

**ORANGE COUNTY LIBRARY SYSTEM  
PERSONNEL COMMITTEE MEETING MINUTES**

**October 8, 2018**

**Albertson Room, 3<sup>rd</sup> Floor  
Orlando Public Library  
101 East Central Boulevard  
Orlando, Florida 32801**

Personnel Committee Members Present: Lisa Franchina, President - OCLS Board of Trustees  
Marucci Guzmán, Vice President – OCLS Board of Trustees  
Ted Maines – Trustee, OCLS Board of Trustees  
Crockett Bohannon – Friends of the Library Board

Library Administration Present: Mary Anne Hodel, Library Director / Chief Executive Officer  
Robert Tessier, Chief Financial Officer  
Kim Bennett, Human Resources Manager

Prior to the meeting, the following information was distributed to each member of the Personnel Committee:

- Grants, Awards, Donations and Fundraiser Report
- FY 2018 4<sup>th</sup> Quarter Report on Director's Goals
- FY 2018 4<sup>th</sup> Quarter Report on Strategic Plan

The purpose of the meeting was to conduct the annual performance evaluation of Director Hodel.

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.

Among Ms. Hodel's many accomplishments, the Committee specifically referenced the 2018 National Medal for Museum and Library Service, the Main Library Fence and Gate, North Orange Parking Expansion, and 5<sup>th</sup> Floor Renovation Projects. They also cited the continuing success of both the Melrose Center, which remains cutting edge, and the Chickasaw Branch. The Committee complimented Ms. Hodel on her ongoing communication with the Board of Trustees and the Library's annual receipt of a Certificate of Achievement for Excellence in Financial Reporting, which demonstrates confidence to the Board. The Committee commended Ms. Hodel for being both a great manager and leader as well as for making staff feel valuable as evidenced by the results of the annual Staff Survey.

The recommendations of the Personnel Committee to the Library Board of Trustees are summarized as follows:

1. Rate Ms. Hodel's overall performance as Far Exceeds Requirements.
2. Award a 3.5% raise to Ms. Hodel effective with the pay period beginning September 30, 2018.
3. Consistent with the FY 2019 Compensation Plan for staff, award Ms. Hodel 60 hours of non-re-occurring vacation based on her overall Far Exceeds Requirements rating.