

**Minutes  
Board of Library Trustees Meeting  
November 10<sup>th</sup>, 2016  
Main Library  
303 North Laura Street**

**Present:**

Ronnie King, Chair  
Tim Anderson, Vice-Chair  
Mario Payne, Secretary  
Sybil Ansbacher, Foundation Liaison  
Guy K. Anderson, Trustee  
Charlie Kleeman, Trustee  
Dr. Bill Mason, Trustee  
Erin Vance Skinner, Trustee

**Absent:**

Marc Hardesty, Trustee  
Jackie Perry, Trustee  
Gerald Reid, Trustee  
Dr. Brenda R. Simmons-Hutchins,  
Trustee

**Staff:**

Barbara A. B. Gubbin, Library Director  
Jennifer Giltrop, Deputy Director,  
Public Services  
Mark Merritt, Deputy Director,  
Administration & Finance  
Gretchen Mitchell, Assistant Director,  
Support Services  
Julie McNeil, Assistant Director, Public  
Services  
Chris Boivin, Assistant Director,  
Community Relations and  
Marketing  
Richard Mott, Manager for Strategic  
Initiatives  
Michael Sullivan, Region Manager,  
Main/Urban Region  
Karen Walker, Manager of e-Services  
and Digital Access  
Mandie McKenzie, Conference  
Center Manager  
Aubrey Winship, Assistant Director,  
Facilities and Planning  
Andrew Herron, Executive Assistant to  
the Director

**Others Present:**

Katrina Brown, Trustee Ex-Officio,  
Jacksonville City Council  
Jim McCain, Assistant General  
Counsel, COJ Office of the  
General Counsel  
Jamie Self, Director of  
Development, Jacksonville Public  
Library Foundation

**Friends:**

Margaret Smith, Friends of the  
Jacksonville Public Library  
Ramonda Fields, Friends of the  
Dallas Graham Library  
Roxanne Henkle, Friends of the  
Willowbranch Library  
Melvin Turnage, Friends of the  
Brentwood Library

**Honorees Mentioned Below**

**1. Call to Order and Introductions**

Chair Ronnie King called the meeting to order at 12:08PM. A quorum was present. He and Director Barbara Gubbin introduced Mandie McKenzie, the new Conference Center Manager for Jacksonville Public Library (JPL).

**2. Honors & Recognition**

Chair King honored past Board Chair Erin Vance Skinner for eight years of service to the Board, including two as Chair. He announced that two books will be placed in the permanent collection with dedications in her honor – *Lassoing the Sun; a Year in America's National Parks*, by Mark Woods, and *A Little Life*, by Hanya Yanagihara. He also presented her with a glass photo plaque and a wooden bowl fashioned by former trustee and current Foundation Board Member Mark Wood.

Chair King presented Jacksonville Public Library's Employee of the Quarter Award to Jackie Spiritas, Manager of the Pablo Creek Library, for her work in hosting "Turn it Up Thursdays," the library's festive, recurring public engagement event. Chair King and Director Gubbin also honored Katie Bark, Literacy Program Specialist for the Center for Adult Learning, for her work in training students to be mentors, Lynne Baldwin, Manager for the Main Library, for organizing staff to rearrange collections in the Main Library, Greg Royce, Librarian, Jay Brasfield and Ryan Fix, Library Associates at the Main Library, for their assistance in that effort, Linda Eckersen and Justin Keiser, Librarian I's in e-Services, for becoming experts in the launch and maintenance of JPL's new website, and Charlene Ovshak, Circulation Supervisor, for her work on revising JPL's circulation policy.

### **3. Approval of Minutes**

**Trustee Bill Mason moved to approve the minutes of October 13<sup>th</sup>, 2016.**

Trustee Guy Anderson seconded the motion. Approved.

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

Chair King discussed recent and upcoming events of relevance to the Board: Jill Dame, CEO of Leadership Jacksonville, has been nominated by Mayor Curry to serve on the Library Board. Former President Bill Clinton visited the Main Library Conference Center as part of a get-out-the-vote event on October 21<sup>st</sup>. The Friends of the Jacksonville Public Library celebrated their 60<sup>th</sup> Anniversary in the Hicks Auditorium. On November 19<sup>th</sup> landscaping improvements partly funded by the Friends of the Beaches Library will be unveiled at the branch.

### **5. Committee Reports**

Finance Committee Chair Mario Payne reported on the most recent meeting of the Board's **Finance Committee**, in which financial reports were reviewed and one action item was discussed. (See Old Business, below.)

Foundation Liaison Sybil Ansbacher called upon Foundation Director of Development Jamie Self to report on recent events of relevance to the **Jacksonville Public Library Foundation**. Dr. Self noted that Kevin Hyde will now serve as Chair of the Foundation.

### **6. Strategic Discussion: Takeaways from the Urban Libraries Council Annual Conference**

Jennifer Giltrop, JPL's Deputy Director for Public Services, shared insights gained at the Urban Libraries Council's Annual Conference in Kansas City, which she attended recently. The forum included presentations on

education and learning, digital inclusion, healthy sustainable communities, small acts of leadership, and assessment of libraries. Deputy Director Giltrop believes there is value in thinking about how to tell our story to the public and others.

Trustee Mario Payne broached the subject of how to get more funding and grant opportunities. Director Gubbin shared that in April Mayor Curry appointed Dawn Lockhart to be the city's new Director of Strategic Partnerships and that she is working to consolidate grant writing efficiently and has invited the library to participate in this effort.

Chair Ronnie King inquired if there is any interesting data [on customer satisfaction and activity] that JPL is not collecting. Deputy Director Giltrop responded that JPL does collect customer data through various methods, including the online Counting Opinions system, but could always stand to more closely align its strategic planning to such data.

## **7. Old Business**

### Annual Plan of Service Adjustments

Library staff proposed two adjustments to the already approved FY 2017 Annual Plan of Service: 1) That not all staff will be expected to undergo introductory training in DESTINATION:LEADERSHIP but rather that 65% will respond to a survey after Staff Development Day saying they have a deeper understanding of the positive impact of the library on the community and how they can contribute to it, and 2) Program targets for early learning and school readiness will be raised modestly.

### **Trustee Guy Anderson moved to approve the adjustments to the Annual Plan of Service.**

Trustee Sybil Ansbacher seconded the motion. Approved.

### Foundation Budget: Revision

**Trustee Mario Payne moved from the Finance Committee to approve a revision to the previously approved budget for the expenditure of the annual gift from the Foundation to increase the amount of the gift by \$913, which funds would be allocated to the Jax Book Fest.**

Approved.

## **8. New Business**

None.

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

Director Barbara Gubbin summarized highlights of her Director's Report, which was provided in written form. Early voters came to libraries in large numbers, for which JPL scheduled early openings and security for multiple locations. Immediately following early voting at the Murray Hill Library, the location's water line broke, and the location is currently closed for repair. JPL's circulation system has been changed to reflect policy changes

approved by the Board in September. Project LEAP (literacy outreach program in the Urban Core) has concluded its first year successfully and will expand in its second year. The library has received a LSTA (Library Services and Technology Act) grant from the State Library for the Center for Adult Learning to support Opportunity works @ JPL to teach workforce skills to GED/ESOL students.

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

Trustees shared details of their recent Board related activities and advocacy. Chair King spoke recently with new State Representative-Elect Tracie Davis. Trustee Ansbacher is attempting to reach out to new State Representative-Elect Cord Byrd. Vice-Chair Tim Anderson recently assisted staff in touring City Council Member Scott Wilson through the Southeast Library. Trustee Mario Payne was in touch with Congressman Elect Al Lawson two weeks ago, with whom Trustee Simmons-Hutchins and Director Gubbin already have met.

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

Ex-Officio Trustee and City Council Member Katrina Brown advised the Board to reach out to Council Members early and often and to share progress as it occurs.

#### **12. Friends' Reports**

Friends groups shared their recent and upcoming activities. Margaret Smith of the Friends of the Jacksonville Public Library noted its upcoming booksale. Roxanne Henkle of the Friends of the Willowbranch Library noted that Mark Woods spoke recently at the branch. Ramonda Fields of the Friends of the Dallas Graham Library and Mr. Melvin Turnage of the Friends of the Brentwood Library also represented their groups.

#### **13. Adjournment**

The meeting was adjourned at 1:40PM.

**APPROVED BY THE BOARD OF LIBRARY TRUSTEES 12/8/16.**