

Minutes  
Board of Library Trustees  
Main Library  
Thursday, December 12, 2013

Board Members Present:

Erin Vance Skinner, Vice-Chair  
Jackie Perry  
Marc Hardesty  
Guy Anderson  
Ronnie King  
Mark S. Wood  
Gerald Reid  
Sybil Ansbacher  
Bill Gulliford, Council President, Ex-officio

Board Members Absent:

Brenda Simmons-Hutchins, Chair  
Christina Stallings, Secretary  
Jim Selzer  
Greg Anderson, Councilmember, Ex-officio  
Kimberly Davis, DCPS Representative, Ex-officio

Others Present:

Barbara Gubbin, Director  
Andi Hammond, Executive Assistant to the Director  
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  
Harry Reagan, Friends of the Jacksonville Public Library

Jane Harris, West Region Manager  
Laura Minnich, Manager for Youth Services and Community Outreach  
Lynn Jacobson, Bibliographic Systems and Access Manager  
Michael Sullivan, Southeast Region Manager  
John Sawyer, Office of General Counsel  
Helene Kamps-Stewart, Friends of the Murray Hill Library  
Virginia Maxted, Friends of the Beaches Branch Library  
Paul Martinez, Director of Intra-Governmental Services  
John Reazer, Friends of Brentwood Branch Library  
Florence Rush-White, Friends of Brentwood Branch Library  
Usha Mohan, Chief of Information Technology

Call to Order

Vice-Chair Erin Skinner called the meeting to order at 12:10pm. Approval of minutes was delayed until a quorum was present.

Introduction of Guests

There were no guests.

Presentation

Director of Intragovernmental Services, Paul Martinez, introduced Usha Mohan, Chief of Information Technology. Ms. Mohan reviewed the essential IT needs of the library and the overall strategy for ITD. She also reviewed current IT projects for the library. She noted that the two major challenges for IT in the library are bandwidth and security. There are plans to increase bandwidth at all libraries to 100mbps by July 2014; this will cost around \$50,000. She

noted that it was the receipt of the e-rate discount that would make this expansion possible. Trustee Wood asked for clarification on the certainty of increasing the bandwidth given the cost. Ms. Mohan noted that they are working to find the funding; at the very least, the bandwidth at the Highlands Branch Library will be increased. Mr. Martinez committed to working with ITD and JPL to identify full funding for the project. Trustee Wood reminded Mr. Martinez that the Board manages the library's budget, but does not have control over its IT budget; that is charged as an intradepartmental service charge.

Trustee Skinner asked for an update on the website upgrade for the library. Ms. Mohan said that there is a Service Level Agreement between the library and ITD that outlines how ITD will set-up a content management system for the library. She noted that they have had issues with upgrading the entire system to the most recent version of the CMS; once this is done, a section for the library will be created. She was unsure of a timeline for completion; Mr. Martinez will follow-up on this.

Trustee Wood asked if the new customer billing model being used by ITD will be made available to the library. Ms. Mohan responded that it would be available on a monthly basis; the new billing model will begin in October 2014. Trustee Wood also asked that a clear understanding be had by both ITD and JPL as to what their relationship includes; Ms. Mohan said her goal is to have SLAs for everything ITD does.

Trustee Skinner asked that Trustees send any additional questions via email; there will be a presentation from the Public Works department at the January meeting.

#### Approval of Minutes

**Trustee Hardesty made a motion to approve the minutes from the November 14 Board meeting; Trustee Perry seconded the motion. The motion carried unanimously.**

#### Chair's Report

Trustee Ansbacher and Deputy Directors Carolyn Williams and Mark Merritt met with Councilman Richard Clark to introduce Mrs. Ansbacher to the councilman. They discussed the potential for an independent taxing district for the library; the councilman indicated he would be opposed to it if it meant funding for the General Fund was reduced.

Trustee Ronnie King participated in the Graham Branch Art Club; he said it was an excellent program with a lot of children from the nearby school attending.

Vice-Chair Skinner noted that several councilmembers had been invited to attend Storytime with Santa across the system. Councilman Gulliford has confirmed that he will be at the Southeast Regional Library next week.

Vice-Chair Skinner reviewed that at last month's meeting, Council President Gulliford recommended the Board have someone speak about the library at each of the City Council meetings. Gerald Reid made a presentation to City Council at the end of November. He thanked the council members for their hard work on the budget; Councilman Clark asked where funding would come from for the independent taxing district. Trustee Reid told Councilman Clark that he did not know the answer to that question. Council President Gulliford recommended that this question be addressed in a face-to-face meeting with Councilman Clark and not in a public forum. Vice-Chair Skinner noted that a proposed schedule of meetings, topics, and speakers was included in the Trustees' information packets. She asked that Trustees review the schedule and confirm that they are available to make a presentation to the Council on their assigned date.

Trustee Anderson reported that the Task Force on Consolidated Government has concluded its general meetings and has broken into subcommittees; the committees are aware of the petition drive for an independent taxing district for the library and will probably discuss it in late January.

### Committee Reports

#### Finance Committee

Trustee Mark Wood reviewed the November 2013 financial reports. He noted that revenue for the Conference Center is behind target, likely due to work being done on the exterior of the Main Library, and which will be moving into the courtyard in January. He reported that the committee agreed to pay the \$3,000 registration fee for Leadership Jacksonville if Assistant Director for Public Services, Julie McNeil, is chosen for the program.

#### Personnel Committee

The Personnel Committee has a meeting scheduled for December 17.

#### Governance Committee

Trustee Reid reported on the Governance Committee meeting. He noted that there was not a quorum present at that meeting. Kim Bergeron, the new Executive Director of the Cultural Council, attended the meeting and said she was looking forward to working with the library on making the arts more accessible to the community. The committee also reviewed a potential art donation—a community-created mosaic that could be hung at the Murray Hill Branch Library. The artist will be asked to fill-out paperwork for further consideration. As a result of a customer speaking at the November Board meeting, the committee discussed the cellphone and noise policy. It was decided that signs will be posted in all units about respecting other customers and not disturbing others with cell-phone use.

#### Learn to Read Contract

Deputy Director Mark Merritt reported that information about Learn to Read using space at the Olga L. Bradham and Etta L. Brooks Branch Library has been sent to the Office of General Counsel so that they can begin working on a contract. There will also be a contract for use of space at the Main Library.

#### Director's Report

The Main Library construction work is major in terms of closed side-walks, entrances and scaffolding. Assistant Director for Facilities Management and Planning, Eric Lawrence, has held a meeting with the various stakeholders and Director Gubbin has asked Public Works Director Jim Robinson for a meeting to discuss progress and the impact the work is having on the Conference Center.

A pre-bid meeting has been held on the remediation required at the Willowbranch Library; the previous bid required a higher level of funding than is available. The Children's Room in the library has been closed almost a year waiting for a solution to be implemented for the water penetration problem.

Dr. Kent-Willette, the mayor's Education Commissioner spoke at one of the South Mandarin Library's six sessions of High School and Beyond: Survival Workshop. Fourteen teens have been attending regularly and the program will be repeated in January due to public demand. It is facilitated by Rachel Bauer, M.Ed. of Education Advocates who is donating her time to the library.

The Friends of the Murray Hill Library have purchased a new television for the library to use in the meeting room. The Friends of the Brentwood Library have met, elected officers and held a book sale. The Friends of Jacksonville Public Library held their Christmas Party at the University Park Library; Deputy Director Carolyn Williams and Director Gubbin took the opportunity to thank the Friends for their important support over the past year as advocates for the library and Mrs. Williams reported on how the library is using the funds they gave us a year ago.

The Gift Book Drive launched in November with a revised Library Foundation website and online payment system and marketing via the e-newsletter, fliers, press release and more. No report yet on results.

#### Old Business

There was no old business.

#### New Business

There was no new business.

#### Ex-Officio Report

There was no ex-officio report.

#### Mayor's Office Report

Paul Martinez had nothing further to report.

#### Foundation Report

There was no Foundation Report. Vice-Chair Skinner reminded trustees of Foundation Chair Dan Edelman's challenge for all trustees to donate to the Foundation.

#### Friends Report

Friends of the Jacksonville Public Library President, Harry Reagan, reviewed who the various Friends groups are: Friends of the Murray Hill, Beaches, Willowbranch, and Bradham Brooks Branch Libraries are all long-standing groups; Friends of the Graham, South Mandarin, and Brentwood Branch Libraries are newly established groups; customers at the Regency Branch Library and Webb Wesconnett and West Regional Libraries have all shown interest in forming Friends groups but have not done so.

Virginia Maxted, Friends of the Beaches Branch Library, reported that the group has a new president, Richard Crook, who is very excited about working with the library and would like to be included in communication about the library.

Florence Rush-White, President of Friends of the Brentwood Branch Library reported that the group now has 30 members and has been doing weekly book sales at the branch. The group will be meeting later today and decorating the branch for the holidays.

#### Confirmation of Future Meeting Dates

Vice-Chair Skinner reminded attendees that the next meetings will be held on January 9, 2014 and February 13, 2014 both at the Main Library. The Board Work Day will be held February 6, 2014 at the Highlands Branch Library.

#### Comments from members of the public

There were no members of the public present.

Adjournment

The meeting adjourned at 1:35pm.



Brenda Simmons-Hutchins, Chair, Board of Library Trustees



Christina Stallings, Secretary, Board of Library Trustees

January 9, 2014

Date Approved by the Board of Library Trustees

