

**MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
April 12, 2012
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.READ (7323)**

- 12-054 I. **Call to Order**
 Library Board Present: Richard Maladecki (4/0); Ted Maines (4/1); Guy Houk (4/0);
 Lucas Boyce (4/0); Lisa Franchina (4/0)

 Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier; Craig
 Wilkins; Wendi Bost; Renae Bennett; Milinda Neusaenger

President Maladecki called the meeting to order at 7:01 p.m. and welcomed everyone to the meeting.

II. **Public Comment Policy**

Members of the public who wish to address the Board must first fill out and present to the Orange County Library System Board of Trustees, a “Notice of Intent to Speak” form. If an electronic form of comments is submitted, these will be made available to the public as part of the Board Minutes. Public comments of items listed on the agenda will occur just prior to the Board’s discussion and action of the agenda item. Public comments of items not listed on the agenda will occur at the end of the meeting agenda. Public presentations shall be limited to three (3) minutes. In the event more than ten (10) persons signify their intent to speak, a period not to exceed thirty (30) minutes shall be set aside and divided up equally among those registered to speak. The order of speaking among those persons who have filled out the “Notice of Intent to Speak Form” shall be the order in which the forms were received by the Board’s Administrative Assistant. “Notice of Intent to Speak” forms will not be accepted after the meeting has been called to order. Information listed on the “Notice of Intent to Speak” forms will be included in the Board Meeting Minutes and thus become public record. The Board shall have the power to extend periods of public comment to address issues of special concern by a majority vote of those Board Members present.

If a request is made for written comments to be included in the official record of this meeting, it is helpful if the requestor is able to provide the comments in an electronic format. However, this is not required. This is to ensure the completion and accuracy of the official record when posted on the Library’s website, www.ocls.info. For more information, contact Milinda Neusaenger at 407.835.7611 or neusaenger.milinda@ocls.info.

- 12-055 III. **Approval of Minutes: Library Board of Trustees Meeting ~ March 8, 2012**
 Trustee Franchina, seconded by Trustee Boyce, moved to approve the minutes of the March 8, 2012 Library Board of Trustees Meeting. Motion carried 5-0.
- 12-056 IV. **Staff Presentation: Friends of the Library Update ~ Tracy Zampaglione**
- 12-057 V. **Financial Statements and Summaries: March 2012**
- 12-058 VI. **Statistics and Summaries: March 2012**
- 12-059 VII. **Action Items**
- 12-060 **Request to Serve Alcoholic Beverages**

Trustee Franchina, seconded by Vice President Maines, moved to approve the serving of alcoholic beverages in accordance with the Board-approved policy at the event on Monday, April 16, 2012 at the Orlando Public Library. Motion carried 5-0.

12-061

DVD Fines

Vice President Maines, seconded by Trustee Franchina, moved to approve the reduction of overdue fines for DVD's to .25 cents per day as of May 1, 2012.

Discussion ensued and Trustee Houk expressed his concern regarding the loss of revenue if the DVD fines are reduced. Public Service Administrator Wendi Bost stated that the amount of lost revenue is an unknown as software limitations prevent us from pulling fines generated and/or paid by item type. Director Hodel gave a rough estimation of \$500,000 annually. Vice President Maines stated that Trustee Houk has a very legitimate point, but DVD's are now a devalued product for which OCLS charges a premium \$1.00 per day fine. He further stated that the reduction in fines from \$1.00 to .25 cents per day will help to not discourage customers from using the library because of quickly accumulated DVD fines. Trustee Franchina stated that while staff recognize the reduction in fine revenue, they are still recommending the change in order to adjust to the current market. Further discussion ensued. The vote was taken and the motion carried 3-1 with Trustee Houk voting nay.

12-062

Defined Contribution and Defined Benefit Pension Plan Amendments

Brief discussion ensued and OCLS pension attorney, Dave Pearson of Constangy, Brooks & Smith, LLP was on hand to answer questions. Trustee Franchina, seconded by Trustee Houk, moved to approve the amendments to the Defined Contribution and Defined Benefit Pension Plans and to authorize the Director to execute them. Motion carried 5-0.

12-063

VIII. **Discussion and Possible Action Items**

12-064

Director's Goals FY 2012 ~ 2nd Quarter Update: Vice President Maines

Vice President Maines briefly reviewed Director Hodel's progress and said she is doing a great job meeting her goals.

12-065

Strategic Plan FY 2012 ~ 2nd Quarter Update: Trustee Houk

Trustee Houk stated that the Staff is on target with the Strategic Plan and has been extremely productive with very limited resources.

12-066

Library Tales: Craig Wilkins

Assistant Branch Manager Christine Lindler presented a short video featuring the library volunteers from the Southwest Branch.

12-067

Library Future / Fast Forward: Renae Bennett

Public Administrator Bennett stated that a survey was conducted for public input entitled "Your Library Future." The results of the survey are being analyzed and the plans are to share the results at the June Board Meeting.

12-068

IX. **Information**

12-068.1

License to Learn Library Card Contest ~ Spring 2012

The Spring 2012 1st grade License to Learn library card contest started on February 14 and ended on March 23, 2012. Library card applications were delivered to over 700 first grade classes in 119 Orange County Public Schools. Teachers distributed applications to

their students who did not have library cards and then collected them after parents filled them out. Teachers then sent contest entry forms to the OCLS along with completed library card applications. Library staff processed applications and sent cards directly to kids. As of April 11, we had 57 schools participating with 151 1st grade classes. 22 classes had 100% kids who either already had cards or applied for cards during the contest. As of April 11, 451 new library card applications were issued.

Every teacher who submitted an application will receive a thank-you gift (library pencils, folders, and sticky notes with OCLS logo as well as some coupons for local businesses that they can give out to kids.) Teachers who had classes with 100% participation are entered in the prize drawing. We need to draw 3 entry forms. Each winner will receive \$30 worth of gift certificates to Rhapsodic Bakery in Orlando. The following winners were randomly drawn by the Board:

Maritza Lebron - Wetherbee Elementary

Mrs. Kesting - Thornebrooke Elementary

Maria Carballo - Shenandoah Elementary

12-069

Director's Report

In addition to what was presented in the Board Packet, Director Hodel offered the following:

■OCLS has received word from the State Library that they will fund a few positions for us to input data from other counties for the Right Service Project. We intend to work with Workforce Central Florida to fill these positions.

Vice President Maines asked Staff to provide the Board an update on the Right Service at the Right Time initiative at an upcoming meeting.

■The library has received the Hayes Engineering Report commissioned by the State Library on OCLS Library technology sites. The person in charge of the project from the State Library, Mr. Dan Lhotka, says that of all the sites they have visited to date, (close to 400) ours received the most praise from the engineering firm. The engineering team raved about our system, the methods we use to track usage and manage change and endless other things. Honestly, the recommendations the State Library had for us were so minor that he felt guilty because in explaining problems and recommendations to others, he has used our system countless times in the last few weeks (since he read the first draft) as an example of what others could do to improve. He closed with his thanks to our fine staff for their assistance. The Engineers could not say enough about them.

■South Trail is nearing completion of the preparations for their Prime Time Program. With 14 families signed up, meals secured from local restaurants and anticipation of 35-40 people per program. The Sentinel will donate 15 papers a week for Prime Time and the branch Manager, Carolyn McClendon just received 4 tickets to Kennedy Space Center for the Prime Time family door prize!!!! Save a Lot donated a case of oatmeal cookies and Subway is donating a meal for the program.

12-070

Public Comment: Non-Agenda Items

X. Adjournment

Trustee Franchina, seconded by Vice President Maines, moved to adjourn the meeting. Motion carried 5-0. President Maladecki adjourned the meeting at 8:10 p.m.

Next Meeting Dates: --- May 10, 2012 ~ Winter Garden Branch Library; 805 East Plant Street; Winter Garden, Florida 34787
--- June 14, 2012 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.

If any person desires to appeal any decision with respect to any matter considered at a Library Board of Trustees meeting, such person will need a record of the proceedings; for this purpose, such person may need to ensure that a verbatim record of the proceedings is made to include the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans with Disabilities Act, any person requiring special accommodations to participate in this proceeding due to a disability as defined by ADA may arrange for reasonable accommodations by contacting the Director's Office on the fifth floor of the Main Library in person or by phone at 407.835.7611 at least two days prior to the meeting.