

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

September 10, 2020 ~ 6:00 p.m.

Join Zoom Meeting

<https://zoom.us/j/91682413718>

Meeting ID: 916 8241 3718

Passcode: 12345

Dial by your location

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Library Board Present: Richard Maladecki (8/0); Marucci Guzmán (8/2); Nicole Benjamin (11/0 – City); Danielle Levien (7/0 - City); Crockett Bohannon (7/0)

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

- 20-101 I. **Call to Order**
 President Maladecki called the meeting to order at 6:02 p.m.
- 20-102 II. **Public Comment Policy & Procedures**
- 20-103 III. **Approval of Minutes: Library Board of Trustees Meeting August 13, 2020**
 Trustee Levien, seconded by Trustee Benjamin, moved to approve the minutes for the August 13, 2020 Library Board of Trustees Meeting. Motion carried 5-0.
- 20-104 IV. **Staff Presentations:**
 ➤ **Summer Reading Program: Jennifer Schock and Natalie Houston**
 ➤ **Adult Summer Reading Program: Christine Lindler**
 ➤ **BreakSpot: Carolyn McClendon**
- 20-105 V. **Financial Statements and Summaries: August 2020**
- 20-106 VI. **Dashboard: August 2020**
- 20-107 VII. **Action Items: Consent Agenda**
 Trustee Bohannon, seconded by Trustee Levien, moved to approve the items on the Consent Agenda. Motion carried 5-0.
- 20-108 **Approval of Document for State Aid to Libraries:**
 ➤ **Annual Plan of Service FY 2021**
 The Board voted to approve the Annual Plan of Service for FY 2021.
- 20-109 **Janitorial Services Contract**
 The Board voted to approve staff to negotiate and execute a three (3) year with two (2) one (1) year renewal Janitorial Services Contract for the Library Branches, in the following order:

- 1) 3-H Services
- 2) HighSource Services
- 3) Sterling Building Services
- 4) D&A Services

20-110 **Telecommunication Contract Recommendation**

The Board voted to authorize Library staff to execute contracts with Smart City Metro for Internet and Metro Ethernet telecommunication services.

20-111 VIII. **Discussion and Possible Action Items**

20-112 **Horizon West Properties**

Director Hodel summarized the presentation that Borelli and associates gave at the last Board Meeting regarding the two potential parcels in Horizon West. She addressed the pros and cons of the eastern parcel, stating that she is of the opinion that even though it will be the more expensive parcel, it will be the best one in the long run. Branch Administrator Danielle King shared with the Board the pros and cons of the western parcel and that she is of the opinion that it is the best location. Discussion ensued regarding the prices, location areas, timeline, etc. The Board was invited to tour the parcels.

20-113 IX. **Information**

20-114 **Closed Day Schedule FY 2021**

20-115 **Director's Report**

Director Hodel addressed the issues that former employee Mira Tanna brought up at a recent Board Meeting. Ms. Tanna raised the following issues: remove sleeping as a violation of the Rules of Conduct; provide library cards to the homeless; cease trespassing minors; and more diversity in the library.

Director Hodel shared that the Executive Edge Team is currently gathering information for potential changes to the Rules of Conduct and would like for them to complete their project and present in the future.

Director Hodel informed the Board that homeless individuals can receive a library card with a valid ID and valid address. Individuals are referred to iDignity to obtain an ID. OCLS accepts the addresses of homeless shelters – individuals register with the shelter, staff create a library card and mail it to the shelter on behalf of the customer/resident. The Library also provides the Right Service at the Right Time computer service. This allows customers to connect with assistive services without the need of a library card. This is a service that originally was only available to the Central Florida area. It has proven so successful and helpful to residents that it has been expanded to cover the entire state. This service is funded through a grant from the State Library. Staff work to provide resources to all and use customers' taxes wisely. Some other library systems have experimented with different kinds of checkout services, but had to retract these due to the loss of materials. Staff will look into the possibility of e-cards.

Director Hodel reported that when dealing with unruly minors, staff attempt to intervene and stop the bad behavior. Five minors have been trespassed since April 2019 and the violations were assault, vandalism and theft. Staff try to contact the parents, but some minors will not give their names. If the parents can be identified, staff send written notification of a violation. Staff work really hard to get the minors to understand their behavior is bad as staff are reluctant to trespass them.

Director Hodel advised the Board that the library staff is very diverse and provide opportunities to move up from within. The Library is regarded by staff as a good employer. There is a low turnover rate and promotions cannot occur if a position isn't open. There is not

a policy to favor internal candidates, but they are already at an advantage because they are already familiar with the policies and procedures.

20-116

Public Comment: Non-Agenda Items

X. Adjournment

Trustee Levien, seconded by Vice President Guzmán, moved to adjourn the meeting. Motion carried 5-0. President Maladecki adjourned the meeting at 7:20 p.m.

Next Meeting Dates: October 8, 2020 ~ Connectivity Info Forthcoming --- November 12, 2020 ~ Connectivity Info Forthcoming

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.