

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

June 16, 2016
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.READ (7323)

Library Board Present: Lisa Franchina (6/0); Ted Maines (9/1 - City);
 Marucci Guzmán (6/1);

Library Board Absent: Hernan Tagliani (9/2 - City); Richard Maladecki (6/2)

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

- 16-067 I. **Call to Order**
 President Franchina called the meeting to order at 6:03 p.m.
- 16-067.1 **Moment of Silence for the Pulse Tragedy Victims and Families**
- II. **Public Comment Policy & Procedures**
- 16-068 III. **Approval of Minutes: Library Board of Trustees Meeting ~
 May 12, 2106**
 Trustee Guzmán, seconded by Trustee Maines, moved to approve the meeting minutes for the May 12, 2016 Library Board of Trustees Meeting. Motion carried 3-0.
- 16-069 IV. **Presentations:**
 ➤ **Appleton Creative**
 Diana Larue and staff from Appleton Creative gave the Board an update regarding the upcoming marketing campaign for OCLS. They reviewed the newly redesigned creative materials based on the Board's previous input. Please see the attached documents. They also shared the final proposed media plan and potential audience reach. Discussion ensued and the Board requested additional changes, such as: including in the online media a separate link for those who already have a card, including "Orange County" on the billboards and changing one of the photos. The Board also asked for Appleton to create social media kits that can be sent to bloggers. Trustees Guzmán, seconded by Trustee Maines, moved to approve the creative materials with the knowledge that the additional changes will be included. Motion carried 3-0.
- **WESH Channel 2 News Segment**
- 16-070 V. **Financial Statements and Summaries: May 2016**
 Comptroller Tessier updated the Board on the concept presented at the April Board meeting to offer lump sum payouts to former participants in the Defined Benefit Pension Plan. The actuarial fees for this project are now projected to be around \$30,000, which is much higher than initial estimates. As a result, staff think the cost is too great and thus, are not planning to move forward with this concept.
- 16-071 VI. **Statistics and Summaries: May 2016**
 Brief discussion ensued regarding the results of the "lapsed user" survey. Most of the survey participants indicated they stopped using the library because of a move or busy schedules. The majority of participants indicated that they will use the library within the next six months. A follow-up survey will be conducted.

- 16-072 VII. **Action Items**
- 16-073 **State Aid to Libraries FY 2016 Grant Amendment**
Trustee Maines, seconded by Trustee Guzmán, moved to approve Amendment One of the State Aid to Libraries Grant for the Fiscal Year ending September 30, 2016 in order to receive \$1,725 in additional grant funds. Motion carried 3-0.
- 16-074 **Stipulated Sum Contract for Renovation of the Main Library 4th Floor:
Steve Powell**
Brief discussion ensued. Trustee Maines, seconded by Trustee Guzmán moved to approve the \$1,508,326 Stipulated Sum contract with Axios, approve the project budget of \$1,823,000 and authorize staff to approve individual change orders with Axios for amounts less than \$100,000. For any change orders at or above \$100,000, Library Board approval would be required. Staff also recommends that the Library Director execute the Stipulated Sum contract, which will be drafted by the Library's attorney, Mr. Guy Haggard. Motion carried 3-0.
- 16-075 **Auditor Selection: Bob Tessier**
Trustee Guzmán, seconded by Trustee Maines, moved to approve the staff recommendation to utilize the County's auditor selection process, approve the selection of Cherry Bekaert, LLP as the Library's auditor, and authorize staff to negotiate and execute a contract not to exceed \$34,000 for the current fiscal year's audit. Further, to approve that the negotiated contract with Cherry Bekaert, LLP will provide for four additional, one year renewals at the Library's option. Motion carried 3-0.
- 16-076 VIII. **Discussion and Possible Action Items**
- 16-077 **Budget Preview ~ FY 2017: Bob Tessier**
Comptroller Tessier presented an overview of the FY 2017 Budget. Discussion ensued regarding the project to secure the perimeter of the Main Library building, as well as the millage rate remaining the same while property values are increasing.
- 16-077.1 **Bluespark Reference Statement**
Director Hodel briefed the Board regarding the updated reference statement received from Bluespark. The Board discussed the additional language and they concurred that the original statement sent by OCLS to Bluespark is sufficient and changes are not necessary.
- 16-077.2 **Rescheduling of the July 2016 Library Board of Trustees Meeting**
The Board decided the July 2016 Library Board of Trustees Meeting will remain as scheduled at 6:00 p.m. on July 14, 2016 at the Edgewater Branch.
- 16-078 IX. **Information**
- 16-079 **Director's Report**
In response to the horrid and tragic event of early last Sunday, the Library has:
- ▶ Added a link to the libguide/resource guide and placed it in a promo box on the homepage. We've also added a carousel on the Books, Movies and More page called, "Titles to Help Cope."
 - ▶ A banner display for Main and Branches: #OrlandoStrong
 - ▶ Made it easy for any staff member who wants to give blood that opportunity and to work with their manager to make it happen.
 - ▶ Is setting up a donation opportunity for staff to give to victims in the hospital, courtesy of the Staff Association

- ▶ Received donations from our vendor Overdrive, of electronic resources about coping with death and tragedy
- ▶ Received a cash donation from Sirsi Dynix, a library software provider.
- ▶ Dropped off information about EPOCH at the LGBT Center so victim's families will have access to information on how they can post an obituary providing a lasting tribute
- ▶ Been taking photos of the donations of flowers and displays at the Dr. Phillips Center for posting and documenting on Orlando Memory.
- ▶ Linked to the city and county hashtags on our website and has offered a solidarity message to the victims.
- ▶ Mounted displays of materials on Gay Pride Month.
- ▶ Sent a message of thanks to the Los Angeles County Library System for their message of solidarity on their website.
- ▶ Sent a message of thanks to the **Library of Birmingham** in the UK, which has been lit up in the **rainbow flag colors** to show the city's **solidarity** with the victims of the **Orlando shooting**. The lighting up as the sun set on **June 13** was followed by a vigil in Hurst Street, at the heart of the city's Gay Quarter.
- ▶ OLCS will be sponsoring an announcement in Watermark, the local LGBT publication about EPOCH and Orlando Memory for the victims and their families, for both online obituaries and recording their memories of this past week.
- ▶ Ken Gibert, Manager of the Hiawassee Branch, was interviewed by Library Journal about the tragedy for an upcoming article.
- ▶ Our health benefits and services provider, UnitedHealthcare and Optum, our health benefits and services providers, are supporting our employees and others affected by the recent events. The company is opening Optum's Help Line, providing affected residents access to specially trained mental health specialists. Optum's toll-free help line number, 866-342-6892, will be open 24 hours a day, seven days a week, for as long as necessary. The service is free of charge and open to anyone. The help line offers specially trained Optum mental health specialists to help people manage their stress and anxiety so they can continue to address their everyday needs. Along with the toll-free help line, emotional-support resources and information are available online at www.liveandworkwell.com.
- ▶ Our Library Central New & Popular display was featured on [I Work at a Public Library](#). It was posted by two staff in Reference Central.
- ▶ We received literally hundreds of messages of support on Twitter and Facebook in response to the shooting at Pulse nightclub. On Facebook, our message to the community and link to our resource guide reached 24,000 people. It was shared 125 times and it was "liked" by 80 people. Mary Anne's message of support for the community reached 5,000 people, was shared 20 times and "liked" by 90 people. The Broward County Library System, Clearwater Public Library, the Little Free Library, Baker & Taylor and the Orange County Regional History Center were some of the organizations that shared our messages to the community. On Twitter, so many people "liked" our tweets, re-tweeted them and responded with positive messages of their own. There were too many responses to count, and they continue to come in.
- OCLS has had two of our managers selected for [Leading to the Future](#), ALA's fourth four-day immersive leadership development program for future library leaders. Forty two applicants nationwide were selected. More about their current roles and locations will be found on the [ALA Leadership Institute page](#).
- Four Orange County Public Library branches are hosting [Summer BreakSpot](#). The [Summer BreakSpot](#) program provides free nutritious meals to kids and teens 18 and under during the summer break. Numbers thus far indicate that the program is reaching far more than last year.

The Summer Breakspot Program is presented through partnerships with the Orange County Library, Orange County Public Schools, and the state of Florida's Department of Agriculture and Consumer Services. At the end of day **four**, 1,612 meals were served and 348 adults accompanied children to the library and were in the room and learned about OCLS resources.

The ALA Task Force on Equity, Diversity, and Inclusion and Librarians Build Communities Member Interest Group has invited visiting members of ALA to join in supporting the Orange County Library's Summer Breakspot.

- Library U was held today for Orange County Public School Teachers who had registered. It was very successful and the attendees said it was the best training they've ever received. Trustee Guzmán suggested online materials could be sent to teachers in Orange County.

16-080

Public Comment: Non-Agenda Items

X. **Adjournment**

President Franchina adjourned the meeting at 7:29 p.m.

Next Meeting Dates: July 11, 2016 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- August 11, 2016 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.

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.