

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
July 11, 2002
Alafaya Library
12000 East Colonial Drive
Orlando, Florida 32826
407.835.7323

- 02-120 I. **Call to Order**
President Harbert called the meeting to order at 7:00 p.m.
- Board Members Present: Ron Harbert (7/0), Gloria Fernandez (7/2), Sara Brady (4/1), Tom Kohler (4/0) and Trustee Emeritus Corb Sarchet
- Board Members Absent: Phyllis Hudson (7/1)
- Library Administration Present: Mary Anne Hodel, Debbie Moss, Kathryn Robinson, John Martin, Carla Fountain, Marilyn Hoffman, Milinda Neusaenger
- Library Administration Absent: Robert Tessier
- 02-121 II. **Public Comment**
Rich Gause spoke regarding his comments made previously at the June 2002 Library Board of Trustees Meeting. At the June Board Meeting, Mr. Gause's topic of discussion was The Government in the Sunshine Workshop attended by the Library Board.
- 02-122 III. **Approval of Minutes**
- 02-123 **Sunshine Law Workshop Meeting: Tuesday, June 11, 2002**
Trustee Fernandez, seconded by Trustee Kohler, moved to approve the minutes from the Sunshine Law Workshop. Motion carried 4-0.
- 02-124 **Library Board of Trustees Meeting: Thursday, June 13, 2002**
Trustee Kohler, seconded by Trustee Fernandez moved to approved the minutes from the June 13, 2002 Library Board of Trustees Meeting. Motion carried 4-0.
- 02-125 IV. **Financial Statements: Mary Anne Hodel**
Director Mary Anne Hodel reported on the Budget Statements as recorded to date.
- 02-126 V. **Statistics and Summaries and PC Reservation Statistics: Debbie Moss**
Assistant Director Moss presented and explained the changes to the format of the various monthly statistical reports. She also pointed out that PC Reservation Statistics are now available and will be included in the reports. Questions and comments were made regarding the monthly statistics and a request was made for the corresponding month's statistics to be reported concurrently for the previous and current year's statistics.
- 02-127 VI. **Action Items**

02-128 A. **Consent Agenda**

02-129 **1. Approval of the Backbone Budget: Eric Atkinson**

Information Systems Manager Eric Atkinson spoke briefly regarding the proposed budget for the new communications backbone at the Main Library. Trustee Kohler, seconded by Trustee Fernandez moved to approve the Backbone Budget.
Motion carried 4-0.

02-130 **2. Approval of the Unattended Children Policy: Kathryn Robinson**

Reference and Information Division Head, Kathryn Robinson summarized the proposed Unattended Children Policy and the rationale behind it. Discussion ensued about the topic and the various steps to be implemented in the policy. Trustee Brady, seconded by Trustee Kohler moved to approve the proposed Unattended Children Policy.
Motion carried 4-0.

02-131 VII. **Discussion and Possible Action Items**

02-132 **Meeting Room Policy: Marilyn Hoffman**

Marilyn Hoffman, Head of Community Relations presented to the Board, a draft of the proposed Meeting Room Policy. She explained that with the Board's approval, the intent is to contact the Library's attorney in order to firm up the language of the proposed policy. The finalized version will be presented to the Board at a later date. Discussion proceeded and ideas were exchanged regarding partnerships, bartering and user fees. A request was also made for a basic room-charge analysis to be created in order to get an idea of the possible monies that would have been collected from the meeting room use last year if fees had been imposed. Trustee Kohler, seconded by Trustee Fernandez, moved to approve the proposed draft of the Meeting Room Policy and to approve the Administration to contact attorneys to create a final policy to submit at a later date.
Motion carried 4-0.

01-133 VIII. **Information**

02-134 **Director's Report**

! The Library hosted a visit by U.S. Secretary of Education Rod Paige and Governor Jeb Bush on Tuesday 9 July 2002. They read a story, **A Tent Too Full**, with local children in the Children's Department. Barney the Dinosaur paid the group a visit. We had a number of dignitaries in attendance, including Chairman Crotty and Mayor Hood. Afterwards, Barney stayed to visit with the children. The Secretary and the Governor held a press conference. Secretary Paige brought a check for 45 million plus dollars to present to Governor Bush as Florida's share of President Bush's Reading First initiative. The event was very successful. Our staff did a magnificent job setting up for the event, and the coordination, in spite of very little lead time, a multitude of conflicting directions from both advance teams and many changes of plans. I have a huge list of names of staff to thank, which will be included in the minutes.

Orange County Library Staff who assisted in making the 9 July visit of U.S. Secretary of Education Rod Paige and Governor Jeb Bush a success:

Nate Brown: waxed back hall, helped with restroom power washing on bathroom floors, carpet cleaning in meeting rooms

Charles Lawson: carpet cleaning

Bob Rosenthal: helped with shelving and chairs, pressure washed loading dock

Basil Henderson: helped with shelving and chairs

Ben Mathis: cleaning of restrooms

Elvis Bracey: cleaning of restrooms

Darryl Sims: put up shelving and moved furniture

Eric Atkinson: technical arrangements for media, Mult box, and StoryTime Phone Line

Bob Hensley: hooked up phones

Earl Hoffman: pulling telephone lines for StoryTime Phone Line

Lettis Law: cleaned windows, papered over windows

John Moffett: security and cleaning preparations

Jim Myers: loading dock coordination, parking, videotaping

Brad Frost: videotaping

Debbie Moss: coordination with children, getting releases

Carla Fountain: calling trustees

Pam Bergner: located flags and stands, special arrangements for signs

Debbie Tour: located children, handling visitors from closed loading dock

Tonia Hinkle: locating children

Wendi Bost: locating children and finding copies of books to give children

Ellen Wittmann: lunches for kids, name tags

Milinda Neusaenger: coordination and escort for Barney

Ben Garcia: signs, set design, backdrop, library cards

Sabrina Bridges: locating children and parent

Danna Bachand: parent of child

Lynette Schimpf: locating children

Janelle McDaniel: locating children and parent

Sheri Chambers: videotaping

Lyn Payne: found a storyteller to entertain the children

Danielle Tognieri: storyteller to entertain children before meeting with dignitaries

John Martin: editor extraordinaire

! The Visioning meeting that is part of the strategic planning process with the representative for the public will be held at 301 East Pine Street on 23 July 2002 from 5:30 to 8:00 p.m. Bob Kodzis will be the facilitator and it promises to be lots of fun. Many thanks to Jim McIlrath of the Friends Board for setting this up!

! Electronic Board packet was late getting online for this Board meeting. It did not get online until, Wednesday morning 10 July 2002.

! Branch tours by Board members will take place on 18 July 2002. The day is structured so that any Board member who wishes to do so can participate on a half day basis. So far, we have two board members who have signed up.

! Sport/Golf shirts with the library's logo will be on sale to the public by the Friends at their shop on the 3rd floor and at the branches. Price will be \$25.00. Arrangements are being made for staff to purchase the shirt at cost through the Business Office.

! Safety seminars will be given by Lt. Debbie Beavers-Driscoll of the Orlando Police Department. They will be offered for all staff covering: Safety at Work, Home Safety and Security, and Street Sense is Common Sense. They will be offered three dates: 20, 21, 22 August 2002. We are grateful to the Orlando Police Department for their assistance in preventing problems by providing proactive information that each one of us can use in our daily lives.

02-135

Strategic Plan Update: Carla Fountain

Carla Fountain, Head of Human Resources, briefed the Board regarding the plans and scheduled meetings for the Strategic Planning Process. These meetings include three focus group meetings for staff members as well as a meeting for Managers and one for the Library Board and Administration.

02-136

WOW Space Update – Draft of Building Plan: Kathryn Robinson

Kathryn Robinson, Head of Division of Reference and Information, summarized the information provided in the Board Packet, such as the online survey, staff suggestions and Quest Line's phone survey. The draft of the Building Plan for the WOW space was also presented and discussed.

02-137

South Creek Project Summary and Update: John Claytor

Planning and Development Officer John Claytor gave an update on the status of the South Creek Project and the water problem that has developed: Orange County has provided the Library a Certificate of Occupancy. The landscaped areas are retaining water and the problem needs to be resolved; the environmental engineers and the architect are looking into solutions.

02-138

Additional Information

01-139

- a. Letter to Orange County Chairman Richard Crotty
re: Law Collection Revenues FY 2001

02-140

- b. Faxed memo from the Doctor Phillips Foundation
re: Community Room Reservations at Southwest Library

02-141

Staff Presentation: Mobile Librarians at the Alafaya Library - Kathleen Meiners

Kathleen Meiners, Manager of the Alafaya Branch presented a Power Point presentation demonstrating the use of PDA's (personal digital assistants) for reference and customer service. Discussion ensued regarding the type of equipment used and the various uses for the PDA's.

Tom Kohler distributed to the Library Board, his notes from the ALA Convention he attended in Atlanta, Georgia in June 2002.

IX. Adjournment

President Harbert adjourned the meeting at 8:15 p.m.

Next Meeting Dates: August 8, 2002, 7:00 p.m. Orlando Public Library - Albertson Room; 101 East Central Boulevard; Orlando, Florida 32801; September 12, 2002, 7:00 p.m., Hiawassee Library; 2768 North Hiawassee Road; Orlando, Florida 32818

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.