

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

August 8, 2017 ~ 6:00 p.m.

**Orlando Public Library
 101 East Central Boulevard
 Orlando, Florida 32801
 407.835.READ (7323)**

Library Board Present: Lisa Franchina (8/0); Ted Maines (11/1 - City);
 Richard Maladecki (8/1); Wilbert Vancol (7/1 - City)

Library Board Absent: Marucci Guzmán (8/2)

Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier;
 Craig Wilkins; Debbie Tour; Steve Powell; Ricardo Viera;
 Danielle King; Milinda Neusaenger

- 17-095 I. **Call to Order**
 President Franchina called the meeting to order at 6:00 p.m.
- II. **Public Comment Policy & Procedures**
- 17-096 III. **Approval of Minutes: Library Board of Trustees Meeting ~
 July 12, 2017**
 Trustee Maladecki, seconded by Trustee Maines, moved to approve the minutes for the July 12, 2017 Library Board of Trustees Meeting. Motion carried 4-0.
- 17-097 IV. **Staff Presentation:**
 ➤ **Top Five Grip Tips Video ~ Jim Myers**
 ➤ **Strategic Plan Video**
- 17-098 V. **Financial Statements and Summaries: July 2017**
 Comptroller Tessier reported that the under budget amount for the Basement Underdrain Project was closer to \$48,000 versus the \$25,000 reported the previous month. Further, this challenging project was a success partially due to our contractor's superintendent, but also due to the efforts of Steve Powell. Steve was directly involved in finding solutions to the challenging problems on the front end of the project, worked a difficult schedule as most of the work was done at night, and provided the appropriate motivation to get the subcontractors back on track when their performance was not up to par. Mr. Tessier indicated that the Library is very fortunate to have Steve as the department head of Facilities & Operations.
- Mr. Tessier also reported on the status of the hold harmless agreement (two thin strips on land behind North Orange Branch) approved by the Board in July and gave an update on the Main Library crosswalk issue. The Board requested that the appropriate official or consultant brief the Board before the report for the proposed traffic study is finalized. That is estimated to take 4 to 6 months.
- Brief discussion ensued about the Main Library Gate & Fencing project. The Board requested to see drawings of the changes recently requested by City officials.
- 17-099 VI. **Statistics and Summaries: July 2017**
 Assistant Director Debbie Moss gave the Board an update about the Virtual Library Card initiative. Everything is in place for it to begin with the new school year.
- 17-100 VII. **Action Items: Consent Agenda**

Trustee Vancol, seconded by Trustee Maines, moved to approve the items on the Consent Agenda. Motion carried 4-0.

- 17-101 **Board Meeting Schedule: FY 2018**
The Board approved the FY 2018 Board of Trustees Meeting Schedule.
- 17-102 **Strategic Plan: FY 2018 to FY 2020**
The Board approved the FY 2018 – FY 2020 Library Strategic Plan.
- 17-103 **Request to Serve Alcohol at an After-Hours Event**
The Board authorized the service of alcoholic beverages at an after-hours event.
- 17-104 **Action Items: Non-Consent Agenda**
- 17-105 **Rules of Conduct Amendment: Debbie Moss**
Trustee Maladecki, seconded by Trustee Vancol, moved to approve the revised Rules of Conduct. Motion carried 4-0.
- 17-106 VIII. **Discussion and Possible Action Items**
- 17-107 **Director's Evaluation & Personnel Committee: President Lisa Franchina**
President Franchina as Chair of the Personnel Committee, is charged with the annual evaluation of Director Hodel. She invited Vice President Guzmán and Crockett Bohannon - President of the Friends of the Library to participate on the Committee. Both accepted. President Franchina also extended the invitation to participate to the Board at Large. The Personnel Committee Meeting will be at 12:00 p.m. on September 6, 2017 in the Magnolia Room at the Orlando Public Library.
- 17-108 **Library Access Procedures: Debbie Tour, Tammy Erikstrup & Donna Bachowski**
Administrator for Lifelong Learning Debbie Tour, Circulation Manager Tammy Erikstrup and Learning Central Manager Donna Bachowski, gave the Board an overview of the procedures in place for Orange County citizens to obtain a library card. They also discussed the many resources that are available to everyone such as *The Right Service at the Right Time* computers that provide access to individuals who are in need of social and government services. They shared that OCLS refers individuals to iDignity for assistance in obtaining proper identification so that they can get a library card. They also informed the Board that OCLS has good working relationships with CareerSource Central Florida and the Goodwill Job Center. Discussion ensued regarding the potential issues of offering computer usage without tracking the users.
- 17-109 IX. **Information**
- 17-110 **Director's Report**
- Edgewater celebrated our 20th Anniversary on August 5th. We had a full day of activities planned for patrons to include Mix 105, Firefighters, Face Painting, Balloon Art, Pick-up Scrabble game, Kids Talent Show, Building with Keva Planks and Zoobs and we topped off the day with featured artist Evan Taylor Jones who captured the crowd with his music. With some generous donations from the community, including our landlord we were able to serve pita and hummus, chips, popcorn, donuts, watermelon flavored water and cake. We also received donations that were raffled off to patrons who attended at least 3 events for the day. The Computer Techs ran computer Lab demonstrations all day to include Lego Wedo, 3D Printing, littleBits and K'Nex. Our door count for the day was 1,016 - that is more than double our average Saturday door count. The total in attendance of the activities was 801. The day was a success!

- We finished up our last week of Summer Breakspot at 5 locations: Chickasaw, Hiawassee, Edgewater, South Trail and South Creek. Summer BreakSpot, a partnership with Orange County Public Schools, fills the nutrition gap during the summer by serving meals to children 18 years and younger so they can return to school healthy, happy and ready to learn. We served 25,404 meals to children and we reached nearly 30,000 people including children and adults who attended Breakspot related events. Last year we served just over 21,000 meals and reached 24,000 people. This year we had an incredible increase, a big success!
- The Director will be joining some of the other directors of the large libraries in Florida for a meeting in Lakeland Florida on August 10th and 11th.

President Franchina presented the Government Financial Officers Association's Certificate of Achievement for Excellence in Financial Reporting award for FY 2016 to Comptroller Tessier.

17-111

Public Comment: Non-Agenda Items

X. **Adjournment**

President Franchina adjourned the meeting at 7:10 p.m.

Next Meeting Dates: 6:00 p.m. September 14, 2107 ~ North Orange Branch Library; 1211 East Semoran Boulevard; Apopka, Florida 32703. --- October ~ To Be Determined

Florida Statutes section 286.0105: 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.