate to the City Council that such monies should be directed to a Board-managed trust fund for capital projects, not used as a pretext for cuts in the operating budget. However, no action was taken.

Personnel Committee – Trustee Jackie Perry thanked Board members for their reviews of Director Gubbin, from which she culled the final consolidated review.

ad hoc Committee on Candidate Advocacy – Brenda Simmons-Hutchins, Chair, reported that the committee has decided that the best time to hold the upcoming forum for 2015 political candidates is after the upcoming primaries. The committee will meet again to further refine this plan.

Foundation Liaison – Trustee Simmons-Hutchins and Foundation Executive Director Suzanne Hudson-Smith celebrated the way that collaboration on the Level Up Challenge has strengthened the relationship between the library and Dr. Nikolai Vitti's office at Duval County Public Schools. Trustee Simmons-Hutchins and Ms. Smith encourage partnership between the Library Board and Foundation Board.

#### Old Business

There was no old business.

#### New Business

**Trustee Ansbacher moved that the Board approve closing the library for one day on April 20<sup>th</sup> so that staff can attend Staff Development Day, an opportunity to train on important trends, skills, and perspectives of library services. Trustee Tim Anderson seconded the motion, and the motion was approved.**

#### Director's Report

Director Barbara Gubbin reviewed her report to the Board. The library has produced its first Spanish language brochure in response to many public requests. The library already gives computer classes in Spanish and is teaching French with the aid of the *Transparent Language* database. Director Gubbin noted that the library is using a blog to communicate details of the evolving

situation at the Willowbranch Branch Library, where repairs continue. Renovations at the Beaches Branch Library continue as well with completion of the enclosed book drop and progress on the ADA compatible bathroom. Customers have the option of placing a book in the library in someone's honor as a holiday gift. This can be done through the Sirsidynix *Buy it Now* program. E-Services specialists are beginning to offer a new program to help customers digitize their photographs. A local historical society has already made an appointment at the University Park Library to explore this service.

Director Gubbin met with Jerry Holland, Supervisor of Elections, about large schedule conflicts currently caused by special and city elections scheduled in 2015.

Trustee Tim Anderson took this opportunity to address a concern voiced at November's Board Meeting by Virginia Maxted of the Friends of the Beaches Branch Library that the building does not look "open" due to its unsightly appearance during renovations. Trustee Anderson acknowledged this fact, despite signs at both ends of the building announcing that it is open. Ms. Maxted complained about the unsightly condition of the parking lot with piles of leaves. It was acknowledged that Public Works and not the library has discretion over groundskeeping, but efforts will be made to address this concern.

#### Trustee reports on contacts with elected officials, community groups, and attendance at library events

Trustee Simmons-Hutchins reported that she had congratulated Senator Audrey Gibson on her appointment to the Senate Transportation, Economics, and Development Committee of the legislature. This committee approves State Aid to Libraries.

Chair Skinner announced her desire, if possible, to have Council President Yarborough and Council Member Clark attend the upcoming Board Work Day and requested that any trustees familiar with these gentlemen communicate that desire.

#### Mayor's Office Report

Paul Martinez, Director of the Department of Intra-Governmental Services, volunteered to take the new Spanish language flyers to members of the Mayor's Hispanic American Advisory Board. He also announced that the grants department for the City is looking at new software for grants. Should the library decide it would like to participate, he offered to act as liaison.

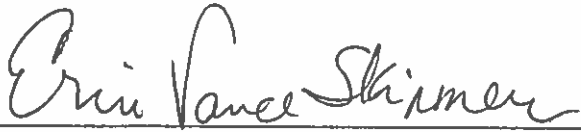
#### Friends' Reports

Virginia Maxted reported on recent concerns of the Friends of the Beaches Branch Library related to the renovation of the library. Sharon Coon of the Friends of the Brentwood Branch Library reported on Christmas-time activities at the branch. Margaret Smith, Treasurer of the Friends of the Jacksonville Public Library, reported that the Friends are now reviewing their current fundraising strategies. Changes in book buying habits have led revenues to fall below expectations. Consequently, the Friends are considering different strategies in

the form of fewer but larger book sales, perhaps at a large arena like the Jacksonville Fairgrounds.

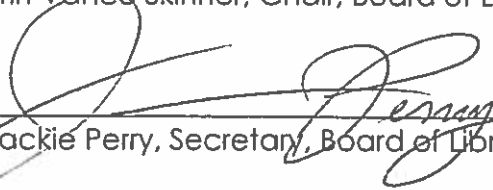
Adjournment

The meeting was adjourned.



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Erin Vance Skinner, Chair, Board of Library Trustees



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Jackie Perry, Secretary, Board of Library Trustees

1/8/15