

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

January 12, 2017
South Creek Branch Library
1702 Deerfield Boulevard
Orlando, Florida 32837
407.835.READ (7323)

Library Board Present: Lisa Franchina (1/0); Marucci Guzmán (1/0);
Richard Maladecki (1/0)

Library Board Absent: Ted Maines (4/1 - City)

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

- 17-001 I. **Call to Order**
President Franchina called the meeting to order at 6:00 p.m.
- II. **Public Comment Policy & Procedures**
- 17-002 III. **Approval of Minutes: Library Board of Trustees Meeting ~
December 7, 2016**
Vice President Guzmán, seconded by Trustee Maladecki, moved to approve the minutes for the December 7, 2016 Library Board of Trustees Meeting Motion carried 3-0.
- 17-003 IV. **Staff Presentations:**
➤ **South Creek Welcome ~ Julie Ventura & Laura Lizardi**
➤ **Financial Training Program ~ Colleen Hooks**
➤ **Let's Read: Mayor Teresa Jacobs' Initiative**
- 17-004 V. **Financial Statements and Summaries:**
➤ **Final FY 2016 Financial Statements**
➤ **Comprehensive Annual Financial Report (CAFR) for FY 2016**
➤ **December 2016 Financial Statements**
Comptroller Tessier expressed his opinion that the Library is in good shape financially. Thanks to the Board's support, the Library has a long track record of handling our finances prudently and funding long term obligations, including the Health Insurance Fund, Pension Fund, and Retiree Health Care Fund, appropriately. Our Operating Fund results last fiscal year were a bit unusual. While we collected more revenue than budgeted and spent less, the additional revenue over budget and under spending were not as high as in most years. Mr. Tessier also commented on the timing of our annual audit. While we are a relatively small local government, we elect to be one of the first to be audited. However, being first takes more work and Mr. Tessier recognized Finance Manager Patricia Quinones and the Finance Staff for getting the audit completed so timely each year.
- 17-005 VI. **Statistics and Summaries: December 2016**
Assistant Director Moss stated that over 160 customers have signed up as ePulp reviewers and five self-published titles are slated to move over to the website.
- 17-006 VII. **Action Items**
- 17-007 VIII. **Discussion and Possible Action Items**

- 17-008 **Director's Goals FY 2017: 1st Quarter Update ~ President Lisa Franchina**
 President Franchina met with Director Hodel on January 9 to discuss her progress with her goals. She reported that Director Hodel is on point with meeting her goals and they discussed the many initiatives and events that have been implemented. Such initiatives and events include: the financial classes for staff, ePulp, the Knight Agency marketing campaign, the upcoming Pulse Remembrance event, the Melrose Expo and 3rd Anniversary, the sign language programs, the sewing camps, and the numerous Veterans events in partnership with Florida Humanities Council and Central Florida CareerSource.
- 17-009 **Strategic Plan FY 2017: 1st Quarter Update ~ Trustee Richard Maladecki**
 Trustee Maladecki reported that all of the progress with Strategic Plan is positive and on target.
- 17-010 IX. **Information**
- 17-011 **Director's Report**
- The Director has been asked by the Florida Division of Library and Information Services to participate in their effort to develop a plan for Florida's Library Services and Technology Act (LSTA) grant program. They are asking for the Director to be a stakeholder who will provide feedback and information on program needs, helping to chart the course of State library programs and services for the next five years. They will be meeting in Tallahassee February 22-23, 2017.
 - The Library has been meeting with representatives from the Orange County Public Schools about issuing virtual library cards to all middle schoolers. The details are being worked out with issuing the cards based on the student ID and information already in the school record for each child. Once agreed on, they will provide a file we can work with to set up an easy process to issue the cards. We are looking at a draft Memo of Understanding with them. The entire process is moving along well. We anticipate an issuance of cards for the new school year in August.
 - Final preparations are being made for the rollout of the Free Yourself campaign. We are working with the Knight Agency and AccuData to discuss addresses for the mailer. AccuData started off by looking at a population of our most recent users and identifying them by 10 major characteristics (education, home values, ethnicity, income, etc). This created a profile of our users (at least the majority of our users). They then took that profile and used it to identify non-users who matched the characteristics of current users.
- The data shows that majority are high school educated, women, married, home values less than \$300,000.
- After those households who match are identified, OCLS will get a list of how many households are matches within a two miles radius of all our locations and balance out the numbers to get to 60,000 county-wide.
- We have started working with Mindspot on the Library's new strategic plan. They will be interviewing the Board members in the coming months about your thoughts and ideas.
- 17-012 **Public Comment: Non-Agenda Items**
- X. **Adjournment**
 President Franchina adjourned the meeting at 6:41 p.m.

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.