

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

October 8, 2019 ~ 6:00 p.m. - TUESDAY

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

Library Board Present: Lisa Franchina (10/0); Marucci Guzmán (10/1);
Ted Maines (1/0 - City); Richard Maladecki (10/0);
Nicole Benjamin (1/0 – City)

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

19-126 I. **Call to Order**

President Franchina called the meeting to order at 6:04 p.m.

19.126.1 **Resolution to Honor Staff Member Alibeth Suarez**

To recognize and honor staff member Alibeth Suarez for her volunteerism and community activism. She is a Library Ambassador who is constantly promoting OCLS to Orange County citizens and specifically those in the Hispanic community. It is quite an honor that Alibeth has been recognized by US Representative Darren Soto as an outstanding and integral member of the Hispanic community. The Board takes this opportunity to congratulate Alibeth and recognize her achievements. Motion carried 4-0.

II. **Public Comment Policy & Procedures**

19-127 III. **Approval of Minutes: Library Board of Trustees Meeting ~ September 12, 2019**

Vice President Guzmán, seconded by Trustee Maladecki, moved to approve the minutes for the September 12, 2019 Library Board of Trustees Meeting. The resolution passed 4-0.

19-128 IV. **Staff Presentations: The Local Wanderer ~ Michael Donohue**

19-129 V. **Financial Statements and Summaries: September 2019**

Trustee Benjamin arrived at 6:25 p.m.

19-130 VI. **Dashboard: September 2019**

19-131 VII. **Action Items**

19-132 **Election of Board Officers and Committee Appointments**

President: Trustee Benjamin nominated Trustee Maladecki. Trustee Benjamin, seconded by Vice President Guzmán, moved to approve the nomination. Motion carried 5-0.

Vice President: Trustee Maladecki nominated Vice President Guzmán. Trustee Maladecki, seconded by Trustee Maines, moved to approve the nomination. Motion carried 5-0.

Personnel Committee Chair: Trustee Maines nominated Trustee Benjamin. Trustee Maines, seconded by Trustee Maladecki, moved to approve the nomination. Motion carried 5-0.

The Board agreed to appoint chairs to the remaining committees as needed. The committees are as follows: Finance, Marketing, and Partnership Committees.

19-133

Continuing Construction Management Services Firm Selection: Kris Shoemaker
CFO Shoemaker gave the Board an overview of construction management services firm selection. Brief discussion ensued regarding the firms. Trustee Maines, seconded by Trustee Maladecki, moved to approve the following ranking of firms for Continuing Construction Management (CM) Services Selection for the Library, and to authorize staff to negotiate and execute a Continuing Services contract for CM services with the approved firms in order of rank.

1. Gomez Construction Company
2. Johnson Laux Construction
3. T&G Constructors
4. Ruby Builders

Motion carried 5-0.

19-134 VIII.

Discussion and Possible Action Items

19-135

Director's Evaluation & Personnel Committee Meeting: Evaluation and Minutes Approval: President Lisa Franchina

President Franchina chaired the Personnel Committee. As Committee Chair, she tapped Trustee Maines, Friends of the Library President Joe Goldstein and Friends Director Crockett Bohannon to be on the Committee. She reported that the Committee met on September 17, 2019 in order to evaluate Director Hodel's performance for FY 2019. The Personnel Committee discussed and evaluated Ms. Hodel's performance for each category listed on the evaluation form: Mission and Strategic Planning, Public Relations, Fundraising and Library Perspective, Steward of Collection, Steward of Capital Resources, Technology Development, Fiscal Responsibility and Stewardship, Employment and Staffing, and Training. In each category, as well as the overall rating, the Personnel Committee gave Ms. Hodel the same rating: Far Exceeds Requirements. The Committee made the following recommendations to the Board:

1. Rate Ms. Hodel's overall performance as Far Exceeds Requirements.
2. Award a 4.0% raise to Ms. Hodel effective with the pay period beginning September 29, 2019.
3. Since this 4.0% increase will put Ms. Hodel above the maximum of her pay grade, allow Ms. Hodel to go over this amount without increasing the range.
4. Consistent with the FY 2020 Compensation Plan for staff, award Ms. Hodel 60 hours of non-re-occurring vacation based on her overall Far Exceeds Requirements rating.

Trustee Maladecki, seconded by Trustee Benjamin, moved to approve the recommendations. Motion carried 5-0.

18-136

Director's Goals FY 2019 ~ 4th Quarter Update: President Lisa Franchina

President Franchina reported that she met with Director Hodel regarding her goals and that she is on point with them.

18-137

Strategic Plan FY 2019 ~ 4th Quarter Update

18-138

Director's Goals FY 2020 ~ Draft

19-139

IX.

Information

19-140

Director's Report

●Renovation work is proceeding on schedule at the Southwest Branch at Dr. Phillips. The old bathroom fixtures have been removed and the new lighting has been installed. Painting is nearing completion and the carpeting is being installed in the open non-stack areas.

●We have worked out the details for the Citizen's Review Grant with Orange County on the Biz Kids grant. The grant paperwork has all been signed and we are ready to start ordering the supplies, computers and doing the promotions for the classes that will start in January. We have started to publicize this tremendous opportunity to the community through our liaisons with the Orange County Public Schools. Eccleston Elementary had their Library Night this past Thursday and the kids had their first peek at the program.

19-141

Public Comment: Non-Agenda Items

X. **Adjournment**

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

Next Meeting Dates: November 14, 2019 ~ Fairview Shores Branch Library; 902 Lee Road; Orlando, Florida 32810 ---
December 11, 2019 ~ **WEDNESDAY** ~ 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.