

Minutes
Board of Library Trustees Meeting
May 11th, 2017
Main Library
303 North Laura Street

Present:

Ronnie King, Chair
Guy K. Anderson, Trustee
Jill Dame, Trustee
Marc Hardesty, Trustee
Charlie Kleeman, 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
Richard Mott, Manager, Strategic
Initiatives,
Julie McNeil, Assistant Director for
Public Services
Lynne Baldwin, Region Manager,
Webb Region
Aubrey Winship, Assistant Director,
Facilities Management &
Planning
Andrew Herron, Executive Assistant
to the Director

Absent:

Tim J. Anderson, Vice-Chair
Sybil Ansbacher, Foundation Liaison
Dr. Bill Mason, Trustee
Mario Payne, Secretary

Others Present:

Dr. Johnny Gaffney, Mayor's Liaison
to Boards and Commissions
Diane Moser, Director, COJ Employee
Services
Larry Roziers, Board Member Ex-
Officio, Duval County Public
Schools, and Assistant
Superintendent
Julius Smith, Supervisor,
Community/Driver's Education and
Extended Day Program, Duval
County Public Schools
Jim McCain, Assistant General
Counsel
Jamie Self, Executive Director,
Jacksonville Public Library
Foundation

Margaret Smith, Friends of the
Jacksonville Public Library
Roxanne Henkle, Friends of the
Willowbranch Library
Judy Klein, Friends of the Murray Hill
Library
John Peck, Friends of the Murray Hill
Library
Melvin Turnage, Friends of the
Brentwood Library

Awardees, Volunteers and Honorees
Mentioned Below
Roosevelt Watson, III, Visitor

1. Call to Order and Introductions

Chair Ronnie King called the meeting to order shortly after 12:00PM. A quorum was present.

2. Honors and Recognition

Chair King and Director Barbara Gubbin honored Jacksonville Public Library's (JPL's) Employee of the Quarter Shawana Brooks, Library Assistant at the Main Library, for her management of the exhibit, *KESHA: A Black Female Experience of Identity and Race*. Chair King and Director Gubbin also honored the following employees for meritorious service: Robin Cumby for her aid in organizing off-desk responsibilities, Kimberly Hamilton for her management of children's story times, Pertoria Kennedy for her innovations with sticker notifications, Tricia Larrabee for developing cash handling procedures for the new Point of Sale system, Danielle Linnen for her innovative movie program "Throwback Thursday," Pam McClellan for years of work in grant writing, Amanda Whitfield for demonstrating notable customer service skills, and Tyhedra Wilson for increasing the efficiency of credit card transactions.

3. Approval of Minutes

Trustee Jill Dame moved to approve the Library Board Minutes of April 13th, 2017.

Trustee Guy Anderson seconded the motion. Approved.

4. Chair's Report

Chair King discussed recent and upcoming events of relevance to the Board: Jacksonville Public Library has been named Florida Library Association Library of the Year. The program *A. Philip Randolph: Life and the Labor Movement* was held at the Main Library on April 29th with Senator Tony Hill, after which library supporter Marsha Dean Phelts was recognized by the Library Foundation for her gift to the Foundation. Her name has been placed over the entrance of the Grand Reading Room. JPL's Staff Development Day was held on May 1st.

5. Director's Report

Director Barbara Gubbin summarized highlights of her Director's Report, which was provided in written form. She recognized Lynne Baldwin, who had just been promoted to Webb Region Manager (supervisor of four libraries on Jacksonville's west side). Improvements at the Brentwood Library are encountering administrative challenges, which have slowed the project down. JPL is looking for alternative locations at which to hold summer programming. A contract is close to completion with VRL Architects for improvements at the Webb Wesconnett & Highlands Libraries. Successful Comic Cons were held at the Beaches and Willowbranch Libraries, AARP Tax Aid has concluded, and the Summer Learning Program for children and teens will launch on June 1st.

6. Honoring Larry Roziars

Chair King and Director Gubbin honored outgoing ex-officio Trustee Larry Roziars of Duval County Public Schools for his service to the Board of Library Trustees since mid-2014.

7. Committee Reports

Governance Committee – Did not meet.

Finance Committee – Did not meet.

ad Hoc Committee on Capital Improvements Co-Chair Guy Anderson reported on a recent meeting of Citizen Planning Advisory Committee (CPAC) Number 6, which has been involved in discussions regarding a potential branch for far north Jacksonville. He and Committee Member Dot Mathias are in communication with Council Members Sam Newby and Reggie Gaffney.

Foundation Executive Director Dr. Jamie Self reported on recent events of relevance to the **Jacksonville Public Library Foundation**, including campaigns focusing on Board and Foundation members.

Personnel Committee Chair Gerald Reid noted that two recent meetings of the committee focused on the logistics of recruiting a new Library Director in the wake of Director Gubbin's announcement that she would retire in June.

8. Old Business – None

9. New Business –

a) Authorization of Library Director to Sign Agreement With Duval County Public Schools

Chair King informed the Board that outgoing Duval County Public Schools (DCPS) Superintendent Dr. Nikolai Vitti has signed an agreement to renew for three years the agreement between JPL and DCPS that allows for necessary transfers of student data to provide student library accounts. The agreement also includes funding by DCPS for field trips to the library.

Trustee Dame moved to authorize the Library Director to sign the Agreement between Jacksonville Public Library and Duval County Public Schools to renew for three years the partnership to provide Student Library Accounts and student field trips to the library.

Trustee Reid seconded the motion. Approved.

b) Appointment of Interim Director

Chair King told the Board that an Interim Director needed to be appointed to administer the library after Director Gubbin has retired and

until a new director is appointed. He said that Jennifer Giltrop, Deputy Director for Public Services, was clearly qualified and asked for a motion to approve her as the Interim Director.

Trustee Brenda Simmons-Hutchins moved to approve appointing Deputy Director Jennifer Giltrop as Interim Director until a permanent replacement for Director Gubbin could be recruited.

Trustee Charlie Kleeman seconded the motion. Approved.

c) Library Director Selection Committee: Composition and Scope of Authority

Chair King detailed efforts to recruit an ad hoc committee of seven members (two former Board Chairs, two current Board members, one Foundation member, and two community leaders) to consider candidates for the permanent position of Library Director. He also discussed the likely scope of authority for the committee. Trustee Kleeman asked that the Board be kept regularly informed of the committee's actions and participate in the selection process.

Trustee Reid moved to approve the recruitment of the seven-person selection committee and a scope of authority that would charge the committee with:

- 1) Recommending the skill set and expertise needed by a new Library Director,**
- 2) Working with COJ Employee Services and possibly a professional recruiter to identify and interview candidates, and**
- 3) Recommending a final selection to the Board but not making the final hiring decision, leaving that to the Board.**

Trustee Guy Anderson moved to second the measure. Approved.

10. Trustee Comments

Trustees shared details of their recent Board related activities. Trustee Guy Anderson encouraged those present to reach out to City Council Members to solidify working relationships and communicate priorities in advance of the mayor's announced budget.

11. Mayor's Office and Ex-Officio Reports

Dr. Johnny Gaffney, Mayor's Liaison to Boards and Commissions, endorsed Trustee Anderson's sentiments (see Trustee Comments, above) about the need to stay in touch with City Council Members, and Julius Smith of Duval County Public Schools applauded the Summer Learning Program.

12. Friends Reports

Friends groups shared their recent and upcoming activities. Margaret Smith of the Friends of the Jacksonville Public Library noted that she would soon be President of the organization and discussed the group's recent, successful book sale. Melvin Turnage of the Friends of the Brentwood Library reported the group's recent gifts of supplies for programming and community activities.

13. Adjournment

The meeting was adjourned shortly after 2PM.

APPROVED BY THE BOARD OF LIBRARY TRUSTEES JUNE 14TH, 2017