

**Minutes**  
**Board of Library Trustees Meeting**  
**August 11<sup>th</sup>, 2016**  
**Main Library**  
**303 North Laura Street**

Present:

Erin Vance Skinner, Chair  
Ronnie King, Vice-Chair  
Tim Anderson, Secretary  
Guy K. Anderson, Trustee  
Sybil Ansbacher, Trustee  
Marc Hardesty, Trustee  
Charlie Kleeman, Trustee  
Mario Payne, Trustee

Absent:

Dr. Bill Mason, Trustee  
Jackie Perry, Trustee  
Gerald Reid, Trustee  
Dr. Brenda R. Simmons-Hutchins,  
Foundation Liaison

Staff:

Barbara A. B. Gubbin, Library Director  
Jennifer Giltrop, Deputy Director,  
Public Services  
Julie McNeil, Assistant Director, Public  
Services  
Gretchen Mitchell, Assistant Director,  
Support Services  
Lynn Jacobson, Bibliographic Systems  
and Access Manager  
Charlene Ovshak, Circulation  
Services Supervisor  
Michael Sullivan, Region Manager,  
Main/Urban Region  
Andrew Herron, Executive Assistant to  
the Director

Others Present:

Tommy Hazouri, Ex-Officio Trustee,  
City Council  
Lawrence Hills, Attending for Larry  
Roziers, Ex-Officio Trustee, Duval  
County Public Schools  
John Sawyer, Assistant General  
Counsel, City of Jacksonville  
Jim McCain, Assistant General  
Counsel, City of Jacksonville  
Jenny Busby, Executive Council  
Assistant to Council Member  
Tommy Hazouri

Friends:

Margaret Smith, Friends of the  
Jacksonville Public Library  
Roxanne Henkle, Friends of the  
Willowbranch Library  
Ramonda Fields, Friends of the  
Dallas Graham 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 under  
"honors," below.

## **1. Call to Order and Introductions**

Chair Erin Vance Skinner called the meeting to order shortly after 12:10PM. A quorum was present. She welcomed new Ex Officio Trustee Tommy Hazouri of the Jacksonville City Council, Executive Council Assistant Jenny Busby, and Lawrence Hills, Supervisor for the 5000 Role Models of Excellence program, who was attending in Ex-Officio Trustee Larry Roziers' stead. General Counsel John Sawyer introduced Jim McCain, who will succeed him as counsel to the Board of Library Trustees.

## **2. Honors**

Chair Skinner presented Jacksonville Public Library's Employee of the Quarter Award to Katie Guarino, Library Associate for the Main Library's Teen Section, for organizing the library's Young Adult Job Fair. Chair Skinner and Director Barbara Gubbin also honored Alison McCarty, Librarian at the Willowbranch Library, for organizing the library's Comic Con, Greg Pierce, librarian at the Pablo Creek Library, for creating "Monthly Statements of Success" forms for employees, Julie Rekow, Youth Services Librarian at the Beaches Library, for her work on the Beaches Library Comic Con, Kathy Tekin, Branch Manager of the Webb Wesconnett Library, and Erin Tuzuner, Library Assistant at the Main Library, for serving on JPL's Dublin Literary Award committee, Shirdellah Groulx, Librarian at the Regency Library, for creating a "selfie station" where customers could pose for photographs, and David Stevenson, Clerk at the Brentwood Library, for his work in creating the branch's chess club.

## **3. Approval of Minutes**

**Trustee Marc Hardesty moved to approve the Board Minutes of July 14<sup>th</sup>, 2016.**

Trustee Tim Anderson seconded the motion. Approved.

## **4. Chair's Report**

Chair Skinner shared recent events of relevance to the Board: Mayor Curry announced his proposed FY 2017 budget on July 18<sup>th</sup>. Other than a reduction in internal service charges, which will have no impact on service levels, the library's budget is similar to 2016. Recent events at the library include a donor reception by the Jacksonville Public Library Foundation, a Learn to Read Gala, the Zoofari Program at the Southeast Library with Council Member Danny Becton in attendance, a District 3 Town Hall Meeting with Council Member Aaron Bowman at the Pablo Creek Library on August 8<sup>th</sup>, and a Launch Party on August 3<sup>rd</sup> for the new JPL website. Chair Skinner thanked Karen Walker, Manager of e-Services and Digital Access, and her team for their work on developing the site. Duval County Public Schools (DCPS) and Jacksonville Public Library (JPL) will hold a joint press conference on August 12<sup>th</sup> to announce the second year of the JPL-DCPS partnership, in which student library accounts will be extended to students in all grades. The Summer Reading program has concluded, with 12,755 people registered, 109,739 books read, 91,161 of which were read by children 12 years old and younger.

## 5. Committee Reports

Governance Committee – Governance Committee Chair Guy Anderson reported on the most recent meeting of the Governance Committee, during which action items were discussed (see “New Business,” below). He also advised library advocates to recall that requests to fund additional hours of weekly service amount to funding to “restore” and not “expand” hours, as JPL’s hours of service are still recovering from budget cuts in prior years.

Finance Committee – Finance Committee Chair Ronnie King reported figures discussed at the latest meeting of the Board’s Finance Committee and noted that Chair Skinner and Barbara Gubbin will appear before the City Council Finance Committee on August 12<sup>th</sup> to answer questions about JPL’s proposed FY 2017 budget. He sought advice from Council Member and Ex-Officio Trustee Tommy Hazouri, who counseled that the library should be prepared to talk about success, particularly Project LEAP (JPL’s library literacy project in the Urban Core), and should have backup information prepared for any requested enhancements.

Foundation Report – Trustee Brenda Simmons-Hutchins, Board Liaison to the Jacksonville Public Library Foundation (JPLF), noted that three aggressive campaigns are being or will be undertaken by December and that a Gatsby Soiree will be held on August 27<sup>th</sup> to benefit the Library.

Nominating Committee –

**Trustee Brenda Simmons-Hutchins moved as Nominating Committee Chair for the Board to accept the following slate of nominees for 2017 Board Offices: Ronnie King for Chair, Tim Anderson for Vice Chair, Mario Payne for Secretary, and Sybil Ansbacher for Foundation Liaison.**

Approved.

## 6. Staff Update

Jennifer Giltrop, Deputy Director for Public Services, explained collection moves being undertaken at the Main Library to improve efficiency and customer convenience. She focused especially on the creation of Maker Spaces, interactive areas where library customers can engage in creative and constructive activities. The goal is to make Jacksonville Library the “place to be” for those who pursue such activities.

## 7. Old Business

None.

## 8. New Business

### Updating Bylaws

**Governance Committee Chair Guy Anderson moved to amend the Board of Library Trustees’ Bylaws to specify that new terms will expire on September 30<sup>th</sup> instead of July 15<sup>th</sup>, in keeping with recent legislation, and to specify that the Foundation Liaison is not a Board Officer.**

Approved.

#### Revisions to Circulation Policy

Governance Committee Chair Guy Anderson introduced proposed revisions to the library's Circulation Policy.

**Committee Guy Chair Anderson moved to approve proposed revisions to the library's Circulation Policy, which would:**

**a) Redefine "customer in good standing" to mean a customer with fines, fees, or overdue materials not exceeding \$10.**

Approved.

**b) Expand student library accounts to include Kindergarten through 12th grade.**

Approved.

**c) Modify nonresident cards by creating a \$25.00 three-month nonresident card and increasing the six-month nonresident card fee from \$25.00 to \$50.00 and the annual nonresident fee from \$40.00 to \$100.00.**

Approved.

**d) Eliminate Duval County Public School teachers as a category eligible for free Jacksonville Public Library cards, as Duval County Public School teachers are now eligible for Educator Cards.**

Approved.

Yes: Skinner, King, G. Anderson, Ansbacher, Hardesty, Kleeman, Payne.

No: T. Anderson.

**e) Eliminate the 21 day express book.**

Approved.

**f) Increase the hold limit from 20 to 25 items per customer.**

Approved.

There was discussion. Trustee Tim Anderson dissented from item (d) above on the grounds that it would set a lower level of library privileges for school teachers than are currently enjoyed by City Employees. He suggested that both groups be treated identically.

#### Ad hoc Committee on Capital Improvements

Chair Skinner noted that she expects to appoint an ad hoc Committee on Capital Improvements.

### **9. Director's Report**

Director Barbara Gubbin summarized highlights of her Director's Report, which was provided in written form. Aubrey Winship has been appointed as JPL's new Assistant Director for Facilities Management and Planning. Construction is ongoing at the Beaches Library parking lot, erosion soon will be addressed at the Regency Square Library, parking lot improvements are underway or being scheduled at the Highlands, Mandarin, and Westbrook Libraries, destructive testing at the Main Library is now complete, and a Request for Proposal to hire an architectural firm to design renovations to children's rooms at the Highlands and Webb Wesconnett Libraries is nearing completion. The library's Point of Sale system in which cash drawer and integrated library system functions are efficiently integrated has been used

successfully at the University Park Library and is now being tested at the Pablo Creek Library.

Director Gubbin reminded those present that circulation is down partly because adequate funds are not available to invest in collections. Enhancements in City funding for collections and funding for restored hours of weekly service at various branches have been requested by the library for the FY 2017 budget.

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

Trustees discussed their recent Board related activities.

**11. Mayor's Office and Ex-Officio Reports**

Lawrence Hills, attending for Ex-Officio Trustee Larry Roziers, DCPS, spoke of the upcoming Million Father March.

**12. Friends' Reports**

Friends groups shared their recent and upcoming activities. Margaret Smith of the Friends of the Jacksonville Public Library announced the group's upcoming book sale.

**13. Adjournment**

The meeting was adjourned at 1:55PM.

**APPROVED BY THE BOARD OF LIBRARY TRUSTEES 9/8/16.**