

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
February 13, 2003
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.7323

03-027 I. **Call to Order**

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

Board Members Present: Tom Kohler (2/0); Phyllis Hudson (2/0); Gloria Fernandez (2/0); Sara Brady (2/0); James Tyson (1/0)

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

03-028 **Oath of Office New Trustee: James B. Tyson**

03-029 II. **Public Comment**

Public comments of items listed on the agenda will occur just prior to the Board's discussion and possible 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 when posted on the Library's website, www.ocls.info . For more information, contact Milinda Neusaenger at 407.835.7611 or neusaenger.milinda@ocls.info .

03-030 III. **Approval of Minutes**

03-031 **Library Board of Trustees Meeting: Thursday, January 9, 2003**

Trustee Hudson, seconded by Trustee Brady moved to approve the minutes of the January 9, 2003 Board of Trustees Meeting.

Motion Carried 4-0.

Mr. Tyson joined the meeting at 7:05 p.m.

President Kohler officiated the oath taken by Mr. James B. Tyson as the newest member of the Orange County Library System Board of Trustees.

03-032 IV. **Staff Presentation: Homer Hickam Video**

Special Services Manager, Jim Myers also of the Library's video company *101 East* debuted the video of the Homer Hickam programs, reception and interview from November. Copies of the video were presented to the Board Members.

- 03-033 V. **Financial Statements and Summaries: January 2003**
Comptroller Tessier mentioned that Orange County Government is soliciting for banking contracts and that the Library will be able to piggy back off of the County's contract. Comptroller Tessier presented and discussed briefly the monthly financial reports.
- 03-034 VI. **Statistics and Summaries: December 2002**
Assistant Director Moss submitted the statistical reports for December 2002 and briefly discussed the success of Sunday hours at the Alafaya, South Creek, West Oaks and North Orange Branches. She mentioned that Sunday visits at the Branches seem to be brand new patron visits instead of re-directed visits from Main.
- 03-035 VII. **Action Items**
- 03-036 **Consent Agenda**
Trustee Hudson, seconded by Trustee Fernandez, moved to approve the Staff's recommendations for the items on the consent agenda.
Motion carried 5-0.
- 03-037 A. **Branch Building Security System Recommendation: (Addresses Objective Six of the Strategic Plan – Minimize Security Risks)**
The Staff recommended the Board approve the expansion of the access card control system to the remaining branch facilities with the exception of West Orange and award a contract in the amount of \$98,670 to Semco Integrated Systems. An access card control system will be installed at the new Winter Garden Branch during construction.
- 03-038 B. **Resolution to Approve Branch Backbone Budget: (Budget Item and Addresses Goal Two of the Strategic Plan – Expand Use of Relevant Technology)**
The Staff recommendation to the Board was the approval of the purchase and installation of network equipment from AVAYA to upgrade the Library's network infrastructure at the Branch Libraries and upgrade the telephone switch at the Main Library. The purchase and installation cost is \$210,000.00.
- 03-039 C. **North Orange Roofing Contractor Recommendation: (Addresses Objective Four of the Strategic Plan – Create and Maintain Inviting and Appealing Library Spaces)**
The Staff recommended to the Board that the North Orange roofing contract be awarded in the amount of \$72,500 to General Works LLC Roofing and Sheet Metal and to provide a \$7,250 contingency for repairs which may become necessary once the existing roof is removed.
- 03-040 VIII. **Discussion and Possible Action Items**
- 03-041 IX. **Information**
- 03-042 **Director's Report**

We have a new F-Cat link on our homepage directed to parents of students preparing for the F-Cat exams. We've had over 800 visitors in the few weeks it has been up. Parents can find links to our own Learn-A-Test database and to the F-Cat Explorer.

The Library is proud to be displaying pieces of art that are part of the Orlando Modern Art Collection. There will be a special opening of the collection with ribbon cutting on March 6th from 5:00 to 6:00 p.m., with refreshments provided by OMAC. We are trying to arrange for most of the artists to be present. We will advertise the Lecture that will take place at the gallery on the following Saturday, March 8th. Each work will have a brass title plate and there will be artists' bios available. There will also be an article in the Orlando Sentinel regarding the opening.

Mayor Hood has donated a collection of books to the Orange County Library System. There are a total of 159 items. Many are wonderful books of various cities in various countries that are beautifully illustrated. We will be adding them to the collection and displaying them on the first floor so the public can take a look at them before they get shelved into the collection.

About 115 people turned out for the groundbreaking for the Winter Garden branch on Monday. Even though it threatened rain, we had dry skies and a very enthusiastic group of library supporters. Teresa Jacobs, Orange County Commissioner from District 1, The Mayor of Winter Garden Jack Quesinberry, the Winter Garden City Manager Hollis Holden and Bill Battaglia whose family donated the land where the library will be built all spoke about the new branch. They were joined by Sara Brady and Cathy Kennedy, President of the Friends of the Library. The speeches were wonderful and it was very gratifying to see such a warm turnout by the Winter Garden Ambassadors, the Winter Garden branch staff and members of the community.

The Library is for the Birds ... and Birdlovers! Forget about the Birdbrains and the birdseed, because now you can get an bird's eye view on the Great American Bird Count! Right on the homepage of our website, you can link to this project. It is jointly sponsored by Audubon Society and the Cornell Laboratory of Ornithology. By participating in this project students and their families can learn more about local birds, improve their computer skills, and help provide first hand information to an important nationwide research project.

The Library is doing an ADA study of all library facilities. We are contracting with *Interplan* to survey all library facilities for conformance to ADA standards. It will cost us about \$35,000 for the comprehensive survey. This is consistent with Goal 1, Objective 4 of the Library's strategic plan: conduct an audit of ADA compliance for all facilities.

Orange You Glad You Read Mascot has been invited to participate with other local mascots at an Orlando Seals game on 23 February. We were thrilled that our mascot has been so quickly recognized by the community and he will be delighted to attend the game.

President Kohler asked Director Hodel to highlight the award OCLS received from the Urban Libraries Council for the Spectrum Initiative. The Initiative consisted of mobile, cross-training for the Assistant Managers. A \$1500 cash prize is also a part of the award and will be received at the ALA Conference which will be held in June in Toronto, Canada. President Kohler challenged the Library Administration to come up with a creative way to use the monetary award toward the Staff.

Trustee Brady asked Director Hodel to briefly discuss the Children's Initiative. Director Hodel explained that OCLS realized the challenges of Orange County Public Schools and a committee was formed and met and as a result, the Children's Initiative was created. It is a specific plan whereby each librarian will go to two elementary schools, and meet with the principals and media specialists and will attend PTA Meetings in order to provide information about and promote the Library's services.

Trustee Fernandez spoke regarding the Children's Outreach Committee. She will announce the names of committee members very soon and the first meeting will be held in March or April. She plans for the Committee to target middle school students. Trustee Fernandez also reported that some of the students at Discovery Middle School have come up with catchy phrases with a focus on the promotion of reading.

Trustee Brady reported on the Marketing Committee and the progress of the "Got Your Card?" campaign. Trustee Brady shared the prototype bookmarks for the campaign which feature our first local celebrity, Mayor Glenda Hood.

President Kohler requested Trustee Tyson to consider chairing the newly formed Partnership Committee. President Kohler explained the charge of the committee is to form partnerships and sponsorships with corporations, organizations and agencies outside of government in order to support OCLS and to promote reading. Trustee Tyson readily accepted the position. Director Hodel mentioned that the State sponsored summer reading program theme for this year will be "Hats Off to Reading" which may prove to be a good opportunity to partner with several corporate sponsors.

Trustee Hudson asked about a professional position that had recently been posted as an opening, but did not require a Masters of Library Science (MLS). Director Hodel explained that the posted opening was for the newly created Program and Promotions Development Manager position, which did not require an MLS. She also stated not all positions require an MLS and all available positions will be evaluated. Director Hodel mentioned that Assistant Circulation Manager, Kris Woodson, interviewed for the position which was offered to her and she accepted.

03-043

South Creek Update

03-044

Winter Garden Update

03-045

Presentation: Online Card Registration

Assistant Director Moss narrated a Power Point presentation about the forthcoming Online Card Registration. While doing so, she also demonstrated the use of the Smart Board, which is a computerized write-on / wipe-off presentation board used for meetings and classes. Brief discussion ensued.

03-046

Public Comment: Non-Agenda Items

There were not any requests to speak submitted.

X. **Adjournment**

President Kohler adjourned the meeting at 8:05 p.m.

Next Meeting Dates: March 13, 2003 – North Orange Library 1211 East Semoran Boulevard; Apopka, Florida 32703; and April 10, 2003 – Orlando Public Library; 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.