

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

February 22, 2018 ~ 6:00 p.m.

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

Library Board Present: Lisa Franchina (2/0); Marucci Guzmán (2/0);
Ted Maines (5/0 - City); Wilbert Vancol (5/1 - City);
Richard Maladecki (2/0)

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

- 18-015 I. **Call to Order**
President Franchina called the meeting to order at 6:00 p.m.
- 18-016 III. **Approval of Minutes: Library Board of Trustees Meeting ~ January 11, 2018**
Trustee Maladecki, seconded by Trustee Vancol, moved to approve the minutes for the January 11, 2018 Library Board of Trustees Meeting. Motion carried 5-0.
- 18-017 IV. **Staff Presentations: New Customer Welcome Email & Video Matthew Blood**
- 18-018 V. **Financial Statements and Summaries: January 2018**
Comptroller Tessier reported that an AED device has been installed at the Main Library for 911 responders or off-duty officers to use in case of an emergency.
- 18-019 VI. **Dashboard: January 2018**
Assistant Director Moss gave the Board a report detailing trends in circulation by item type. Brief discussion ensued.
- 18-020 VII. **Action Item:**
- 18-021 **Stipulated Sum Contracts for Main Library Fence Project: Steve Powell**
Brief discussion ensued regarding the fencing project. President Franchina shared her concern regarding the change order amounts. She requested that the change orders approved by staff not exceed \$100,000. Facilities & Operations Department Head Powell stated that change orders will be brought to the Board if they come close to the \$100,000 threshold. Trustee Maines suggested adding verbiage to the resolution indicating that the amount approved by staff will “total no more than \$100,000.” Trustee Vancol, seconded by Trustee Maladecki, moved to approve the following:
1. To approve the \$273,028 Stipulated Sum contract with Ruby Builders, Inc. and authorize staff to approve individual change orders totaling no more than \$100,000 with Ruby.
 2. To approve the \$320,000 Stipulated Sum contract with Integrated Metal Product, Inc. and authorize staff to approve individual change orders totaling no more than \$100,000 with Integrated.
 3. To approve the project budget of \$768,000.
 4. To authorize the Director/CEO to execute the Stipulated Sum contract.
- Motion carried 5-0.

18-022 VIII. **Discussion and Possible Action Items**

18-023 **Protocol for Rescheduling Board Meetings: President Franchina**

The Board discussed protocol for rescheduling meetings and agrees that, in as much as possible, requests to reschedule meetings will be discussed as part of regular Board meetings.

18-024 IX. **Information**

18-025 **Director's Report**

- Director Hodel shared the updated Organizational Chart with the Board.
- Director Hodel informed the Board that bestselling author David Baldacci will be the closing keynote speaker at the Orlando Book Festival on April 21, 2018 at the Library Downtown.
- Director Hodel also mentioned that bestselling author Anne Perry will be the guest of honor on May 11th at the annual fundraising event held at the Southwest Branch and hosted by the Rotary Club of Dr. Phillips.

18-026 **Public Comment: Non-Agenda Items**

X. **Adjournment**

President Franchina adjourned the meeting at 7:01 p.m.

Next Meeting Dates: --- March 8, 2018 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- April 12, 2018 ~ Chickasaw Branch Library; 870 North Chickasaw Trail; Orlando, Florida 32825.

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.