

ORANGE COUNTY LIBRARY SYSTEM

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BOARD OF TRUSTEES  
January 10, 2002

Trustees present:	Corb Sarchet, President	1/0
	Phyllis Hudson, Trustee	1/0
	Ron Harbert, Trustee	1/0
Trustees absent:	Gloria Fernandez, Trustee	1/1
Staff:	Mary Anne Hodel, Director	
	Robert Tessier, Comptroller	
	Carla Fountain, Human Resources Manager	

Mr. Sarchet opened the meeting at 7:02 p.m. in the Meeting Room of the Windermere Library.

Mr. Sarchet welcomed Ms. Mary Anne Hodel, the Library's new Director. Ms. Hodel introduced Ms. Ann Gistarb, Branch Manager of the Windermere Library. Ms. Gistarb welcomed all present.

Minutes: Motion by Ms. Hudson, seconded by Mr. Harbert, to approve the minutes of December 13, 2001 as mailed. Motion carried.

Financial statements:

Revenues

Ad Valorem Taxes

Due to the discounts (4% - November, 3% - December) for taxes paid early, we receive large tax distributions in December. During the month we received \$9,766,000 or 47% of the total taxes budgeted for the year.

Charges for Services, Fines, Interest

Actual revenues are somewhat less than the 25% of the amount budgeted. We normally start out slowly each year but should receive the total amount budgeted by the end of the fiscal year.

Expenditures

Life and Health Insurance

The monthly claims paid in 2001 by our health insurance carrier, United Healthcare, have doubled from the previous year. The initial renewal rate proposed by United for the same coverage

represented a 66% increase. The effect of passing this increase on to our employees who pay for dependent coverage would have been very detrimental. Accordingly, our insurance consultant investigated several different plan options with United and also sought quotes from other insurance carriers. Only one other carrier provided a quote and it was even higher than United's. The United plan that we finally selected for 2002 varies slightly from the previous coverage. The premium increase for 2002 health and dental insurance is approximately 32%.

As a result of the 32% increase, the Life and Health Insurance line item will be overspent by approximately \$102,000 by the end of the fiscal year. Although \$105,000 is budgeted this year under Other Contractual Services to reupholster the baffles, this project will not be done in order to cover the overage from health insurance.

#### Professional Services

The year to date December expenditures include the final payment for the Beach/Willey study and the audit fees. These expenditures are front loaded thus increasing the year to actual numbers.

Ms. Hudson asked that sick leave payout information be provided as a separate line item in the operating fund expenditures in the financial statements.

Motion by Mr. Harbert, seconded by Ms. Hudson to accept the financial statements as presented. Motion carried.

Statistics: It was noted that the number of registered card holders have increased.

#### Action Items:

1. Book Endowment for Ms. Jackie Perkins. Mr. Harbert made a motion to present a book endowment in the amount of \$300 for departing Board Member, Jackie Perkins. Ms. Hudson seconded. Motion carried.

2. Architect/Engineer Proposal. Motion by Mr. Harbert, seconded by Ms. Hudson to approve the Supplemental Letter of Agreement. Motion carried. Motion by Mr. Harbert, seconded by Ms. Hudson to authorize the Director to execute the agreement. Motion carried.

3. Contractor Recommendation. Motion by Mr. Harbert, seconded by Ms. Hudson to approve awarding the elevator modernization project for the two Otis elevators to Kone, Inc. for the amount of \$110,428. Motion carried. Motion by Mr. Harbert, seconded by Ms. Hudson to authorize the Director to execute the agreement. Motion carried.

#### Discussion:

Mr. Harbert inquired about the large increase in the number of suggestions made. It was explained this was primarily due to the launching of the Library's new website on November 15, 2001, with many favorable comments provided by patrons. Ms. Hudson requested that the minutes of the committee meeting be included on the website along with the regular minutes.

Information:

Director's Report:

Lizard. The Library's Shakespearean Lizard has been retrieved by the City of Orlando and will be auctioned off at the end of January. Marilyn Hoffman will approach the Friends about the possibility of bidding on one of the lizards for display at the Library.

Food for Thought Café. After the café in the Main Library closed in July, letters were sent to several restaurant vendors asking if they were interested in operating the café. Only one response was received and that was from Greg Berner who operates the Pickles restaurant in the County Administration. The County was happy with the Pickles restaurant and Greg was very enthusiastic about operating the café space. We negotiated a concessionaire agreement with Greg and executed it in mid-December. The agreement calls for the Library to replace the carpet with tile and to paint the space. All other improvements, including the cabinets, are the responsibility of Greg. The agreement also allows Greg to attach a 2' by 2' sign on our concrete sign at the corner of Rosalind and East Central. Greg must get approval from the Downtown Development Board. The name of the restaurant will be the "Food for Thought Café."

New Format for Board Proposals. Beginning next month, we will be using a new format for presenting issues to the Board. This will involve a problem statement, background. Options, rationale, and recommendations.

One Community/One Book. The Library will be sponsoring a new initiative with the Orlando Sentinel to encourage the community to read a book selected by the One Community/One Book committee.

National Library Week. We have begun to plan events to commemorate National Library Week, April 14 – April 20, 2002.

Meetings. Ms. Hodel has meetings scheduled with Sara Van Arsdel, Director of the Orange County Historical Museum, and Stephen McKenney Steck, President and Chief Executive Officer of WMFE, Public Broadcasting Station.

On January 3, the Library realized an all time record for 1003 online requests, bringing the yearly total of online requests to 400,000. In December 2001 the number of online requests were up 43%.

Library Days. A legislative day in Tallahassee is scheduled for February 4-5. Ms. Hodel urged the Board members to join the Library's delegation that will include staff and Friends. Ms. Hodel stressed the importance of having strong representation and a strong message for the legislature.

Mr. Sarchet inquired about two items at last month's meeting:

It was confirmed that on December 18, the Board of County Commissioners voted to remove the reverter language in the Memorandum of Understanding accompanying the deed to the West Orange Library.

The plaque commemorating the Booker T. Washington Branch Library was unveiled on December 30 during a celebration at the Shiloh Baptist Church of Orlando.

Mr. Sarchet announced that he has asked Ms. Hodel to become actively involved and visible in the community. He has asked Ms. Hodel to participate in Leadership Orlando, a program sponsored by the Orlando Regional Chamber of Commerce. He recommended that the Library Board consider authorization of expenses for Ms. Hodel to participate in this program and to become a member of the Citrus Club and University Club. Motion by Mr. Harbert, seconded by Ms. Hudson to authorize Ms. Hodel's participation in Leadership Orlando, and membership in the Citrus and University Clubs. Motion carried.

Over the next few weeks, Mr. Sarchet will be introducing Ms. Hodel to community leaders. He asked for the Board's assistance in arranging such meetings.

Ms. Hudson inquired about setting up meetings for the Strategic Planning Committee, Personnel workshops, Sunshine and public records laws. Ms. Hodel will make arrangements for such workshops and meetings.

Discussion ensued regarding new Board appointments. Mr. Sarchet reported that Chairman Crotty has spoken to Commissioner Hartage about a replacement for Ms. Perkins. Mr. Sarchet stressed the desire for a Board member who is a leader in the African American community in order to maintain the diversity of the Board. Mr. Sarchet reported that Mayor Hood will appoint his replacement on the Board in April. Mr. Sarchet's last meeting will be in April and the new Board appointment will be effective May 1.

Ms. Hodel expressed her appreciation for the welcome she received this week from Library staff. She has traveled throughout the Library meeting with employees and she is impressed with the caliber of staff and is looking forward to working with them to continue the wonderful tradition the Library has already established.

Meeting adjourned 7:41 p.m.

Next meeting dates: February 14, 2002, Albertson Room, Main Library, 101 East Central Blvd., Orlando, FL 32801, 407/835-7323; March 14, 2002, Meeting Room, North Orange Library, 1211 East Semoran Blvd., Orlando, FL 32703, 407/814-6150.