

**Minutes**  
**Board of Library Trustees Meeting**  
**October 10<sup>th</sup>, 2017**  
**Jacksonville Public Library**  
**303 North Laura Street**

Present:

Ronnie King II, Chair  
Mario Payne, Secretary  
Tim J. Anderson, Vice-Chair  
Sybil Ansbacher, Foundation Liaison  
Guy K. Anderson, Trustee  
Jill Dame, Trustee  
Marc Hardesty, Trustee

Absent:

Charlie Kleeman, Trustee  
Dr. Bill Mason, Trustee  
Jackie Perry, Trustee  
Gerald Reid, Trustee  
Dr. Brenda R. Simmons-Hutchins,  
Trustee

Staff:

Jennifer L. Giltrop, Interim Director  
Mark Merritt, Deputy Director,  
Administration & Finance  
Richard Mott, Manager, Strategic  
Initiatives,  
Chris Boivin, Assistant Director,  
Community Relations and  
Marketing  
Julie McNeil, Assistant Director,  
Public Services  
Gretchen Mitchell, Assistant Director,  
Support Services  
Mandie McKenzie, Manager,  
Conference Center  
Sara Roberts, Region Manager,  
Main/Urban Region  
Andrew Herron, Executive Assistant  
to Director

Others Present:

Hon. Jim Love, Board Liaison, City  
Council  
Carlo Fassi, Nominee, Board of  
Library Trustees  
Dr. Johnny Gaffney, Mayor's Liaison  
to Boards and Commissions  
Tia Leathers, 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  
Florence Cunningham, Friends of  
the Brentwood Library  
Roxanne Henkle, Friends of the  
Willowbranch Library  
Judy Klein, Friends of the Murray Hill  
Library  
Joshua Messinger, Friends of the  
Beaches Library

**1. Call to Order and Introductions**

Board Chair Ronnie King called the meeting to order shortly after 12:10PM. A quorum was present. He introduced Mr. Carlo Fassi of the State Attorney's Office, who has been nominated by the mayor to serve on the Board.

## 2. Approval of Minutes

Trustee Mario Payne moved to approve the Library Board Minutes of August 10<sup>th</sup>, 2017.

Trustee Jill Dame seconded the motion. Approved.

## 3. Chair's Report

Chair King discussed recent and upcoming events of relevance to the Board: The City Council approved the library's FY 2018 budget on September 26<sup>th</sup>, including \$850,000 in one-time funds toward rebuilding library collections and \$250,000 toward conceptual design and program development for an Oceanway Library. The budget did not include funds for restored hours of weekly service, but this remains a priority of the Board. Dr. Bill Mason has informed Chair King that due to scheduling commitments he will retire from the Board at the year's end.

## 4. Interim Director's Report

Interim Director Jennifer Giltrop summarized her Interim Director's Report, which was provided to trustees in written form: All library locations were back in working order shortly after Hurricane Irma. There has been national coverage of the library staff's role in staffing POD (emergency point of distribution) centers after the hurricane to aid the city's recovery. FEMA Disaster Registration Sites are being offered at five libraries over a five-week period. The Brentwood Branch Library will reopen after recent improvements by October 14<sup>th</sup>, with a grand reopening to be held near the end of the month. She noted City Council legislation creating the Kids' Hope Alliance, which will work with Jacksonville Public Library, among other organizations, in its efforts to aid children.

## 5. Committee Reports

- a. **Governance Committee** - Trustee Guy Anderson reported on the most recent meeting of the Board's Governance Committee, at which action items were discussed. (See New Business, below.)
- b. **Finance Committee** - Committee Chair Mario Payne reported on the most recent meeting of the Finance Committee, at which action items were discussed. (See New Business, below.)
- c. **Library Director Selection Committee (ad hoc)** - Chair King reported on the most recent meeting of the Library Director Selection Committee. The committee has narrowed to four its list of candidates to serve as Jacksonville Public Library's next permanent Director, each of whom will be brought into town for an in-person interview. Staff, trustees, Friends and the public will be invited. Trustee Jill Dame, also serving on the committee, encouraged trustees to attend.
- d. **Committee on Capital Improvements (ad hoc)** - Committee Co-Chair Guy Anderson thanked City Council Member Jim Love, Liaison

to the Board, for his support of building a library to serve the Oceanway area.

- e. **Foundation Report** – Foundation Liaison Sybil Ansbacher and Foundation Director Dr. Jamie Self reported on preparations for the Foundation's Library of the Year event on November 9<sup>th</sup> and also on the progress of other campaigns.

## 6. Old Business

### **Election of Board Officers for 2018**

In order to elect Board Officers for the Board Year ending September 30<sup>th</sup>, 2018,

**Trustee Guy Anderson moved to elect the slate of nominees the Board approved in August: Ronnie King as Chair, Tim Anderson as Vice-Chair, and Jill Dame as Board Secretary. In addition, he moved to elect Trustee Sybil Ansbacher as Foundation Liaison.**

Trustee Marc Hardesty seconded the motion. Approved.

## 7. New Business

### a) **Approval of Meeting Calendar for Board Year 2018**

In order to determine the Board's meeting dates for Board Year 2018, **Trustee Dame moved to approve the staff's proposed Board Calendar for 2018, leaving the choice of locations at the discretion of the staff.**

Trustee Ansbacher seconded the motion. Approved.

### b) **Holiday Closing Schedule**

In order to determine what dates the library will close in Fiscal Year 2018,

**Trustee Tim Anderson moved to approve the staff's proposed Holiday Closing Schedule for FY 2018.**

Trustee Mario Payne seconded the motion. Approved.

### c) **Conference Center Rates and Policy**

In order to update the library's Conference Center rates and policy, **Trustee Payne moved to approve Conference Center Rates and Policies proposed by staff.**

Trustee Tim Anderson seconded the motion. Approved.

### d) **Naming Opportunities**

In order to finalize prices for naming opportunities at JPL to be sold starting with the Foundation's Library of the Year event on November 9<sup>th</sup>,

**Trustee Dame moved to approve Naming Opportunities and prices proposed by the Foundation, pending amendment to clarify certain items.**

Trustee Hardesty seconded the motion. Approved.

**e) Resolution Honoring Friends**

In order to honor Friends groups of the Jacksonville Public Library for their work on behalf of the Library, including their advocacy during development of the FY 2018 budget,

**Trustee Hardesty moved to approve a resolution recognizing National Friends of Libraries Week.**

Trustee Dame seconded the motion. Approved.

**f) State Aid Budget**

In order to set the Library's budget for expending State Aid funds in the coming Fiscal Year,

**Trustee Hardesty moved to approve the library's proposed State Aid budget.**

Trustee Guy Anderson seconded the motion. Approved.

**8. Trustee Comments**

Trustees shared details of their recent Board-related activities.

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

City Council Member Jim Love looks forward to further action towards extended hours of weekly service and the construction of a library for the Oceanway Area. Mayor's Liaison Dr. Johnny Gaffney counseled Board Members to stay in touch with elected officials in-between budget cycles, and Duval County Public Schools Liaison Tia Leathers discussed details surrounding the DCPS Parent Academy.

**10. Friends Reports**

Friends groups shared their recent and upcoming activities. Ms. Margaret Smith of the Friends of the Jacksonville Public Library reported on the group's planning for its future and its work in conjunction with the Foundation. Ms. Judy Klein of the Friends of the Murray Hill Library thanked Council Member Love for his support of the organization and expressed hope that restored hours of service would feature in future City budgets. Ms. Roxanne Henkle of the Friends of the Willowbranch Library reported on her group's efforts to secure in-kind donations. Mr. Josh Messinger reported on the installation of the Walker Art Display system, funded by the Friends of the Beaches Library, which turns the Beaches Library atrium into an art gallery. Interim Director Giltrop noted an upcoming display marking the 50<sup>th</sup> anniversary of Hurricane Dora.

**11. Adjournment**

The meeting was adjourned.

**APPROVED BY THE BOARD OF LIBRARY TRUSTEES 11/9/17.**