

**MEETING MINUTES**  
**ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**  
**June 13, 2002**  
**Orlando Public Library**  
**101 East Central Boulevard**  
**Orlando, Florida 32801**  
**407.835.7323**

02-098      I.      **Call to Order**

President Ron Harbert called the meeting to order at 7:00 p.m.

Board Members Present:              Ron Harbert (6/0), Phyllis Hudson (6/0), Gloria Fernandez (6/2), Sara Brady (3/1), Tom Kohler (3/0)

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

02-099      II.      **Public Comment**

Rich Gause spoke about public access and the Sunshine Law. Mr. Gause provided a written copy of his comments and as requested by Mr. Gause, these comments have been included in the official records of this meeting. \*See attached supplemental information.

02-100      III.      **Approval of Minutes**

02-101      **Library Board of Trustees Meeting: Thursday, May 9, 2002**

Trustee Kohler seconded by Trustee Hudson, moved to approve the minutes from the May 9, 2002 meeting.  
Motion carried 5-0.

02-102      **Personnel Policies Briefing Meeting: Tuesday, May 14, 2002**

Trustee Kohler, seconded by Trustee Fernandez, moved to approve the minutes from the May 14, 2002 Personnel Policies meeting.  
Motion carried 5-0.

02-103      IV.      **Financial Statements: Robert Tessier**

Comptroller Robert Tessier summarized and highlighted the financial statements for the eight months ended May 31, 2002. There was brief discussion regarding the expended budget thus far.

02-104      V.      **Statistics and Summaries: Debbie Moss**

Assistant Director Debbie Moss presented the revised statistical reports which are year-to-date comparisons. The Board has requested monthly comparisons to be included as well.

02-105 VI. **Action Items**

02-106 A. **Consent Agenda**

02-107 1. Collection of Overdue Patron Accounts: Debbie Moss  
There were few questions from Board members, and Assistant Director Moss briefly discussed the rationale of contracting with a collection service and the Library's past experiences attempting to collect materials and overdue fines. Some concern was voiced about the older accounts and negative public perception of the Library pursuing these accounts. It was also mentioned that a positive perception of the Library acting as good stewards of public funds may be the result.

Trustee Kohler, seconded by Trustee Fernandez, moved to approve the staff recommendation to contract with Unique Management to handle newly occurring overdue accounts that are \$50.00 and over and have become 90 days overdue, and to contract with National Revenue to address older delinquent accounts that are over \$250.00 and a year old.

Motion carried 4-1, with Trustee Hudson voting nay.

02-108 B. **Winter Garden Branch Project Budget: Robert Tessier**  
Comptroller Tessier presented and summarized the proposed Winter Garden Branch Project Budget. Brief discussion ensued regarding the site plan for the project. It was requested that staff meet with the architect to explore the possibility of changing the orientation of the building so it faces Plant Street. Staff were asked to report back to the Board at the July 11, 2002 meeting regarding the site plan.

Trustee Kohler, seconded by Trustee Hudson, moved to approve the Winter Garden Branch Project Budget totaling \$2,119,000.00.

Motion carried 5-0.

02-109 C. **Preliminary Budgets for Fiscal Year Ending September 30, 2003: Robert Tessier**

Comptroller Tessier explained the four separate annual budgets that are required by law. These are the Operating, Capital Projects, Main Debt Service and the Branch Debt Service Funds. Brief discussion ensued.

Trustee Kohler, seconded by Trustee Fernandez, moved to approve the preliminary FY 2003 Operating, Capital Projects, Main Debt Service, and Branch Debt Service Fund budgets and to authorize staff to recommend to the Library District Governing Board that the FY 2003 Operating Fund millage rate be maintained at .4144 and the FY 2003 Main Debt Service Fund millage rate be adopted sufficient to fund the preliminary Main Debt Service Fund budget.

Motion carried 5-0.

02-110 VII. **Discussion and Possible Action Items**

02-111 Schedule Marketing Committee Meeting: Mary Anne Hodel

Marketing Committee Chairperson, Trustee Brady explained she had invited individuals in the field of marketing to participate in the marketing committee. Budgetary ideas were briefly discussed. The meeting will be scheduled in the near future.

02-112 Meeting Room Policy: Marilyn Hoffman

The Head of Community Relations Marilyn Hoffman, presented and reviewed the meeting room usage charts and the proposed revision of the existing Meeting Room Policy. There was some discussion regarding the proposed policy and the various options included. The Board requested that a copy of the options be sent out to Board Members so that the issues can be discussed/debated at the July 11, 2002 meeting.

02-113 VIII. **Information**

02-114 Director's Report

Listed are comments the Director made in addition to those included in the Board Packet:

! The Director publicly thanked David Buckley and Jason Grant of Disney Imagineering, as well as the other 6 artists in the group for designing our logo. David Buckley designed the chosen logo and Jason Grant designed the Brain logos that will be used with the teen page.

! There will be an article in West Orange Times coming up about the new Winter Garden Library.

! The Genealogy Dept was nominated, for the July issue of Florida Magazine, "Best Of" issue. Joy Dickinson nominated our Genealogy Department as the "Best Place To Dig Into Your Roots." Ms. Dickinson of the *Orlando Sentinel* interviewed the enthusiastic Dept Manager, Gregg Gronlund for the article.

! *Orlando Sentinel* reporter, Walter Pacheco, stopped in asking about Library summer reading lists for school-age children. He was given the year-round lists for elementary and middle school children (plus other reading lists for younger children) and was told about our additional summer programs for school-age children plus the special guest programs that are scheduled for June and July.

‡ **Contest:** The Library is sponsoring a library card sign up contest for all staff to begin in September for National Library Card sign up Month. All staff will be encouraged to take registration materials and hand them out to family, friends, and neighbors. When the prospective cardholder comes in with the registration flyer, they will get a special gift. A firm is being sought to help sponsor the gift, probably a bag with the Library logo on it. The staff members who bring in the most sign ups will receive prizes. The top three staff persons who bring in the most sign-ups will receive cash prizes of \$250, \$150, or \$100. The 4-13<sup>th</sup> most signups will result in a prize of \$50. And the 14<sup>th</sup> to 23<sup>rd</sup> most will result in a prize of \$25. The 24<sup>th</sup> to 50<sup>th</sup> most will receive a library T-shirt. The top 3 departments bringing in the most cards on an average based on the number of people in the departments will receive a pizza party.

‡ The listed Branches will be polling places during the primary election September 10, 2002 and the general election November 5, 2002:

- Herndon
- North Orange
- Southeast
- West Oaks
- West Orange

In addition, the Supervisor of Elections has asked the Dr. Phillips Foundation if they can use the Southwest Branch meeting room as a polling place. The outcome of that request has yet to be determined.

Finally, the South Orange Branch has been a polling place in years past. Sometimes when a Branch moves it is still wanted as a polling place, other times it is not. Word has yet to be received as to what their intent is vis-à-vis South Creek.

**The Board asked that staff schedule as many Spanish-speaking employees as possible at the Branches which will be used as polling places. This is in order to assist the Supervisor of Elections Office.**

‡ The Library's activities have started to be mentioned in the Downtown Orlando Partnership ads and in the Summer calendar in the June edition of the *Orlando* magazine.

‡ **Food Drive:** The Staff Association will be doing a food drive for the Second Harvest Food Bank starting June 14<sup>th</sup> and going through July 1<sup>st</sup>.

‡ **Blood Drive:** The Staff Association will be sponsoring a Blood Drive on Friday, June 14<sup>th</sup>.

‡ **United Way:** This year will be the first time the Library has had a staff member on the Orange County United Way committee. Many thanks to Yvonne Pierre for coordinating OCLS's efforts for this campaign.

! **Donations for South Creek:** The Library is looking to local merchants for gifts of support for the new South Creek branch, we are looking for monetary donations to support equipment, furnishings, programming at the new branch, as well as the opening day ceremonies. Commemorative plaques will be installed to recognize donations made by local businesses or individuals.

! The Director has been asked to talk with the Central Florida Guardianship Association in October at Terra Vista Nursing Home.

! The Washington Park branch will have to close for two weeks for county to remove asbestos from that building. We have asked that the work be done in early January.

! The One Book One Community campaign for October will feature the book *Rocket Boys / October Sky* by Homer Hickam. Mr. Hickam will be in Orlando on November 8<sup>th</sup> and 9<sup>th</sup>. The Orlando Sentinel is the special promotional partner. Barnes and Noble is the official bookseller for Hickam's books that weekend. On Friday the 8<sup>th</sup>, there will be a reception at the Library honoring Mr. Hickam We are trying to tie it in with Veteran's Day parade downtown on Saturday the 9<sup>th</sup>, with a talk by Mr Hickam at the Disney Bandshell on Lake Eola after the parade.

Mr Hickam will also make appearances at 2 local schools during his visit to Orlando. NASA would like to be part of the event. Library Staff members are already working with other members of the steering committee. The members are: Rollins College, UCF, WMFE, Maitland and Winter Park Public Libraries, and Orange County Public Schools, and the school systems from Polk, Osceola, Seminole, Lake, Polk, Brevard, Volusia and their county Libraries.

02-115 Strategic Planning Process: Carla Fountain

Carla Fountain, the Head of the Human Resources Department reported on the progress and of the Community Visioning Session which will be the first meeting regarding the Strategic Planning Process. Different meeting location and facilitator options were discussed.

02-116 WOW Space: Kathryn Robinson

Kathryn Robinson, Division Head of Reference and Information gave a brief summary of the WOW space plans and presented individual invitations to each of the Board Members. The invitations, shaped as oranges, were created by the Library's new Graphic Artist, Benjamin Garcia.

02-117 Branch Tours: John Martin

The Branch Tour has been scheduled for July 18<sup>th</sup> and so far Trustees Harbert and Hudson will be in attendance. The tour will be of some of the Branches in the system and is scheduled for 9:00 a.m. to approximately 6:00 p.m. A request has been made for the tour route to intersect the downtown area during noontime.

02-118 South Creek Project Summary

02-119 Staff Presentation: Computer Resource Center - Leila Higgins

Leila Higgins narrated a power point presentation describing the CRC, which has been funded partially by the Bill & Melinda Gates foundation.

## **IX. Adjournment**

President Harbert adjourned the meeting at 8:49 p.m.

**Next Meeting Dates: July 13, 2002, Alafaya Library, 12000 East Colonial Drive, Orlando, Florida 32826; August 8, 2002, 7:00 p.m., South Creek Library (contingent upon completion of the Branch construction, otherwise to be held at the Orlando Public Library; Albertson Room, 101 East Central Boulevard, Orlando, Florida 32801)**

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.

Your new director has implemented some excellent changes that provide better information for the public about this board's deliberations. The agendas, board packets and minutes of the meetings should be recommended as models for other local boards. She and her administrative assistant are to be commended.

I attended your workshop on the Sunshine Law two days ago. It provided a good overview of the law, but I have some concerns about one of the undercurrents at the meeting. I would hate to see all the wonderful progress that has been made during the last six months destroyed by a potential attitude of skirting the law.

If you make a serious attempt to keep the public as fully informed as possible, there shouldn't be a problem. But the past behavior of this board has been to hide much of its decision-making from the public. Some of the future possibilities suggested by Tuesday night's discussion include:

- Waiting until the last minute to post a meeting notice, so long as it's 24 hours.
- Only posting the meeting notice on a single bulletin board downtown.
- Not providing an agenda in advance.
- Not tape recording the meetings.
- Returning to very abridged minutes, i.e., 10-line summary of a 3-hour meeting.
- Declaring that board committee meetings are not public meetings by only putting one board member on the committees. I'm really curious as to why the board had delegated the responsibility of evaluating the Library Director to a single board member.
- Conducting communication by telephone specifically to ensure that there is no paper/electronic record.
- Finding excuses to charge the public for information to discourage requests.

Although one board member has expressed interest in the past for improving public access, other board members have regularly indicated a preference for discouraging public access. My hope is that either they have changed their attitude about the public or that at least a majority of the current board members will openly express their desire that the Library Administration attempt to comply as fully as possible with the spirit of the Sunshine Law by rejecting the limitations that would be imposed if the above possibilities were adopted.

I have provided you with a summary of some past complaints (attached). Here are two recent examples. Six months ago at the December 2001 board meeting, I expressed concerns about the lack of adequate notice for board committee meetings and the response was that you would attempt to provide better notice. However, no one at that Thursday evening meeting bothered to mention that a board committee would be meeting at 10 a.m. on Monday morning, four days later. The paper notice was apparently posted the next day, but there was no notice on the Library website. This week, there was a single paper notice posted about the Sunshine Law meeting, but it was never included on the Library's website calendar.

If some meetings appear on the Library website calendar, the public should be able to assume that all public meetings are there. Unless the board expresses its official support for the spirit of public access, I have to assume that it will be necessary to drive downtown every evening to read the public notices on the bulletin board posted exactly 24 hours in advance of meetings, because that's the only place some notices will appear. Please don't make that necessary.

I am providing a printed copy of my comments and I ask that they be included as a supplement to the official records of this meeting. Thank you.

Rich Gause  
4900 Cedar Bay St  
Orlando, FL 32812  
(407 277-6446