

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
December 12, 2002
Albertson Room
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.7323

02-234 I. **Call to Order**

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

Board Members Present: Tom Kohler (10/1); Phyllis Hudson (13/1); Ron Harbert (13/1); Gloria Fernandez (13/3); Sara Brady (10/2)

Administration Present: Mary Anne Hodel; Debbie Moss; Carla Fountain; Robert Tessier; Kathryn Robinson; John Martin; Marilyn Hoffman; Sally Fry; Craig Wilkins; Eric Atkinson; Milinda Neusaenger

02-235 II. **Public Comment**

Public comments of items listed on the agenda will occur just prior to the Board's discussion and action of the agenda item. Public comments of items not listed on the agenda will occur at the end of the meeting agenda.

If a request is made for written comments to be included in the official record of this meeting, it is helpful if the requestor is able to provide the comments in an electronic format. However, this is not required. This is to ensure the completion and accuracy of the official record posted on the Library's website, www.ocls.info. For more information, contact Milinda Neusaenger at 407.835.7611 or neusaenger.milinda@ocls.info.

02-236 III. **Approval of Minutes**

02-237 **Library Board of Trustees Supplemental Meeting – Strategic Plan Workshop: Saturday, November 9, 2002**

Trustee Hudson, seconded by Trustee Harbert, moved to approve the Strategic Plan Workshop minutes.

Motion carried 5-0.

02-238 **Library Board of Trustees Meeting: Thursday, November 14, 2002**

Trustee Harbert, seconded by Trustee Hudson, moved to approve the meeting minutes.

Motion carried 5-0.

02-239 **Personnel Committee Meeting Minutes: Wednesday, December 4, 2002**

Trustees Harbert, seconded by Trustees Brady, moved to approve the Personnel Committee Meeting Minutes.

Motion carried 5-0.

President Kohler honored Trustee Harbert with a plaque for his service and dedication to the Library System. Trustee Harbert was also presented with a proclamation from Orange County signed by Orange County Chairman Richard Crotty.

Director Hodel introduced the new Library Mascot. The Mascot, which will be named in a children's contest, represents the *Orange You Glad You Read* program.

02-240 IV. **Presentation: South Creek Library Grand Opening Video**

02-241 V. **Financial Statements: November 2002**

02-242 VI. **Statistics and Summaries: October 2002**

02-243 VII. **Action Items**

02-244 **Consent Agenda**

02-245 **A. Resolution to Establish Book Endowment for Ronald Harbert**

02-246 **B. Resolution to Approve Revised Reciprocal Borrower Agreement**

Trustee Fernandez, seconded by Trustee Brady, moved to approve the resolution to establish a book endowment honoring Trustee Harbert and to approve the revised Reciprocal Borrower Agreement.

Motion carried 5-0.

02-247 **Personnel Committee: Director Hodel's Evaluation**

Van Church – OCLS Librarian and SEIU union steward for the bargaining unit spoke regarding Director Hodel's evaluation and proposed merit increase.

Trustee Fernandez summarized the meeting of the Personnel Committee. Those present at the meeting were committee members Trustee Fernandez; Corbin Sarchet, Trustee Emeritus; and Cathy Kennedy, Friends of the Library President. Also present were Director Hodel and Human Resources Manager Carla Fountain. Trustee Fernandez explained that the Committee Members were very impressed with all that Director Hodel has achieved during the past year. The committee recommended Director Hodel receive, in accordance with the guidelines for other Library staff, a salary increase of 8.5% and reimbursement of \$3,000.00 for moving, travel and supplemental compensation to cover expenses in fulfilling her duties as Director.

At the request of President Kohler, Human Resources Manager Carla Fountain spoke regarding the merit increase procedure. She explained that a staff member in the lower 1/3 of their pay grade and whose overall performance is rated as outstanding, is eligible for an 8.5% pay increase. She also explained that every year a memo is sent out to all staff members outlining the percentage they are eligible to receive based on performance. Bargaining unit staff members receive a 4% increase as written in the union contract, regardless of performance.

Trustee Hudson spoke against the motion and stated that lower end salaries and the cost of living should be taken into consideration. Trustee Hudson moved to instead

offer Director Hodel a 4.5% merit increase. Trustee Hudson's motion died due to the lack of a second.

President Kohler stated that staff members with outstanding performance need to be rewarded regardless of where they are in the hierarchy and that if this does not occur, higher work performance is then discouraged.

Trustee Harbert, seconded by Trustee Brady, moved to approve the recommendation that Director Hodel receive, in accordance with the guidelines for other Library staff, a salary increase of 8.5% and reimbursement of \$3,000.00 for moving, travel and supplemental compensation to cover expenses in fulfilling her duties as Director. Motion carried 4-1 with Trustee Hudson voting nay.

President Kohler, for clarification purposes, asked Trustee Hudson if she was in disagreement with the amount of the merit increase or Director Hodel's performance. Trustee Hudson stated she voted against the amount of the increase, and that her vote was not a reflection on the Director's performance.

02-248

Winter Garden Budget Revision

Planning and Development Officer John Claytor summarized the need for the budget increase. He stated that the bids submitted were higher than projected for the construction of the Winter Garden Library. This is due to various factors, such as the need for a retention pond, a sewage lift station, and site design changes. Mr. Claytor also stated the need to establish an approval process for change orders and other line item increases for the construction project. Brief discussion ensued regarding the proposed change order approvals.

Trustee Hudson, seconded by Trustee Fernandez moved to approved the revised 2.55 million Winter Garden Project Budget and to approve the change order and line item increase approval process. Motion carried 5-0.

02-249

Winter Garden Contractor Recommendation

Planning and Development Officer John Claytor reviewed the bid process and stated that all requirements were met as mandated in the Florida Statutes.

Trustee Harbert, seconded by Trustee Hudson, moved to award the construction contract in the amount of 1,961,100.00 to APM Construction for the construction of the Winter Garden Library. Motion carried 5-0.

02-250

VIII. **Discussion and Possible Action Items**

02-251

Modifications to Previously Approved User Fees

President Kohler stated that he represented the Board of Trustees at the November 19, 2002 Orange County Board of Commissioners Meeting. The Orange County Commission was in session as the Library Governing Board. The Library Governing Board had requested the Library Administration to return to the Commission to present additional information for the fine and copying charge increases and meeting room charges.

President Kohler mentioned that the meeting room charges had been deferred until further notice. The proposed modifications to the users fees and fines schedule will reduce the fees and fines previously approved in August 2002. This includes overdue fines, copying charges, and fax charges. President Kohler also mentioned that these fees do not significantly affect the overall budget.

President Kohler also stated that the Library needs to better sell the idea of a barter / partnership system that takes of advantage of the talent available in our community. Brief discussion ensued regarding ideas for creating volunteer partnerships with meeting room users and finding ways to dialog with the users to find out how they can best contribute to the Library System.

Another discussion topic was the revision of the Meeting Room Policy so that it will not reflect any references to meeting room charges. For clarification, President Kohler stated that during FY2002-2003, the Library will not be charging for the use of the meeting rooms. Orange County Resident and Florida Silver-Haired Legislator, Miriam Lancaster submitted a letter addressing the user fees.

Trustee Hudson, seconded by Trustee Harbert, moved to approve the proposed reductions of the previously approved user fees and fines and to amend the Meeting Room Policy by omitting references to the room charges.
Motion carried 5-0.

02-252 IX. **Information**

02-253 **Director's Report**

! An article on library programs for babies and young children is supposed to be published in the Orlando Sentinel's December 15, 2002 edition. The article is by Reporter Robin Suriano.

! Priority Express Parcel will take their annual vacation from delivering our MAYL packages this month. On the following days, all requested material sent out to patrons from Special Services will be mailed by the Postal Service:

Friday 12/20, Monday 12/23, Tuesday 12/24, Thursday 12/26, Friday 12/27.

Patrons accustomed to PEP will occasionally express concern about their packages ending up in their mailbox during this period of the year. Be advised, and please assure them it is only due to PEP's vacation.

! The Library has received a phone call from Mike Johnson, who is now the Director of the Eatonville Community Redevelopment Agency (CRA) and that the Town had turned over the Library development to the CRA. He had just completed a contract with Ace, Inc. to manage the Library project.

According to Mr. Johnson, the town was able to get an extension on their note, provided they have the Library building completed before the end of their FY 03. They are working with a schedule to have us in the building by August or September, 2003. Further, they are trying to get a site plan and elevation drawing ready to present to the Town Council at the Dec 17th meeting or the January meeting. In the meantime, Mr.

Johnson wants the Library to participate in a conference call to Bob Gorin of the State Library to review the steps they are taking to be in compliance with the grant requirements.

Mr. Johnson said that they have abandoned plans for a two story building, have revised the exterior elevation to give it a more historic look, and have reduced the meeting room size (it was more than the town needed) and he said something about giving the Library a “reading room.”

Further Discussion

Trustee Fernandez stated she is very pleased that five libraries will soon be opening on Sundays. On January 5, 2003, the libraries that will be open on Sundays are: the Main Library, Alafaya, North Orange, South Creek and West Oaks. Trustee Brady mentioned that she has been in touch with individuals from the local media in order for the story of the openings to be in the news.

President Kohler discussed the idea of attracting children’s book illustrators to display their artwork in the Library. Trustee Brady stated this will be a discussion topic when she meets with Community Relations Manager Marilyn Hoffman. Trustee Brady also mentioned that even though there have been some attendance issues with the Marketing Committee members, the “Got your card?” campaign is a top priority.

02-254

Additional Information

- **South Creek Update**
- **Winter Garden Update**

02-255

Public Comment: Non-Agenda Items

X. Adjournment

President Kohler adjourned the meeting at 8:14 p.m.

Next Meeting Dates: January 9, 2003, 7:00 p.m. South Creek Library 1702 Deerfield Boulevard; Orlando, Florida 32837.
February 13, 2003, 7:00 p.m. 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 Director’s Office on the fifth floor of the Main Library in person or by phone at 407.835.7611 at least two days prior to the meeting.