

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
April 10, 2003
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.7323

03-068 I. **Call to Order**

Board Members Present: Thomas Kohler (4/1); Phyllis Hudson (4/0);
Gloria Fernandez (4/0); Sara Brady (4/1);
James Tyson (3/0).

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

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

03-069 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 .

There were no requests made to speak to the Board.

03-070 III. **Approval of Minutes**

03-071 **Library Board of Trustees Meeting: Thursday, March 13, 2003**
Trustee Fernandez, seconded by Trustee Hudson, moved to approve the minutes of the March 13, 2003 Board of Trustees Meeting.
Motion carried 5-0.

- 03-072 IV. **Staff Presentation: Reference – The Near Future: Kathryn Robinson**
Kathryn Robinson, Head of the Division of Reference and Information gave a presentation on reference service, explaining the history and innovations for the near future using technologies such as wireless phones, wireless computers and chat reference. Mrs. Robinson also highlighted a trend to make OCLS even more convenient for users with expanded hours of operation, online registration, remotely available databases, friendly, personalized service and attractive facilities.
- 03-073 V. **Financial Statements and Summaries: March 2003**
Comptroller Tessier spoke regarding the possible refinancing of the Library's long-term debt. The Bonds cannot be refinanced but the bank loan can. Mr. Tessier reported the Library is working with County staff to issue a Request for Proposals to refinance the bank loan. Brief discussion ensued.
- 03-074 VI. **Statistics and Summaries: February 2003**
Assistant Library Director Moss spoke briefly regarding various aspects of the reports including the circulation and MAYL statistics.
- 03-075 VII. **Action Items**
- 03-076 **Consent Agenda**
03-077 Gratuities and Gift Policy
The Library Administration recommended the Board approve the proposed Gratuities and Gift Policy. The intent of this policy is to establish guidelines for Staff and Board Members regarding the receipt of gratuities and gifts. The policy was formulated after similar, existing policies of the City of Orlando and Orange County Government. Trustee Tyson seconded by Trustee Hudson, moved to approve the Gratuities and Gift Policy.
Motion carried 5-0.
- 03-078 VIII. **Discussion and Possible Action Items**
- 03-079 Strategic Plan Quarterly Update: Phyllis Hudson
Vice President Hudson presented the quarterly update of the Strategic Plan and Director Hodel spoke briefly on the progress that has been made thus far.
- 03-080 IX. **Information**
- 03-081 **Director's Report**
- The Library has ordered 250 copies of *Land Remembered* from Pineapple Press for Central Florida Reads. We will add 200+ copies to the collection and then some will be plated for our partners and supporters.

- For our Bagels and Business program scheduled for 24 April. Flyers have been delivered to be posted at a number of downtown locations, including Lake Eola Yacht Club, Urban Think Bookstore, The Mailbox Store and Sam Snead's, a suite of offices on the first floor of the Capital Plaza Building and The Daily News on the ground floor of the Gray Harris Building

We will also be handing out Bagels and Business flyers at the Hispanic Business Expo on Friday and Saturday. The Hispanic Expo is sponsored by the Hispanic Chamber of Commerce. We will be marketing the Library to the attendees, giving out library card applications and informational brochures.

- The Library will participate in the 2003 Annual Project Graduation Student Job Fair 15 April. This event, sponsored by Orange County Public Schools and The Employment Guide, will be held at the Orlando Centroplex Expo Center in downtown Orlando. Though many employers will be attending to recruit job applicants, we are viewing this primarily as an opportunity to market the Library to this age group. The event takes place between 9:30 a.m. and 3:30 p.m. We'll have Library Card Application forms and brochures and some giveaways for the students.
- Last May, members of the Library Administrative Team took a day to spend working side by side with staff in various locations. It was great fun (and hard work!). On Thursday, May 29, 2003 the Admin Team will be back at it! Look for the following administrative staff in the following locations.

Mary Anne Hodel:	Special Services
Bob Tessier:	Technical Services
Sally Fry:	4 th Floor Reference
Craig Wilkins:	Custodial Maintenance
Debbie Moss:	South Trail Branch
Eric Atkinson:	Southeast Branch
Marilyn Hoffman:	Computer Resource Center
Kathryn Robinson:	Hiawassee Branch
Carla Fountain:	Circulation @ Main

- For the second Job Shadow day, we had students from three schools in visiting the Main Library. We received the following email from Barbara Chasnov at Lockhart school:

From: Chasnov, Barbara [<mailto:chasnob@ocps.k12.fl.us>]
Sent: Tuesday, April 08, 2003 5:30 PM
To: Moss, Debbie

Subject: RE: Lockhart Middle School Job Shadow Day

Each of the students and Mrs. Bashinski were so excited about their visit. They had so much to tell the other students who went to nine other businesses. The technology they described was amazing and they had no idea that there was so much to the library besides books. Thanks so much for this opportunity and we look forward to many other activities together. So glad you enjoyed the cookies. We LOVE them at LOCKHART!!!!

Barbara Chasnov

- The library had a pre-construction meeting this afternoon here at Main. The Notice to Proceed for Winter Garden is being issued for April 28th 2003.
- The Library has received word from the Wal-Mart Store Manager in Ocoee this morning. Wal-Mart offered us a \$1,000.00 grant which we will use for our Harry Potter program on 21 June 2003!
- A hardy thanks goes out to the Children's Initiative Team for all their hard work on getting the project started. The Team members are: Ann Gistarb, Kathleen Meiners, Susan Vogt, Michele Patestides and Charile Hoeck. A big thanks also goes to Kathleen Meiners and Kristen Alvarado who assembled the Librarian's Toolbox kits, which will be given to each librarian to use during visits to their assigned school for participation in the Children's Initiative. The toolboxes contain items such as OCLS handouts and pamphlets and a Power Point Presentation of the information to be given during the presentations.
- The book collection at Main has been shifted and are now in logical order the 000's-6000's are on the 2nd floor; and the 700's-900's are on the 3rd floor which is where the biographies will be located as well.

Brief discussion ensued regarding the newly designed library cards. President Kohler asked if all locations were now distributing the new cards. Assistant Director Moss indicated that in some of the Branches, the old card stock was being used up before starting with the new card supply. President Kohler suggested that the new cards should be distributed at all Library locations and Assistant Director Moss stated all locations would be notified.

Six bids for the Library Central renovation project have been received and in the interest of moving the project forward, President Kohler proposed a special meeting be

held by the Board of Trustees. The meeting has been scheduled at the Orlando Public Library in the Cypress Room at 6:00 p.m. on April 22, 2003. The topic will be to discuss and vote on the contractor selection for the Library Central Project.

03-082 **South Creek Update**

03-083 **Winter Garden Update**

03-084 Vocera Presentation: Gail Carroll
Questline Manager Gail Carroll, 2nd Floor Reference Manager Marcia Bruton and Project Coordinator Angela Jacobs demonstrated the use of the Vocera wireless, communication devices. Brief discussion ensued.

03-085 **Public Comment: Non-Agenda Items**
There were no requests made to speak to the Board.

X. **Adjournment**

President Kohler adjourned the meeting at 8:12 p.m.

Next Meeting Dates: May 8, 2003 – West Oaks Library; 1821 East Silver Star Road; Ocoee, Florida 34761 and June 12, 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.