

**Minutes**  
**Board of Library Trustees Meeting**  
**January 12<sup>th</sup>, 2017**  
**Main Library**  
**303 North Laura Street**

Present:

Ronnie King, Chair  
Guy K. Anderson, Trustee  
Tim J. Anderson, Vice-Chair  
Mario Payne, Secretary  
Sybil Ansbacher, Foundation Liaison  
Jill Dame, Trustee  
Marc Hardesty, Trustee  
Charlie Kleeman, Trustee  
Dr. Bill Mason, Trustee  
Dr. Brenda R. Simmons-Hutchins,  
Trustee

Absent:

Jackie Perry, Trustee  
Gerald Reid, 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  
Richard Mott, Manager for Strategic  
Initiatives  
Chris Boivin, Assistant Director,  
Community Relations and  
Marketing  
Charlene Adkins, Collection  
Development Manager  
Aubrey Winship Shah, Assistant  
Director, Facilities Management  
and Planning  
Mandie McKenzie, Conference  
Center Manager  
Andrew Herron, Executive Assistant to  
the Director

Others Present:

Larry Roziers, Trustee Ex-Officio,  
Duval County Public Schools  
Dr. Johnny Gaffney, Mayor's Liaison  
to Boards and Commissions  
Jim McCain, Assistant General  
Counsel  
Jamie Self, Director, Jacksonville  
Public Library Foundation

Friends:

Margaret Smith, Friends of the  
Jacksonville Public Library  
Roxanne Henkle, Friends of the  
Willowbranch Library  
Judy Klein, Friends of the Murray Hill  
Library

**1. Call to Order and Introductions**

Chair Ronnie King called the meeting to order at 12:05PM. A quorum was present. He introduced newly confirmed trustee Jill Langford Dame.

**2. Approval of Minutes**

**Trustee Bill Mason moved to approve the minutes of December 8<sup>th</sup>, 2016.**

Trustee Guy Anderson seconded the motion. Approved.

### 3. Chair's Report

Chair King discussed recent and upcoming events of relevance to the Board: The Board Work Day will be held February 2<sup>nd</sup> at the University Park Library. Florida Library Association Library Day, on which library trustees and others travel to Tallahassee to advocate for library needs to State Legislators, will occur on March 9<sup>th</sup>. The March 9<sup>th</sup> BOLT meeting will be rescheduled for March 14<sup>th</sup> to accommodate it.

### 4. Committee Reports

**Governance Committee** Vice-Chair Guy Anderson reported on the most recent meeting of the committee, where action was taken on a voting item. (See New Business, below.)

**Finance Committee** Chair Mario Payne reported on the most recent meeting of the committee, in which financial reports were reviewed. Trustee Brenda Simmons Hutchins thanked the library for its expenditure on the Black History Calendar, which is now in its 28<sup>th</sup> edition and has been digitized.

**Personnel Committee** Chair Gerald Reid was not present and will report at the Board's next regular meeting.

**Ad Hoc Committee on Capital Improvements** Co-Chair Guy Anderson reported that community Committee Members Ronnie Ferguson and Dot Mathias were convened in December and given an introduction to the library's Capital Improvements Goals. He stressed the importance of moving ahead with the committee's work of advocating for library related Capital Improvement Projects.

Foundation Liaison Sybil Ansbacher called upon Director of Development Jamie Self to report on recent events of relevance to the **Jacksonville Public Library Foundation**. Dr. Self reported that in a recent strategic planning session the Foundation's Executive Committee examined information on the success of campaigns. The Foundation approved a budget that will allow a second employee to be hired, freeing Dr. Self to work more on development and less on administration.

### 5. Strategic Discussion: Making the Most of the Collections Budget

Charlene Adkins, Jacksonville Public Library's Collection Development Manager, gave an in-depth report on how JPL is spending its collections budget. [[Link here.](#)]

### 6. Old Business – None

### 7. New Business – Proposed Changes to the Main Library Conference Center Contract

The Board examined proposed changes to the Main Library Conference Center Contract, which has been revised with input from the Governance Committee, the Office of the General Counsel, and COJ Risk Management.

The crux of the changes is to bring the contract in line with new insurance and risk indemnification guidelines required by the City and to incorporate clarifications suggested by the committee.

**Trustee Sybil Ansbacher moved to approve the Proposed Changes to the Main Library Conference Center Contract.**

Trustee Mario Payne seconded the motion. Approved.

**8. Director's Report**

Director Barbara Gubbin summarized highlights of her Director's Report, which was provided in written form. The Highlands Library is undergoing substantial sewer line repairs. The new Strategic Planning process is being finalized with consultant Godfrey's Associates. The plan will guide library related advocacy for the next three years. Trustees and other attendees are encouraged to suggest community members to serve on the plan's Community Advisory Committee, which will meet on February 1<sup>st</sup>. Legislation to allow JPL to use a Library Services and Technology Grant recently awarded by the state is being reviewed by the City Council as a one-cycle emergency bill, as the program goals are time-sensitive and the agreement arrived late.

**9. Trustee Comments**

Trustees shared details of their recent Board related activities.

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

Mayor's Liaison to Boards and Commissions Dr. Johnny Gaffney encouraged the library to stay in close communication with City Council Members about the need for the one-cycle emergency bill mentioned above (see Director's Report), and Ex-Officio Trustee Larry Roziers of Duval County Public Schools (DCPS) reported on the organization's recent and upcoming events.

**11. Friends' Reports**

Friends groups shared their recent and upcoming activities. Margaret Smith of the Friends of the Jacksonville Public Library reported on the group's upcoming Book Sale at the University Park Library. Judy Klein of the Friends of the Murray Hill Library noted the group's upcoming annual meeting.

**12. Adjournment**

The meeting was adjourned at 2PM.

**APPROVED BY THE BOARD OF LIBRARY TRUSTEES 02/09/17.**