

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

November 14, 2019 ~ 6:00 p.m.

Fairview Shores Branch Library

902 Lee Road

Orlando, Florida 32810

407.835.READ (7323)

Library Board Present: Lisa Franchina (11/0); Marucci Guzmán (11/1);
Ted Maines (2/0 - City); Richard Maladecki (11/0);
Nicole Benjamin (2/0 – City)

Administration Present: Mary Anne Hodel; Debbie Tour; Danielle King; Steve Powell;
Ricardo Viera; Bethany Stone; Kris Shoemaker;
Milinda Neusaenger

- 19-142 I. **Call to Order**
President Maladecki called the meeting to order at 6:10 p.m.
- 19-143 III. **Approval of Minutes: Library Board of Trustees Meeting ~ October 8, 2019**
Trustee Maines, seconded by Trustee Franchina, moved to approve the minutes of the October 8, 2019 Library Board of Trustees Meeting. Motion carried 5-0.
- 19-144 IV. **Staff Presentations:**
➤ **Fairview Shores Welcome: Griselda Clarke**
➤ **Summer Reading Program 2019 ~ Sarah Qronfleh & Erin Topolsky**
➤ **Summer BreakSpot ~ Carolyn McClendon**
- 19-145 V. **Financial Statements and Summaries: October 2019**
CFO Shoemaker reported that the Southwest Branch reopened on time and under budget. He also reported that the South Trail Branch closed on November 1st for renovations.
- 19-146 VI. **Dashboard:**
➤ **October 2019**
➤ **Circulation Year End FY 2019 ~ Final**
- 19-147 VII. **Action Items**
- 19-148 **Consent Agenda**
Trustee Franchina, seconded by Vice President Guzmán, moved to approve the items on the Consent Agenda. Motion carried 5-0.
- 19-149 **Mechanical, Electrical & Plumbing Contract**
The Board voted to approve staff to execute a three (3) year with two (2) one (1) year renewal of Continuing Services Contract for MEP Engineering Services for the Library, with the following firms:
1. C&S Consulting (C&S)
 2. Hanson Engineering (HANSON)
 3. TLC Engineering (TLC)

- 19-150 **Architect Contract**
The Board voted to approve staff to execute a three (3) year with two (2) one (1) year renewal of Continuing Services Contract for AE Services for the Library, with the following firms:
- A. Borrelli & Partners (BORRELLI) Contract OCLS-19-005-A
 - B. KMF Architects (KMF) Contract OCLS-19-005-B
 - C. Song & Associates (SONG) Contract OCLS-19-005-C
- 19-151 **Construction Management Contract**
The Board voted to approve staff to execute a three (3) year with two (2) one (1) year renewal of Continuing Services Contract for CM Services for the Library, with the following firms.
- A. Gomez Construction Company (GOMEZ), Contract OCLS-19-006-A
 - B. Johnson Laux Construction (JOHNSON), Contract OCLS-19-006-B
 - C. Ruby Builders (RUBY), Contract OCLS-19-006-C
 - D. T&G Constructors (T&G), Contract OCLS-19-006-D
- 19-152 **Eatonville Lease Renewal**
The Board voted to authorize staff to execute a five (5) year extension to the Lease Agreement with the Town of Eatonville, Florida for the lease of the Eatonville Branch location at the monthly rate of \$5,047.00.
- 19-153 **Southeast Lease Renewal**
The Board voted to authorize staff to execute the Fourth (4th) Amendment to the Lease Agreement with Dalfen Terracotta Enterprises, Inc. for the lease of the Southeast Branch location.
- 19-154 **Request to Serve Alcohol**
The Board voted to authorize the serving of alcoholic beverages in accordance with the Board-approved policy at the event on January 31, 2020 at the Orlando Public Library.
- 19-155 **Non-Consent Agenda**
- 19-156 **Work Task Authorization for the Emergency Generator: Kris Shoemaker**
Vice President Guzmán, seconded by Trustee Franchina, moved to authorize staff to issue a work task authorization to Gomez Construction in the amount of \$470,828 for the Emergency Generator and Diesel Tank Removal and Replacement Project and to authorize a \$50,000 contingency budget for an overall budget in the amount of \$520,828 for the Emergency Generator and Diesel Tank Removal and Replacement Project. Motion carried 5-0.
- 19-157 **Server & Storage Purchase: Ricardo Viera**
Vice President Guzmán, seconded by Trustee Benjamin, moved to authorize Library Staff to execute the computer server and storage purchase with SHI for the VXRail cluster, not to exceed the amount of \$216,668.03. Motion carried 5-0.
- 19-158 VIII. **Discussion and Possible Action Items**
- 19-159 IX. **Information**
- 19-160 **Director's Report**
Staff Day was held Friday 8 November, using a Harry Potter theme. Staff had the opportunity to attend 4 breakout sessions to learn about financial planning, some of our databases, Tai Chi, children's programming, drones, sign language, tracing one's ancestry, and a host of other equally exciting topics. We are still going through the

evaluations, but based on questioning of staff, it seems that staff were very pleased with the day and their opportunity to learn some new things.

Round 4 of our Financial Peace program for staff has just been completed. Eight (8) staff members were enrolled in this program this round. The program, based on the tenets of Dave Ramsey, is designed to help an individual take better control of their finances and begin saving. The sessions focus on building awareness of how one spends one's money, the importance of budgeting, taking control of one's spending to pay down one's debts, and saving for emergencies and retirement. Since this round began on 7 August, \$12,214 of non-mortgage debt has been paid off by these participants. \$6,550 were saved and 9 credit cards were cut up by these participants. Since the Library started the program in 2016, we have had 73 staff participate and \$205,754 of debt has been paid off, \$129,213 have been saved by participants, and 78 credit cards have been cut up. Big kudos to those staff members and a huge round of applause for Colleen Hooks, who runs the program and conducts the sessions.

Southwest Branch bathroom renovations have been completed and the branch is now open to the public. The new tiling, lighting and plumbing fixtures look fantastic. Efforts are now being directed at South Trail Branch, which is coming along quite nicely.

Other Business

Vice President Guzmán discussed training for library staff to best handle situations with individuals who are autistic. Director Hodel indicated that training would be a good step.

Vice President Guzmán also inquired about offering OCLS' Virtual Library Cards to the district students attending the Florida Virtual School. COO Powell will look into the possibility.

19-161

Public Comment: Non-Agenda Items

X. Adjournment

President Maladecki adjourned the meeting at 7:04 p.m.

Next Meeting Dates: December 11, 2019 ~ **WEDNESDAY** ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- January 9, 2020 ~ Eatonville Branch Library; 200 East Kennedy Boulevard; Eatonville, Florida 32751.

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.