

Minutes
Board of Library Trustees Meeting
April 14th, 2016
Main Library
303 North Laura Street

Present:

Erin Vance Skinner, Chair
Ronnie King, Vice-Chair
Dr. Brenda Simmons-Hutchins,
Foundation Liaison
Guy K. Anderson, Trustee
Sybil Ansbacher, Trustee
Marc Hardesty, Trustee
Charlie Kleeman, Trustee
Dr. Bill Mason, Trustee
Mario Payne, Trustee
Jackie Perry, Trustee

Staff:

Barbara A. B. Gubbin, Library Director
Jennifer Giltrop, Deputy Director,
Public Services
Mark Merritt, Deputy Director,
Administration & Finance
Chris Boivin, Assistant Director,
Community Relations and
Marketing
Amber Holley, Manager, Youth
Services
Heath Keller, Assistant Director,
Facilities Management and
Planning
Julie McNeil, Assistant Director, Public
Services
Gretchen Mitchell, Assistant Director,
Support Services
Richard Mott, Manager, Strategic
Initiatives
Mitesh Sangani, Manager,
Conference Center
Michael Sullivan, Region Manager,
Main Region
Karen Walker, Manager, e-Services
and Digital Access
Andrew Herron, Executive Assistant to
the Director

Absent:

Tim Anderson, Secretary
Gerald Reid, Trustee

Others Present:

Dr. Johnny Gaffney, Liaison to
Boards and Commissions for
Mayor Lenny Curry
John Sawyer, Assistant General
Counsel, City of Jacksonville
Jamie Self, Director of
Development, Jacksonville Public
Library Foundation

Friends:

Margaret Smith, Friends of the
Jacksonville Public Library
Sharon Coon, Friends of the
Brentwood Library
Celia Miller, Friends of the Dallas
Graham Library
Roxanne Henkle, Friends of the
Willowbranch Library
Judy Klein, Friends of the Murray Hill
Library
Melvin Turnage, Friends of the
Brentwood Library
Ed Zoller, Friends of the South
Mandarin Library

Volunteers Arriving for Special
Ceremony at End of Meeting
(See "Adjournment and
Volunteers Ceremony," at
bottom.)

1. Call to Order

Chair Erin Vance Skinner called the meeting to order shortly after 12:00 PM. A quorum was present.

2. Introductions, Guests, and Comments from Members of the Public

Sharon Coon of the Friends of the Brentwood Library restated the group's desire for the library to give higher priority to its proposed replacement of the current Brentwood Library, a feature of the five-year Capital Improvement Plan (CIP) that the library proposed recently to the City's Internal CIP committee, and devote more of its own money to the project. She presented slides suggesting that a portion of funds connected with the Better Jacksonville Plan of the 2000s that were meant to be spent on the branch were not ultimately spent thus. (This would have been a spending allocation made by the City Council and not by the library.) The Board reiterated its position of the prior month that the Brentwood Library's placement in its proposed CIP is evidence that the Board accords it a high priority and that the important goal is to ensure that the administration includes it in the CIP submitted by the mayor to the City Council in July, demonstrating its interest in funding it.

3. Approval of Minutes

Trustee Marc Hardesty moved to approve the Board Minutes of March 10th, 2016. Vice-Chair Ronnie King seconded the motion, and the minutes were approved.

4. Staff Presentation

Amber Holley, JPL's Manager for Youth Services, reported on progress of the library's collaboration with Duval County Public Schools to introduce students to libraries and ensure that they have library cards.

5. Chair's Report

Chair Skinner reported near-term events of relevance to the Board: Representative Jay Fant visited the Willowbranch Library for Storytime on March 22nd. Council Member Aaron Bowman's District 3 Town Hall Meeting was held on March 21st at the Pablo Creek Library. Three weeks later, a kickoff celebration for National Library Week was held at the same location, with Charles Moreland representing the mayor and Council Member Bowman and Council Member Joyce Morgan representing the City Council. Chair Skinner thanked Margaret Smith and Jennifer Giltrop for their historical retrospective and thanked Region Manager Sara Roberts and Branch Manager Jackie Spiritas for arranging the event. The Women in Duval County Government Panel and Council Member Morgan's District 1 Town Hall Meeting were both held at the University Park Library in recent weeks. The JPL50+ Pilot Project funded by AARP concluded on Wednesday March 30th at the Main Library with a celebration attended by At Large City Council Member Sam Newby and First Coast News Anchor Jeannie Baylock. The library has been selected to receive a 2016 Historic Preservation Award for the Black History Calendar project. Chair Skinner

thanked Trustee Dr. Brenda Simmons-Hutchins for her work on the calendar since its inception, and Trustee Simmons-Hutchins thanked JPL staff members Cranston Burney, Arthur Finley, and Patricia Morrison for their contributions. Chair Skinner thanked Trustees Guy Anderson, Sybil Ansbacher, Marc Hardesty, Ronnie King, Charlie Kleeman, and Mario Payne for representing the Board at recent and upcoming District Citizen Planning Advisory Committee (CPAC) meetings, where the library's Capital Improvement Plan projects were discussed.

6. Committee Reports

- a) Finance Committee – Finance Committee Chair Ronnie King reported figures discussed at the latest meeting of the Finance Committee and action items discussed in the session. (See New Business, below.)
- b) Foundation – Dr. Jamie Self, Director of Development for the Jacksonville Public Library Foundation, reported recent and upcoming events of interest concerning the Foundation. The Foundation's Hi \$5 fund raising campaign remains successful, and the donor base is increasing. Dr. Johnny Gaffney has brought the library to the attention of a major donor, with whom Dr. Self has met and provided a tour of the Main Library.

7. Old Business

None.

8. New Business

- a) Deputy Director for Administration and Finance Mark Merritt explained the library's proposed budget for FY 2017 for submission to the mayor's administration. Among its priorities were funds for rebuilding collections and increasing weekly hours of service.

Trustee Marc Hardesty moved to strike an item in the proposed budget for Board lunches. Trustee Bill Mason seconded the motion, and the change was approved.

Finance Committee Chair Ronnie King moved from the committee to approve the proposed FY 2017 Budget for submission to the mayor's administration, pending the abovementioned change. By unanimous consent, the motion was approved.

- b) Deputy Director Merritt explained the library's proposed State Aid budget (grant already received) for expenditure by the library.

Finance Committee Chair Ronnie King moved from the committee to approve the proposed State Aid budget for expenditure by the library. By unanimous consent, the motion was approved.

- c) Chair Skinner alerted trustees to a conflict of interest disclosure form that they will have to sign in order for the library to apply for a Community Development Block Grant (CDBG) with which to improve the current Brentwood Library.
- d) **Trustee King moved to approve a resolution in support of Jacksonville Public Library's volunteers. Trustee Brenda Simmons-Hutchins seconded the motion, and the resolution was approved.**

9. Director's Report

Director Barbara Gubbin alerted Trustees to her Director's Report, which was provided in written form.

10. Trustee Comments and Reports on Five Core Areas of Responsibility

Trustees discussed their recent attendance at Citizen Public Advisory Committee (CPAC) meetings at which the library's proposed Capital Improvement Projects were discussed. The meetings revealed broad community support for a new library in the Oceanway area and apprehension about an improved library in the Dallas Graham area.

11. Mayor's Office and Ex-Officio Reports

Ex-Officio Trustee Larry Roziers of Duval County Public Schools (DCPS) reported progress on the library's work with DCPS to redraft the Memorandum of Understanding that currently allows student data for the lower grades to be shared with the library, making possible "student library cards." Data sharing now will be extended to the upper grades so that virtual cards can be granted to older students.

12. Friends' Reports

Friends groups shared their recent activities. Chair Skinner reminded trustees to attend Friends group meetings.

13. Adjournment and Volunteers Ceremony

The meeting was adjourned shortly after 2PM, and a brief ceremony was held to honor Jacksonville Public Library's 232 volunteers. In particular, Chair Skinner, Vice-Chair Ronnie King, and Trustee Brenda Simmons-Hutchins honored Teen Volunteer Nicholas Hawkins, Regency Square Library Children's Department Volunteer Joyce Charron, Volunteer Instructor Kimberly Hauser, Veteran Volunteer John MacRae, and Friends of the Jacksonville Public Library President Sylvia Wren. Chair Skinner thanked all volunteers of the Library, including Friends, Foundation members, and trustees.

APPROVED BY THE BOARD OF LIBRARY TRUSTEES MAY 12TH, 2016.