

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
March 21, 2002
Albertson Room – Main Library
101 East Central Boulevard, Orlando, Florida 32801
407/835-7323

02-026 I. **Call to Order**

President Sarchet presiding, called the meeting to order at 7:01 p.m.

Board Members Present: Corb Sarchet (3/0), Phyllis Hudson (3/0), Ron Harbert (3/0), Gloria Fernandez (3/1)

Staff Present: Mary Anne Hodel, Debbie Moss, Robert Tessier, John Martin, Kathryn Robinson, Carla Fountain, Marilyn Hoffman, Milinda Neusaenger

Introduction of Trustee Designee: Mr. Tom R. Kohler

02-027 II. **Public Comment**

No one from the public requested to speak.

02-028 III. **Approval of Minutes – Thursday, February 14, 2002**

Trustee Harbert identified a correction was needed in section 01-012 of the previous month's minutes. The names Trustee Harbert and Trustee Sarchet were transposed. This was duly noted and the correction was made.

Trustee Harbert, seconded by Trustee Hudson, moved to approve the minutes from the February 14, 2002, meeting.

Motion carried 4-0.

02-028.1 **Request to amend the Agenda**

Vice President Hudson, seconded by Trustee Fernandez, moved to amend the Agenda in order to honor retiring President Sarchet with proclamations from Orlando Mayor Glenda Hood, and from Orange County Chairman Richard Crotty. Vice President Hudson presented and read the proclamations to President Sarchet. Vice President Hudson also presented a certificate from the Board of Trustees. Director Mary Anne Hodel presented a plaque from the Library Staff as well as a gift from the Friends of the Library.

02-029 V. **Financial Statements: Robert Tessier**

Highlights: February 28, 2002

Revenues

State Aid

The State sends us the funds electronically in two payments. The first payment was received in February.

Rents

The rent received from the Café in the Main Library is based on 5% of sales. However, our Concession Agreement provides that there is no rent during the first year of the Café's operation. Since the Café opened in February of this year we will not start collecting rent until next year.

Expenditures

Sick Leave Payout

Sick leave paid out to terminated employees since the beginning of the fiscal year equals \$20,443. This amount is included in the salaries expenditure line on the attached Operating Fund Expenditure Summary.

DCP – Retirement Contribution

The Library's contribution into the plan equals 7.5% of gross wages. The annual contribution for 2001, \$685,502, was deposited into the Plan in February.

Materials – Law

Some of the law materials are coming in quicker this year and thus, we have expended about 48% of the amount budgeted for the year.

Vice President Hudson, seconded by Trustee Harbert, moved to accept the Financial Statements and reports as presented.

Motion carried 4-0.

02-030 VI. **Statistics: Debbie Moss**

Highlights: January 2002

Circulation Statistics:

Decreases over last year are limited to Hiawassee and West Orange due the effects of the West Oaks Library opening.

Door Count:

The Main Library door count mechanisms had been broken. They are working again.

Program Attendance:

We've made a change to the reporting. We will report total number of attendees at Library programs and the total number of programs.

Quest Line:

Quest Line experienced quite an increase. Two contributing factors were the increase in electronic reference questions and a new library card verification option where patrons can call in to verify they have received their new Library card.

Electronic Use: Beginning this month we will begin to track more of our “electronic activity”.

- Visits to website pages – These statistics are not available for last year. This figure represents the total number of times the pages of our website (Library on Line) were visited.
- Online databases - These are the subscription databases to which the public has access. The challenges here are that each vendor reports activity a bit differently but overall access is up by 43.64%. Some of this increase is due to the addition of new databases. We will be actively seeking ways in which to promote these valuable resources to the public.

Future Statistics Developments:

We are purchasing a web log tracking software package called Web Trends. It will provide us with information on:

- Where our visits are coming from, inside or outside of the network
- Which of our posted PDF files are downloaded most often
- Which search engines are used most often to locate us
- Which sites are linking to us

We will also begin reporting the number of patron sign ups/sessions at our PAN stations.

02-031

VII. **Action Items**

02-032

A. Revision of Board of Trustees By-Laws to change title of Library Director: Corb Sarchet

President Sarchet submitted the proposal to change the Director’s title to Chief Executive Officer / Library Director. Trustee Harbert suggested the proposal should be to change the title to Library Director / Chief Executive Officer with Library Director as the foremost title.

Trustee Harbert, seconded by Trustee Hudson, moved to change the Director’s title to Library Director/Chief Executive Officer.

Motion carried 4-0.

02-033

B. Election of Board President

President Sarchet suggested the nomination of Trustee Harbert as President. Trustee Hudson, seconded by Trustee Fernandez, moved to elect Trustee Harbert as Board of Trustees President, effective at the end of the meeting.

02-034

D. Letter to President Corb Sarchet from former Director of the

Orange County Library System, Dorothy Field

The following letter to President Sarchet from former Director Dorothy Field was read by Director/CEO Hodel:

Dear Corb,

As you retire from the OCLS Board of Trustees I cannot help but reflect on your substantial contribution to this library. Your tenure, which began when the Library was simply the Orlando Public Library, has supported three directors, significant legislative changes, and substantial growth in both Main Library and branches. Your guidance, commitment to library service, and certainly the time you have devoted to the cause are greatly responsible for the prestigious position OCLS holds within the library world in Florida, if not the nation. As a patron, former employee, and taxpayer may I say “Thank you for a job well done.”

Dorothy Field

02-035

E. Trustees Emeritus: Debbie Moss

Assistant Director Moss presented the proposal to amend the By-Laws and to create the position of Trustee Emeritus.

Discussion ensued regarding the election and voting procedures regarding the appointment of a trustee emeritus.

Trustee Hudson, seconded by Trustee Fernandez, moved to amend the By-Laws of the Orange County Library System Board of Trustees, by the addition of Article 4, section 7 to create the position of Trustee Emeritus. Retiring Board members may be elected to the position of Trustee Emeritus by a unanimous vote of the members present, therefore by acclamation. Emeritus/Emerita Trustees may be invited to attend meetings of the Board and act in an advisory capacity, participate in meetings, and may be solicited for advice, but are not entitled to vote.

Motion carried 4-0.

02-036

F. Trustee Emeritus Appointment of Corb Sarchet: Debbie Moss

Assistant Director Moss brought forth the proposal to name Corbin M. Sarchet III to the position of Trustee Emeritus. Trustee Harbert, seconded by Trustee Fernandez, moved to name Corbin M. Sarchet III to the position of Trustee Emeritus of the Orange County Library System Board of Trustees in appreciation of his years of service spanning four decades on behalf of the Library and the Citizens of Orange County.

Motion carried 3-0, a unanimous vote naming President Sarchet as Trustee Emeritus. President Sarchet abstained from the vote.

- G. Book Endowment for Corb Sarchet: Debbie Moss**
Debbie Moss set forth the proposal to honor President Sarchet with a book endowment. Trustee Harbert, seconded by Trustee Hudson, moved to authorize the expenditure of \$300.00 to establish a Friends of the Library Book endowment in the name of retiring Trustee, Corbin M. Sarchet III.

Motion carried 4-0.

02-038

- H. Decision Making Authority with regards to Personnel Matters: Carla Fountain, Susan McKenna**
Human Resources Manager Carla Fountain introduced attorney Susan McKenna who summarized the protocol that outlines the responsibilities of the Library Director/CEO for employment decision-making and to identify those circumstances warranting Board approval or notification.

Trustee Harbert, seconded by Trustee Hudson, moved to approve the protocol for employment decisions as outlined in the Employment Decision matrix, which is consistent with the By-Laws of the Library Board of Trustees and applicable State and Federal statutes.

Motion carried 4-0.

02-039

- I. Defined Benefit Plan Amendment: Robert Tessier, David Pearson**
Comptroller/Division Head Tessier introduced Attorney David Pearson who reviewed the proposed technical amendments to the Defined Benefit Plan. Trustee Harbert, seconded by Trustee Hudson, moved to authorize:

1. That the First Amendment to the Plan is hereby adopted, effective January 1, 1997, in the form attached hereto.
2. That the actions of Corbin M. Sarchet, III, President, Board of Trustees, to execute the First Amendment to the Plan are hereby ratified and confirmed.

02-040

- J. Resolution for DVD Reciprocal Borrowing: Debbie Moss**
Assistant Director Moss presented the proposal to place special borrowing restrictions on the circulation of DVD materials. Trustee Hudson, seconded by Trustee Sarchet, moved to accept the recommendation of staff to restrict the circulation of DVD materials to district card holders and fee card holders, to charge a higher overdue fine per item for DVD materials and to limit the number borrowed to three per person.

Motion carried 4-0.

02-041

- K. Resolution to update Materials Selection Policy: Debbie Moss**
Assistant Director Moss explained the rationale of the proposed changes to the Materials Selection Policy. Trustee Fernandez, seconded by Trustee Hudson, moved to accept the recommendation of staff to make three changes to the Material Selection Policy:

- add the Young Adult Materials statement,
- add the Electronic Resources Statement, and
- add DVD's to the Audio Visual formats which we circulate.

Motion carried 4-0.

02-042

L. Rules of Conduct Policy: Debbie Moss

Assistant Director Moss described the logic of the expanded Rules of Conduct for patrons using Orange County Library System facilities. Trustee Harbert, seconded by Trustee Fernandez, moved to approve the Rules of Conduct, dated March 21, 2002, presented by staff to take effect June 1, 2002.

Motion carried 4-0.

02-043

M. Florida Government in the Sunshine Training: Carla Fountain

Human Resources Manager Fountain introduced to the Board, various options available to implement training in Florida Government in the Sunshine. Trustee Harbert, seconded by Trustee Hudson, moved to authorize the Administration to plan a workshop on Government in the Sunshine regulations to be presented to the Board of Trustees at a date and time to be agreed upon at a future Board Meeting.

Motion carried 4-0.

02-044

N. Staff Day: Carla Fountain

Human Resources Manager Fountain presented to the Board, various options for equitable, system-wide staff training. Trustee Fernandez, seconded by Trustee Harbert, moved to authorize the Administration to close the Library to the public for Library Staff Development Day. The date for the closing will be scheduled so as to have minimum impact on the public's use of library facilities.

Motion carried 4-0.

02-045

O. Communication Policy: Carla Fountain

Human Resources Manager Fountain summarized the need for a communication policy in order to streamline and outline a process when dealing the media or representing the Library's official position on particular issues.

Brief discussion ensued regarding the inclusion of the Board President in the statement. It was concluded that the Board President would be considered a designee if it was deemed necessary for him/her to represent the Library.

Trustee Hudson, seconded by Trustee Harbert, moved to adopt the following language as the Library's official communication policy to be disseminated to all staff and included in the Library's Employee Handbook:

The Library has certain standardized communication channels in place. The Director and the Community Relations Manager (or designees) are the official representatives for the Library when dealing with media inquiries and when asked to provide an official statement representing the Library's position on a particular topic or issue.

Motion carried 4-0.

02-046

P. Planning for Results: Debbie Moss

Assistant Director Moss presented and summarized the completed Planning for Results effort that began in 1998 and has since been completed. It is now necessary to execute a new plan, goals, and challenges. Previously, six Service Initiatives were implemented and completed:

- Children and Youth Services
- Community Resources
- Cultural Diversity and Adult Programming
- Information Literacy
- Literacy Support
- Marketing

Trustee Fernandez, seconded by Trustee Hudson, moved to accept the planning for results strategic planning process as completed, to publicize its accomplishments and recognize staff contributions, and to move forward with a new planning cycle.

Motion carried 4-0.

02-047

Q. Carpet Purchase for South Creek: John Claytor

Planning and Development Officer John Claytor presented the proposal for the selection and purchase of carpet for the South Creek Branch.

Trustee Fernandez, seconded by Trustee Harbert, moved to approve the purchase of Collins & Aikman Infinity/Napa Valley color, 20 ounce Powerbond carpet off the Florida State Term Contract including approximately 60 yards of attic stock and installation. The purchase price for this carpet is \$29,677.84.

Motion carried 4-0.

02-048

R. Carpet Purchase for Windermere: John Claytor

Planning and Development Officer John Claytor presented the proposal for the selection and purchase and installation of new carpet for the Windermere Branch.

Trustee Fernandez, seconded by Trustee Harbert, moved to approve the purchase of Collins & Aikman Infinity/Napa Valley color, 20 ounce

Powerbond carpet off the Florida State Term Contract. The purchase price for this carpet is \$25,268.84, which includes carpet, installation, and moving the shelving, furniture, and equipment.

Motion carried 4-0.

02-049

S. Carpet Purchase for North Orange: John Claytor

Planning and Development Officer John Claytor presented the proposal for the selection and purchase and installation of new carpet for the North Orange Branch.

Trustee Fernandez, seconded by Trustee Harbert, moved to approve the purchase of Collins & Aikman Infinity/Napa Valley color, 20 ounce Powerbond carpet off the Florida State Term. The purchase price for this carpet is \$36,384.20, including the removal of the old carpet, preparation of the floor, and installation of the new C&A carpet.

Motion carried 4-0.

02-050

T. Shelving at South Creek: John Claytor

Planning and Development Officer John Claytor presented the plan to purchase shelving for the new South Creek Branch.

A revision to the original document was presented and is included with the current meeting minutes.

Trustee Hudson, seconded by Trustee Harbert, moved to purchase Library Bureau shelving off the Florida State Term Contract at a cost of \$30,049.29 for the shelving, delivery and installation.

02-051

VIII. Discussion

02-052

A. Committees of the Board: Debbie Moss

Assistant Director Moss gave a brief presentation of the Committees of the Board. There was some discussion of the committee's charges, appointments and the type of ad hoc advisors who may be invited to participate.

02-053

B. History of Diversity on the Library Board of Trustees: Mary Anne Hodel

This information was provided.

02-054

IX. Information

02-055

Director's Report

- Tom Kohler and Sara Brady, whose names have been submitted to the Orange County Board of Commissioners as the Library's next Trustees, will be joining the Board for the 21 March meeting. The library is very grateful for the skills they bring and their willingness to serve the Library. We look forward to working with them on the Board. Their nominations will be considered by the Orange County Board of County Commissioners on 2 April.

- The Library has made an application for Federal LSTA funding for a demonstration project on information assistance online, which will use real-time online communications software to enable patrons at six offsite locations to connect directly to a librarian who will direct, instruct, and assist them in using technology-based library services (internet, library web site, subscription digital databases.) The three City offsite community centers are: Englewood Neighborhood Center, Northwest Community Center, and the Dr. James R. Smith Community Center. The three County community centers are: Bithlo Community Center, Taft Community Center and Willow Street Community Center. Many thanks to Gail Carroll, Kathryn Robinson and the many staff who put in long hours to get the grant written in time to send off just before many of them headed off to the Public Library Association Conference in Phoenix, Arizona.

- The Library is submitting an application for the Golden Brick Award hosted by the Downtown Orlando Partnership. The award is given to celebrate projects which affect the downtown development district and contribute significantly to its quality of life, making Downtown Orlando a more exciting and interesting and desirable place to work, live and play. Our application is for Light Waves, the new art on the west façade.

- The Library has agreed to host as many as five students from area schools enrolled in the “Junior Achievement’s Job Shadow Program” on 9 April.

- The Library is again celebrating “Take Your Child To Work Day” by encouraging employees who work for OCLS to bring a son, daughter, niece or nephew to work on Thursday, April 25, 2002.

- The Library is experimenting with thin client technology for future use in the Computer Resource Center on the 2nd floor and the new branch at South Creek. The thin client technology will enable the library to control the terminals on its networks from the central server instead of having to reconfigure every single PC in the system every time a change is made in the software. This will result in less time spent in maintenance and allow more staff time to be focused on developing new library products.

1. All of the software and licenses to deploy the thin clients to both the CRC and South Creek have been ordered. We have received most of the software and licenses.
2. The Citrix (software to run the thin client technology) servers for the CRC and South Creek have been ordered. This will be all of the hardware necessary to deploy CRC and South Creek.
3. The Library has a "prototype" thin client configured in Information Systems. This client is on the exact same hardware as will be used outside the CRC. It connects to a 1GHz Pentium with 256MB of RAM (one of our un-deployed workstation computers) configured as a Citrix server. This will be set up in the CRC workroom for further demonstrations so that other staff can see the way the Citrix thin client environment will work.

4. The library staff will configure several other clients. One of these will be just like the CRC computers and will be tested at a branch to see how fast it runs over our existing Frame Relay. A second client will be on a PC that has a sound card. This second PC will be used to test video and audio streaming and some additional software packages, starting with the ones we ordered for West Oaks (children's titles).
5. The computer technicians are preparing existing 75MHz Pentiums. These will be cloned as Citrix clients. They will be ready to go once the server hardware is received and configured.

- The Director attended the Mission and Membership Review Board meeting on the 13th of March. At that meeting, the MMRB voted to put forward the names of Sara Brady and Tom Kohler as their recommendations for Library Trustees to the Board of County Commissioners.

- The Director met with the Downtown Business Orlando group on the 12th of March to ask for input on how the library can better meet the needs of the business community.

- The Library will be applying to participate in the Urban Library Council's Executive Leadership Initiative program to develop one of the library's managers for future growth. This program would promote the library's goal of developing its managers and investing in their growth for the future leadership of the library. The program will cost the library \$3000 for direct participation, as well as travel costs for the selected staff member and "coach".

- The Director has accepted an invitation to speak at the American Business Women's Association meeting on 4 May 2002.

- State legislative activity:

House bill 95 passed the Florida House of Representatives by a vote of 102 to 6. This bill, Public Libraries/Computers/Obscenity requires that any county or municipal library where children use the computers would have to install and maintain computer software or equivalent technology that prohibits access to obscene materials by minors. The bill was introduced by Rep. Allen Trovillion (R, Winter Park). The bill now heads for the Senate.

- Update on State Aid to Libraries:

As a result of the March 8 Revenue Estimating Conference, the Legislature has \$677 million in new dollars for next year's budget - some of which could be used to fund State Aid to Libraries at the \$35 million level requested by Secretary of State Harris. A rebounding economy has allowed the Revenue Estimating Conference to predict increasing tax receipts just before the House and Senate head into a difficult appropriations conference process.

The Secretary's requested \$35 million is needed to minimize reductions in cents on the dollar for state aid to public libraries. By law the Legislature can match up

to 25% or 25 cents for each dollar expended locally for public library service. Since local expenditures increase each year, to maintain the same matching level, State Aid would need to increase.

This year the local match slipped to 9.18 from 10.063 cents in 2000-01, because of a funding reduction from \$33.4 to \$32.4 million. This was the first time the level had dropped below 10 cents in 12 years. Even with a \$35 million appropriation, the match will slip to an estimated 9.03 cents. If the House position prevails at 7.51 cents, this will be the lowest level in 25 years.

	Amount	Percentage Match
Secretary's Request	\$35 million	9.03 cents
Governor's Recommendation	\$31,250,000	7.83
House Budget	\$30,250,000	7.51 cents
Senate Budget	\$32,400,000	8.2 cents

- Friends of the Library Update

The February Second Saturday program with jazz entertainer Evelyn McGee Stone was a swingin' and singin' success with 137 people attending. The March program features photographer Eric Dusenbery's Preserving the Spirit: Photography and the Oral History Project. In April, we celebrate a presidential birthday with An Encounter with Thomas Jefferson.

Music in the Library

The February Music in the Library program featured folk music with the First Unitarian Church of Orlando Folk Ensemble entertaining an audience of 60 people. Variety is the name of the tune so our guest for March is jazz vocalist Ravyn with guitarist Jonzi and in April the UCF Early Music Ensemble.

One Book One Community

Charlotte's Web: The Charlotte's Web Read Aloud programs commenced in all Library locations with lots of story sharing. The Library is participating in the Orlando Sentinel One Book, One Community initiative and offering numerous programs in March and April complete with pig and spiders. The Sentinel donated 400 books to the Library and "I Read the Web" stickers too.

LizArt

Don't miss the unveiling of our Library Lizard on Saturday, April 20, at 1:30 p.m. at the Orlando Public Library. The Lizard, part of Orlando's Liz Art initiative, was purchased and donated to the library by the Friends of the Library.

"Library staff in the News" section is being added to our web site as we talked about at the last Board meeting in February. Featured this first time are staff members Lisa Taylor, Gail Carroll, Sheri Chambers and Wendi Bost who will be making presentations at the Florida Library Conference in Daytona 8-11 April.

The Teen and Children's pages on the library's web site are being changed as well. This includes the Teen Voices advisory group. A new brochure has been created to recruit teen member or this group. On Page 72 of the Board packet it was incorrectly listed as Teen Visions.

In honor of the One Community Reads featuring the book Charlotte's WEB, There will be an online treasure hunt on our web page featuring a crawling spider "Charlotte" on each page where the answer to a quiz question can be found. One of the questions is *Give the name of a library trustee*. Click on Wilbur the pig to get started. It is really cute. Thanks to Sherri Chambers for all of her efforts on this.

The Library has submitted an application for the Florida Library Association's Betty Davis Miller Award given for the innovation in services to young people. The program that we submitted, the "Just for Kids" Introductory Card. Many thanks to Lynn Payne for her work on this effort.

The Library has joined the Dell Government Employee Purchase Program that allows OCLS employees to purchase Dell products, including computers, software and peripherals at a 10% off saving from Dell's promotional pricing. Thanks to John Kelley and Eric Atkinson for setting this up for our employees.

The Library donated to the History Center Library a large card catalog cabinet that was excess inventory. After visiting the History Center, the Library learned that the History Center Library was in need of one and we had one we did not need. We told them it was all a matter of "being a good neighbor."

The Library donated to the United Way 2500 books that were no longer needed in the collection. These will be used in a variety of community organizations around the County. Many thanks to Jim Myers, John Kelley, and Gail Carroll for coordinating this effort.

02-056

2001 Investment Report: Robert Tessier

President Sarchet decided to hold this item for discussion at the next meeting if necessary.

02-057

Employee Survey: Carla Fountain

Assistant Director Moss presented an electronic demonstration and Human Resources Manager Fountain summarized the *OCLS As An Employer Survey*.

02-058

Branch Cash Handling Procedures: Robert Tessier

President Sarchet decided to hold this item for discussion at the next meeting if necessary.

02-059

South Creek Project Summary Report: January 31, 2002

President Sarchet decided to hold this item for discussion at the next meeting if necessary.

02-060

Library Feature of the Month: Gail Carroll, QuestLine Department Head

Gail Carroll, QuestLine Department Head presented a digital overview of the QuestLine Department and the Telephone Reference service.

X. Adjournment

President Sarchet adjourned the meeting at 9:18 p.m.

Next Meeting Dates: April 11, 2002, 7:00 p.m., Herndon Library, 4324 E. Colonial Drive, Orlando, FL 32803; May 9, 2002, 7:00 p.m., West Orange Library, 1 East Cypress Street, Winter Garden, Florida 34787.

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 business office on the fifth floor of the Main Library in person or by phone at 407/835-7323 at least two days prior to the meeting.