

**Minutes**  
**Board of Library Trustees Meeting**  
**February 9<sup>th</sup>, 2017**  
**Main Library**  
**303 North Laura Street**

Present:

Ronnie King, Chair  
Tim J. Anderson, Vice-Chair  
Sybil Ansbacher, Foundation Liaison  
Guy K. Anderson, Trustee  
Jill Dame, Trustee  
Charlie Kleeman, Trustee  
Gerald Reid, Trustee  
Dr. Brenda R. Simmons-Hutchins,  
Trustee

Absent:

Mario Payne, Secretary  
Marc Hardesty, Trustee  
Dr. Bill Mason, Trustee  
Jackie Perry, 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 for  
Public Services  
Richard Mott, Manager for Strategic  
Initiatives  
Chris Boivin, Assistant Director,  
Community Relations and  
Marketing  
Aubrey Winship Shah, Assistant  
Director, Facilities Management  
and Planning  
Andrew Herron, Executive Assistant to  
the Director

Others Present:

Larry Roziers, Trustee Ex-Officio,  
Duval County Public Schools  
Jim McCain, Assistant General  
Counsel  
Dr. Jamie Self, Director, Jacksonville  
Public Library Foundation

Friends:

Ramonda Fields, 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

**1. Call to Order and Introductions**

Chair Ronnie King called the meeting to order at 12:07PM. A quorum was present.

**2. Honors and Recognition**

Chair King and Director Barbara Gubbin honored Sara Radovic, Librarian II at the Main Library and JPL's Employee of the Quarter, for her creative management of the Main Library's Jax Makerspace. They also recognized: Chris Tabur, Library Associate at the Pablo Creek Library, for creating a formula while he was at the Main Library to automate the auditing of staff schedules, Bryan Thomas, graphic designer, for his many efforts with the

Community Relations and Marketing Team (CR&M), Sheenah Thrasher Zamora for her own efforts with CR&M, John Wilson, Library Assistant at the Main Library, for stage managing the Teen Battle of the Bands, and Kate Zakharov, Library Associate at the Southeast Library, for developing the Budding Scientists program, in which teens attend and create science programs for youth.

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

**Trustee Sybil Ansbacher moved to approve the Library Board Minutes of January 12<sup>th</sup> and February 2<sup>nd</sup>, 2017.**

Trustee Jill Dame seconded the motion. Approved.

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

Chair King discussed recent and upcoming events of relevance to the Board: He thanked attendees of the Board Work Day on February 2<sup>nd</sup>, requested that trustees deliver Annual Reports to City Council Members and alerted trustees to upcoming community meetings that will be held to solicit community input for JPL's new Strategic Plan. Chair King will join Trustees Sybil Ansbacher and Brenda Simmons Hutchins, Former Neptune Beach Mayor Harriet Pruette, Director Gubbin and Deputy Director Giltrop on March 9<sup>th</sup> in Tallahassee for FLA Library Day, a day in which library advocates speak directly to State lawmakers. Chair King, Trustee Simmons-Hutchins, Director Gubbin, and others unveiled the 2017 Black History Calendar at the Main Library on January 19<sup>th</sup> with State Senator Audrey Gibson, State Representative Tracie Davis, Council Members Aaron Bowman, John Crescimbeni, Garrett Dennis, Jim Love, and Sam Newby in attendance. On February 1<sup>st</sup>, Chair King joined library staff to unveil the JAX READS!/NEA Big Read book, *The Namesake*, by Jhumpa Lahiri and to open the exhibit, *Kesha*, an art exhibit on the experiences of black females, which drew over 600 attendees.

### 5. **Director's Report**

Director Barbara Gubbin summarized highlights of her Director's Report, which was provided in written form. The Highlands Library has reopened after repairs to its sewer system. Improvements at the Brentwood Library are advancing slowly. JPL has a new Facilities Manager Ezra Thomas. This is an appointed position. Luis Flores, the City's Chief of Public Buildings, has resigned. City approval of the library's LSTA (Library Services and Technology Act) grant has passed the City Council, and media coverage of recent library events has been extensive.

### 6. **Committee Reports**

The **Governance Committee** did not meet.

**Finance Committee** Vice-Chair Tim Anderson reported on the most recent meeting of the committee, in which financial reports were reviewed. He suggested that low compensation is contributing to the library's challenges with staff recruitment and retention.

**Personnel Committee** Chair Gerald Reid will hold the committee's final consultation of the year with Director Gubbin on her performance later in the day.

**Ad Hoc Committee on Capital Improvements** Co-Chair Guy Anderson reported that community Committee Members Ronnie Ferguson and Dot Mathias were given a tour of the Pablo Creek Library and came away impressed with the services that a similarly well-equipped library might provide to the Urban Core and Oceanway neighborhoods.

Foundation Liaison Sybil Ansbacher called upon Director of Development Self to report on recent events of relevance to the **Jacksonville Public Library Foundation** and shared that the Foundation has approved the hiring of an administrative employee to free Dr. Self to work more on development and less on administration. Dr. Self reported on the progress of recent and upcoming campaigns.

**7. Strategic Discussion: CIP 2018-2020: Updates to Capital Improvement Projects**

Chair King invited Assistant Director for Facilities Aubrey Winship to update the Board on progress towards JPL's Capital Improvement Plan projects. The City is updating such plans for 2018-2022, and Director Gubbin will present the library's own proposed updates to the City's internal committee on February 16<sup>th</sup>. Assistant Director Winship presented an updated CIP proposal, in which funds that can no longer be used on a replacement for the Dallas Graham library (due to the exit of a community partner) would be split between efforts to replace the Dallas Graham Branch, efforts to improve or replace the Brentwood Library, and efforts to build a new library in Oceanway by purchasing land for these projects.

Trustee Guy Anderson expressed concern that the library not lock itself into plans that will be difficult to change if circumstances do. He asked if the library will be able to change the CIP after the City approves it. Director Gubbin explained that such changes could be challenging but that unfortunately the City's timetable for updates make it necessary for the library to put forward concrete proposals. To address Trustee Anderson's concern, the Board instructed staff to adjust the wording of the CIP to be as broad as reasonably possible.

**8. Old Business – None**

**9. New Business –**

**a) Updates to Proposed Capital Improvement Projects**

**Trustee Jill Dame moved to approve updates to the library's proposed Capital Improvement Projects (see Strategic Discussion, above), pending adjustments to make the language as broad as reasonably possible.**

Trustee Simmons-Hutchins seconded the motion. Approved.

**b) Revisions to Circulation Policy**

Trustee Sybil Ansbacher moved to amend the JPL Circulation Policy to allow educators to check out audio books and compact discs for up to six weeks, borrow up to 20 DVD's for two weeks, renew items up to two times, and place holds on up to 50 such items and books.

Trustee Guy Anderson seconded the motion. Approved.

**10. Trustee Comments**

Trustees shared details of their recent Board related activities.

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

Ex-Officio Trustee Larry Roziers of Duval County Public Schools reported on upcoming tours of schools.

**12. Friends' Reports**

Friends groups shared their recent and upcoming activities. Judy Klein of the Friends of the Murray Hill Library noted the group's annual meeting would be held soon and invited all to attend. Roxanne Henkle noted that the Friends of the Willowbranch Library will turn 25 soon. Melvin Turnage the Friends of the Brentwood Library noted that the group will honor the library's Chess Club on February 11<sup>th</sup>.

**13. Adjournment**

The meeting was adjourned at 2PM.

**APPROVED BY THE BOARD OF LIBRARY TRUSTEES 03/14/17.**