

Minutes
Board of Library Trustees
Main Library
Thursday, December 13, 2012

Board Members Present:

Brenda Simmons-Hutchins, Chair
Erin Vance Skinner, Vice-Chair
Christina Stallings, Secretary
John Gibson
Ronnie King
Gerald Reid
Jackie Perry
Mark S. Wood

Board Members Absent:

Rita Cannon
Jim Selzer
Council President Bill Bishop, Ex-officio
Councilman Ray Holt, Ex-officio
Mary Mickel, DCPS Representative, Ex-officio

Others Present:

Barbara A. B. Gubbin, Director
Carolyn Williams, Deputy Director
Mark Merritt, Deputy Director
Andi Hammond, Executive Assistant to
the Director
Gretchen Mitchell, Assistant Director
for Support Services
Lisa Peterson, Technology Systems
Administrator
Kathy Lussier, Manager, Community
Relations and Marketing
Richard Mott, Manager of Strategic
Initiatives
Luis Flores, Assistant Director for Facilities
& Planning
Julie McNeil, Assistant Director for Public
Services

Robbie Tiedeman, Facilities Manager
Laura Minnich, Manager for Youth
Services & Community Outreach
Mitesh Sangani, Conference Center
Manager
John Sawyer, Office of General
Counsel
Connie Holt, Assistant to Councilman Ray
Holt
Harry Reagan, Friends of the Jacksonville
Public Library
Missy Jackson, Friends of the
Murray Hill Library
Lynn Jacobson, Bibliographic Systems &
Access Manager
Marshelle Berry, Webb Wesconnett
Region Manager
Josh Beran, Community Member

Call to Order

Chair Brenda Simmons-Hutchins called the meeting to order at 12:10pm; there was a quorum present.

Staff Presentation

Director Gubbin presented a review of the organization restructuring of the library system. She introduced members of the Administrative Team; each team member gave a brief statement about their position. She reviewed how the Capacity Plan recommendations and FY13 Budget cuts shaped the reorganization; she also reviewed key components of the reorganization including the new regional structure.

Approval of Minutes

Trustee Skinner made a motion to approve the minutes from the November 8 Board meeting; Trustee Reid seconded the motion. The motion carried unanimously.

Chairman's Report

Chair Brenda Simmons-Hutchins asked Friends of the Jacksonville Public Library President Harry Reagan to report on the closing of their Bookstore at the Main Library. Mr. Reagan reported that the Friends had sent an official letter to Director Gubbin and Chair Simmons-Hutchins outlining their intent to close the bookstore on December 21. He noted that the group had trouble staffing the bookstore with volunteers and was unable to

meet their obligations due to that. The group will continue to sell books from the University Park Branch warehouse.

Director Gubbin said that the lease agreement between the City and the Friends group requires a 90-day notice to vacate; the library is willing to waive that requirement, but the city must also be willing. Once the space is vacant, it will become part of the Conference Center; Manager Mitesh Sangani will make proposals as to how best to use the space.

Director Gubbin reported that an RFP for the café space at the Main Library will soon be issued. Trustees Wood and Gibson both stated that they thought the café space would be a good addition to the Conference Center. Director Gubbin responded that the library did not want to be in the business of operating a café. Trustee Wood asked if the café space and the bookstore could be combined on an RFP. Director Gubbin noted that this had not been considered because when the RFP was drafted we did not know that the bookstore would be vacant.

Chair Simmons-Hutchins reviewed a list of presentations that have been made by Trustees to community groups; she encouraged Trustees to continue the presentations with a goal of 45 by February. She reminded Trustees that the Board Work Day is scheduled for February 7; Manager for Strategic Initiatives Richard Mott is working on details for that day. She reported that Library Day in Tallahassee is scheduled for March 12; she encouraged Trustees to plan to attend to meet with legislators that day. Chair Simmons-Hutchins reported that she and Director Gubbin had met with Deputy CAO Cleveland Ferguson earlier in the week; he indicated that he would set-up regular meetings with Director Gubbin.

She also reported that there has been no movement to fill vacant trustee positions; Mr. John Cavan has withdrawn his application. Ms. Connie Holt, assistant to Councilman Ray Holt, reported that Councilman Holt is working to move forward with filling vacancies. Councilman Matt Schellenberg introduced legislation encouraging the Mayor to be proactive in filling positions on independent Boards, but this does not include the Board of Library Trustees.

Chair Simmons-Hutchins encouraged trustees to attend community meetings held by JCCI about the JAX2025 initiative.

Strategic Discussion: Advocacy Message

Chair Simmons-Hutchins reviewed a list of potential topics for future discussion in this part of the agenda. Trustees suggested adding: Friends groups activities throughout the country, community involvement in programs, and other library systems partnerships with school systems.

Committee Reports

Finance Committee

Committee Chair Erin Skinner reviewed the November 2012 financial reports.

- **General Fund** – Revenue totals for this year are 13.7% of budgeted total. Personnel expenditures are at 13.8% of total. This is trending below the expected 15.4% expenditures. All other expenditures are on target.
- **Conference Center** – The Conference Center received \$24,578 in rental revenues in November. Total revenue for the year is \$32,326 or 14.4% of the desired income of \$225,000.
- **State Aid** – November FF&E expenditures and encumbrances were \$298,018.86. This includes the 3M Auto Returns and Self-Check Machine build out at the Southeast Regional Library. \$385,000 was encumbered for various library materials. Various training and webinar expenses totaling \$87.05 were also posted.
- **Library Board Trust** – The Trust received \$1,452 in contributions and donations. \$3,615.00 of “In Kind” donations from the public also were received. Expenditures of \$7,500 were posted for activities in the Weaver Grant program.

- **Friends of JPL** –The budget and expenses for the Friends of JPL have been broken out from the Board Trust report. An additional \$346 refund was received from a staff member and these funds were applied to Organizational Memberships and the R&R and Leadership Awards. The BOOPSIE APP was paid for as well as further progress in upgrading Traveling Tales.
- **Foundation** –JPL is distributing \$60,083 of available Foundation money to various projects. \$1,546 was spent to support various training activities; \$886 for Courtyard Maintenance; and \$4,267 for the Family Primetime Reading Program.

She also reported that the Conference Center Annual Report had been submitted to City Council in November.

Personnel Committee

Committee Chair Jackie Perry reported that the committee met last week after the Governance Committee meeting to review the individual performance evaluations submitted by Trustees and compiled an overall performance evaluation for the Director. She will be meeting with Employee Services representative Rhonda Sarli tomorrow to input the information into the city's computer system.

Governance Committee

Committee Chair Christina Stallings reported that the Governance Committee met last week. They reviewed the Internet & Computer Use Policy. **She made a recommendation from the Committee to approve the revised Internet & Computer Use Policy. The Board unanimously approved the revised policy.**

She also reported that the next Governance Committee meeting will be held on January 9.

Director's Report

Director Gubbin reported that Mayor Brown had held a retreat for department directors earlier in the fall; the library was not included at this retreat. She noted that a list of Mayor Brown's priorities was one outcome of the retreat; these were included in the Board's information packets. Director Gubbin reported that the OneSpark art and technology event in the spring will use the café space at the Main Library as headquarters for the event unless it has been leased to serve as a café before that time.

Director Gubbin reported that there has been very good progress on the repair of the roof at the Bradham Brooks Library and she expects it to re-open on time and as planned on December 18. ACON, the contractor is also the contractor which will be working on the Main Library water intrusion project. Luis Flores, Assistant Director for Facilities has already been meeting with ACON to discuss the many issues around this contract and its sequencing. We expect it will take many months to complete and it needs to be done with as little impact on library and conference center services as possible. Additionally, the re-roofing of the Brentwood Library has been placed on a fast-track. She reported that the second induction point has been added to the automated return at the Pablo Creek Library. Staff at that location report that up to 90% of customer returns are now being handled by the automated return where customers can get a receipt. A number of senior staff and branch staff met at the Southeast Library last week to do a "charrette" to plan the re-design of the circulation desk/self-service units which will accompany the installation of the automated return.

Director Gubbin reported that in early November, JPL began circulating locally produced music as part of the CD music collection. This brand new collection has a limited number of items. We intend to grow the collection over time and include as many locally produced albums as possible. Currently, the Local Music Collection is comprised of donations made to the library by local area musicians and record labels. This collection was staff member Andrew Coulon's Sunshine State Library Leadership Institute project. Thanks to Lowe's and a request made by Deputy Director Carolyn Williams, JPL received 12 artificial Christmas trees this month which have been decorated by staff at the Main Library. JPL's Marketing Department has kicked off the 2012 Holiday Gift Books promotion. Our goal is to exceed last year's total of \$1,000 in gifts.

Director Gubbin also reported that there are some early indications of the impact of the reduction in hours and services starting in October. Circulation is down by 11%; public computer sessions are down by 13%, and meeting room bookings decreased by 43% probably related to the reduction in evening hours of service. It is

almost impossible to know the impact on visitor count because 14 libraries served as early election sites but we estimate that if this had not been the case the visitor count would be down anywhere from 12 to 22%. One notable service reduction is the impact of the reduction in hours of service at the Main Library on the Center for Adult Learning; they have seen a 51% reduction in visits and a 49% reduction in hours of instruction delivered to individual students.

Ex-Officio Member Report

Ms. Connie Holt, assistant to Councilman Ray Holt, reported that she and the councilman were pleased with how quickly the Ride to Read program in partnership with JTA was reinstated.

Mayor's Office Report

There was no report from the Mayor's office.

Foundation Report

Trustee Skinner reported that the Foundation's search committee met yesterday. They finalized a job description for the fundraising position and decided where to post the position announcement. The Board was asked to share information about the position within their professional networks. She reported that the Foundation hopes to have the position filled by March 18.

Friends' Report

Friends President Harry Reagan reported earlier in the meeting under the Chairman's Report section.

Confirmation of Future Meeting Dates

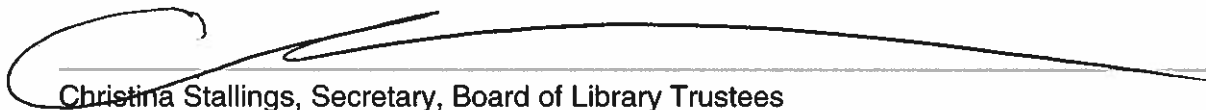
Chair Brenda Simmons-Hutchins reminded attendees that the next meeting will be held on January 10 at the Regency Square Branch Library in celebration of their 40th anniversary.

Adjournment

The meeting adjourned at 2:00 pm.



Brenda Simmons-Hutchins, Chair, Board of Library Trustees



Christina Stallings, Secretary, Board of Library Trustees

January 10, 2013

Date Approved by the Board of Library Trustees