

Minutes
Board of Library Trustees Meeting
May 12th, 2016
Main Library, 303 North Laura Street

Present:

Erin Vance Skinner, Chair
Dr. Brenda R. Simmons-Hutchins,
Foundation Liaison
Tim Anderson, Secretary
Sybil Ansbacher, Trustee
Marc Hardesty, Trustee
Charlie Kleeman, Trustee
Dr. Bill Mason, Trustee
Mario Payne, Trustee
Jackie Perry, Trustee
Gerald Reid, Trustee

Absent:

Ronnie King, Vice-Chair
Guy K. Anderson, 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
Michael Sullivan, Region Manager,
Main Region
Andrew Herron, Executive Assistant to
the Director

Jacksonville Public Li brary
Foundation (JPLF):
Jamie Self, Development Director
Kevin E. Hyde, Vice Chair
Carlton A. De Vooght, Secretary
Robin Albaneze, JPLF
Kaitlyn E. Pandzik Weatherly, JPLF

Others Present:

Tia Leathers, Duval County Public
Schools
John Sawyer, Assistant General
Counsel, City of Jacksonville

Friends:

Margaret Smith, Friends of the
Jacksonville Public Library
Ramonda Fields, Friends of the
Dallas Graham Library
Ray Fowler, Friends of the
Brentwood Library
Judy Klein, Friends of the Murray Hill
Library
Virginia Maxted, Friends of the
Beaches Library
Melvin Turnage, Friends of the
Brentwood Library

Honorees Mentioned Below

1. Call to Order

Chair Erin Vance Skinner called the meeting to order at 12:10 PM. A quorum was present.

2. Honors

Chair Skinner recognized retiring Jacksonville Public Library (JPL) staff members Beverly Brown, Cheryl Callavini, and Cynthia Badger Simmons, congratulating them with gold cards and florals. (Ms. Simmons was not present but was recognized in absentia.)

3. Approval of Minutes

Trustee Marc Hardesty moved to approve the Board Minutes of April 14th, 2016. Board Secretary Tim Anderson seconded the motion, and the minutes were approved.

4. Committee Reports

Finance Committee – Finance Committee Vice-Chair Tim Anderson reported figures discussed at the latest meeting of the Board's Finance Committee.

5. Staff Presentation

Amber Holley, JPL Manager for Youth Services, reported on the library's Summer Learning Program.

6. Old Business

None.

7. New Business – Joint Session Between Library Board and Foundation

Chair Skinner and Kevin Hyde, Vice Chair of the Jacksonville Public Library Foundation, explained the roles of both Boards. The Library Board sets policy and represents the community to the Library and the Library to the government, while the Foundation Board establishes relationships to raise money. Vice Chair Hyde expressed excitement at the possibilities that will be generated by both bodies working together in the coming year.

Jamie Self, Development Director for the Foundation, delivered the Foundation's 2016 Development Plan, which will focus on priorities set by the library and its Board – educational success, technical success, and economic success. The plan includes a tech campaign for 3D print/computer technology, the Hi \$5 for Kids campaign, and numerous other efforts.

Both Boards discussed techniques for fund raising. Director Barbara Gubbin reminded those present that they might be surprised by who gives to libraries and to think broadly in terms of who to approach as they raise funds. Carlton De Vooght advised those present not to be scared to involve family members. Trustee Brenda Simmons-Hutchins requested that

Friday communications from the Foundation's Development Director to its Board be distributed to the Library Board as well.

8. Director's Report

Director Barbara Gubbin summarized highlights of her Director's Report, which was provided in written form. In the area of Facilities, the Murray Hill Library's exterior has been pressure washed and its flag pole straightened. The library is working with partners to realize upgrades to the Beaches Library landscaping and parking lot funded by Friends of the Beaches Library. A non-slip finish has been applied at the entrance to the South Mandarin Library. Painting and other repairs are underway at the Mandarin Library in anticipation of its 30th anniversary celebration on 6/18. Library lockers at the Oceanway Community Center have been repaired and are now working properly. JPL would like to resurface the parking lot at the Highlands Library, but funding is needed to address storm water issues as well as the resurfacing. Public Buildings will employ a contractor to clean interior light lenses in libraries over the next few months.

A kick off meeting has been held for the Point of Sale Pilot Project. The purpose of this project is to test a daily financial transaction system designed to improve efficiencies in the library's cash handling procedures by linking the cash drawer directly to the SirsiDynix circulation/transaction system. The project will pilot the new system at the University Park and Pablo Creek Libraries.

Director Gubbin reported receiving a letter of thanks from AARP, which reported that the dollar impact on the community of its latest AARP Tax Aide partnership with JPL was \$7.2M. Tax assistance was provided to the public at 15 libraries on 4,691 returns. 63% of those served were over 60 years of age.

Jacksonville Public Library will receive a Big Read grant from the NEA to support JaxReads in the fall. The featured book will be Jumpha Lahiri's *The Namesake*. Director Gubbin will be a reader at the DCPS Reading Extravaganza in Hemming Park in mid-May. A lecture and musical performance to be held in the Hicks Auditorium on Sunday, May 15 at 3 p.m. in connection with a gift of music representative of "Radical Jewish Culture."

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

Trustees discussed their recent Board related activities. Trustee Simmons-Hutchins attended a Story Time with her grandchildren and thanked staff for their help in promptly providing information to address inquiries made by Council Member Sam Newby about the functionality and availability of library computers in the Urban Core.

10. Friends' Reports

Friends groups shared their recent and upcoming activities. Ramonda Fields, newly elected President of the Friends of the Dallas Graham Library, introduced herself. Ray Fowler of the Friends of the Brentwood Library also attended.

11. Adjournment

The meeting was adjourned at 1:47PM.

APPROVED BY THE BOARD OF LIBRARY TRUSTEES, JUNE 9TH, 2016