

ORANGE COUNTY LIBRARY SYSTEM
BOARD OF TRUSTEES

Minutes of meeting held October 12, 2000

Trustees present:	Ronald Harbert, President	10/0
	Jackie Perkins, Vice President	10/1
	Corb Sarchet, Trustee	10/0
	Gloria Fernandez, Trustee	8/2
	Phyllis, Hudson, Trustee	1/0
Staff:	Dorothy Field, Director	
	Robert Tessier, Comptroller	
	Jane Leighton, Recording Secretary	

Mr. Harbert opened the meeting at 7:00 p.m. in the Oak Room of the Main Library.

Mr. Harbert administered the Oath of Office to Phyllis Hudson, new trustee.

Mr. Harbert indicated it was the appropriate meeting to elect new officers of the Board of Trustees and opened the floor for nominations for President. Ms. Perkins moved to nominate Mr. Sarchet as president. Ms. Fernandez seconded. Motion carried. Mr. Sarchet then nominated Ms. Perkins as Vice President. Ms. Fernandez seconded. Motion carried.

Public Presentation: Mr. Gause spoke on announcements for public meetings and minutes of the Personnel Committee.

Minutes: Mr. Sarchet moved the minutes of the Board meeting of September 14, minutes of Personnel Committee meetings of September 5 and September 25 be approved. Ms. Fernandez seconded the motion. Motion carried.

Financial Statement: Ms. Field noted the financial statement is the preliminary statement for FY 2000. The final statement will be presented in December. The preliminary statement is in order with the exception of the Law Collection fees, which have not been received for the last two months. The expenses under Library Materials include \$300,000 for the opening day collection of West Oaks Collection and \$100,000 out of "Library Materials – Other" for Eatonville.

Mr. Harbert mentioned the possibility of the FAMU Law School opening in Orlando and that a letter had been written to the Director suggesting moving the law collection to the new school. Mrs. Field had responded that the Board would be open to consideration of the move. The Library would remain open to the public. Mrs. Field reminded the law firm the collection is the property of the County.

Statistics: Circulation is up 14% at Main. Alafaya remains the branch with the highest circulation. Hiawassee circulation and door count figures are lower than they were at the branch it replaced on West Colonial. This is a concern to us and will be addressed. Consideration will be given to school visits and other approaches.

Library on Line continues to grow and reflects the continued interest in our computers.

Action Items:

Benefits Consultant: Ms. Field explained our desire for an insurance benefit consultant to manage benefits and maximize our insurance investment. The selection process resulted in the recommendation of Kristen Hughes with Lassiter-Ware. Discussion followed. Mr. Sarchet moved to approve Kristen Hughes as our insurance benefit consultant. Ms. Perkins seconded the motion. After discussion of a timetable, periodic reports, and the immediacy of the health benefit contract Mr. Harbert asked for a vote on the motion. Motion carried.

Roofing Contract: Ms. Field explained the need to replace the roof on the old building. The Library has budgeted \$425,000 for this purpose. The Board was asked to award the architectural roofing contract to Joe Williams of A/R/C Associates. Discussion followed. Mr. Sarchet moved to award the contract to A/R/C. Ms. Fernandez seconded the motion, motion carried.

Discussion Items:

Lizart: Discussion ensued on the purchase of a lizard for the library, having been tabled from the previous meeting. Mr. Sarchet moved the subject be tabled again to give Board members an opportunity to view the lizards on display at City Hall. Ms. Perkins seconded the motion. Motion carried.

Director's Report:

CONSTRUCTION UPDATES:

West Oaks

Construction continues to progress at a steady pace. Whiting-Turner is on schedule to meet the July 5th final completion date. About half of the concrete block walls are up and the slab is scheduled to be poured in the next two weeks. A closed ground breaking took place October 12.

Winter Garden

On September 18th Dorothy Field, Bob Tessier and John Claytor met with Bill & Bob Battaglia and their planner to discuss items on the site plan. Through several subsequent phone calls, the Battaglia family has made it clear the Library project must fit in with the community and the village concept they are creating for their own project. Although they have not defined what this means, they expressed concern about the exterior of our prototype building as well as landscaping and parking. We have requested that they define the areas of concern and give us examples of each.

A subsequent meeting was held with Hollis Holden, City Manager of Winter Garden.

South Orange

Orange County has determined the Development Review Committee must review our project since it is part of the Southchase PUD. This review is scheduled for November 2.

Although Southchase has not presented a solution to the retention pond issue, they have informed us they are working on it. Curt Wilkinson from Southchase reported that a meeting with South Florida Water Management District was held on September 29 to discuss the issue. We are awaiting further details from Southchase.

Eatonville

The Town has informed us that the School Board has approved the transfer of the Kennedy and College property to the Town. We understand the developer hired by the Town will be contacting us to discuss layout changes to comply with the site.

Hall & University Property

The Library's original long-range plan noted a need for a branch library in the vicinity of Goldenrod and University. We have investigated leased space but have not found anything suitable. Our real estate broker, Bill Tew with CB Richard Ellis, found a 3.5 acre parcel on the corner of University and Hall. The triangular shaped parcel, which is located about a mile east of the Goldenrod and University intersection, is currently under contract.

A preliminary meeting was held with the prospective buyer. We are now waiting for additional information including the asking price.

Main Library Interior Construction

Construction plans and specifications are being finalized for the following projects:

1. Renovation of the Oak Room (wood cabinetry, wall coverings, carpet)
2. Construction of offices on 5th floor for Division of Branches
3. Demolition of a wall in the Business Office

Although separate projects, the intent is to bid all three together and hire one contractor.

OTHER

Sculpture update:

Frank Holt has informed me he had not been able to meet with the Mayor since our August 29 meeting.

Friends of the Library:

Thanks to extensive work and publicity from volunteers and staff, The Friends have experienced the best book sale in the history of the Bookstore...\$7154.27...that's a lot of books!

Thursday night - \$1780.87

Friday \$2440.95

Saturday \$2932.45

TOTAL \$7154.27

FY '01 Budget

:The budget was approved and the millage set at the final budget hearing September 17. The millage rate remains the same as in the past four years, .4412.

Open forums:

Open forums for all support staff and managers will be held next week for staff to provide input on ways benefits might be modernized. Under consideration is a combination of sick leave and vacation time into personal leave. Also a topic for discussion will be the opportunity for each staff member to self-direct his Defined Contribution Plan as he chooses.

Dinner with the Director:

Reservations for Dinner with the Director, on October 20, are due in to Community Relations by October 13. The dinner will be funded by the Friends of the Library. Trustees are invited. If you would like to bring a guest, the cost is \$12.00. Speaker will be library consultant, Elizabeth Curry.

NetLibrary:

Tuesday, October 3, 2000, we will be adding a NetLibrary icon to the Library On Line login page. From there patrons will be able to learn about e-books and register to check them out. You can take a look at what the patrons will see at <http://ww2.ocls.lib.fl.us/Site/ebooks.htm>.

The Library currently owns 158 electronic titles. We expect to have about another 50 in the next several months. These titles will be called the "Library Collection". They are all in the area of business, computers and career development. At this time the only access to the electronic titles will be through the NetLibrary link. We will not be adding these titles to our regular database. Titles may be checked out for 72 hours. Though these titles may not actually be "renewed" patrons will be able to check them out again if another user does not check it out first. NetLibrary is working on the ability for patrons to place a request on a title which is already in use but that is not possible at this time. Only one user at a time may have a title checked out.

Also available at NetLibrary are titles in the "Public Collection". These are titles in the public domain, which have been digitized. Circulation policies that apply to the "Library Collection", do not apply to these titles.

More remote access to databases.

Patrons now have access to the SIRS Knowledge Source from their home, office or school Internet connections. This brings us to a total of seven databases that our patrons can use from outside of our libraries. A full list of all of our online databases may be viewed at the [Search Online Databases](#) link on Library On Line. Patrons must have a card number and PIN to logon.