

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
May 8, 2003
West Oaks Branch Library
1821 East Silver Star Road
Ocoee, Florida 34761
407.521.3330

- 03-088 I. **Call to Order**
President Kohler called the meeting to order at 7:05 p.m.
- Board Members Present: Thomas Kohler (5/1); Phyllis Hudson (5/0);
Gloria Fernandez (5/0); James Tyson (4/0).
- Board Members Absent: Sara Brady (5/2)
- Library Administration Mary Anne Hodel; Debbie Moss; Robert Tessier;
Staff Present: Carla Fountain; Kathryn Robinson; Craig
Wilkins; Sally Fry; Eric Atkinson; Marilyn
Hoffman; Milinda Neusaenger.
- 03-089 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.
- 03-090 III. **Approval of Minutes**
- 03-091 **Library Board of Trustees Meeting: Thursday, April 10, 2003**
Trustee Fernandez, seconded by Trustee Tyson, moved to approve the minutes for the April 10, 2003 Board of Trustees Meeting.
Motion carried 4-0
- 03-092 **Library Board of Trustees Supplemental Meeting: Tuesday, April 22, 2003**
Trustee Fernandez, seconded by Trustee Tyson, moved to approve the minutes for the Supplemental Board of Trustees Meeting held on April 22, 2003.
Motion carried 4-0.

03-093 IV. **Staff Presentation: Programs as Products - Production and Promotion**
– **Kris Woodson**

Kris Woodson gave a brief summary of the philosophy of presenting programs and classes as products. Discussion ensued regarding service to the ethnically diverse communities in the service area.

03-094 V. **Financial Statements and Summaries**

03-095.1 **FY 2003 Budget Projection**

Comptroller Tessier reviewed the Operating Fund Budget projection for the current fiscal year. In addition to reviewing significant variances and why they occur, the following information was presented.

- ❑ Library does not amend its budget after it is adopted
- ❑ Projection includes a \$272,400 positive variance for revenues
- ❑ Projection includes a \$653,935 positive variance for expenditures
- ❑ Based on projection, \$1,989,167 of reserves will be used instead of the \$2,918,502 included in the budget.

Comptroller Tessier also presented information on the Library's Operating Fund reserves and their importance to future budgets. By the end of the current fiscal year, Operating Fund reserves are projected to be about \$7,096,000. In Mr. Tessier's opinion, the Library needs \$4,000,000 in reserves as a minimum in order to cover payroll and other operating expenses until the tax revenues start coming in mid to late November each year.

03-095.2 **April 2003 Financial Statements**

03-096 VI. **Statistics and Summaries: March 2003**

Assistant Director Moss briefly summarized the statistical reports for March 2003 and also introduced the new Registration Chart which tracks the monthly registrations of library cards issued. Ms. Moss also mentioned the new mail-in registration brochure, which is distributed to several locations throughout the community. The brochure will be translated into other languages as well. Other distribution points were suggested, such as the Boys & Girls Clubs and apartment complex offices near schools and adult education centers.

03-097 VII. **Action Items**

03-098 **Consent Agenda**

03-099 **Approval of Winter Garden Change Order**

Staff recommended to the Board the approval of Change Order #1 to the Winter Garden Construction Contract with APM Construction Corp. Staff also recommended the Board to authorize the Staff the power to execute Change Order #1 in an amount not to exceed \$71,2000 with up to seventeen (17) additional construction days for the work associated with this Change Order. This is in response to the delays in the permitting process and the amount is still within the contingency budget.

03-100 **Approval of Library Central – Additional Days Closed**
Staff recommended to the Board the approval of closing the Main Library on July 5 and 6, 2003, to allow Skanska Construction full access to the Lobby area for flooring work, provided this time can be used effectively to streamline the lobby work. By June 1, 2003 Director Hodel will make the decision to close on July 5 and 6, 2003. Brief discussion ensued regarding options and flexibility with the schedules of those Main Library staff members who may be affected.

Trustee Hudson, seconded by Trustee Tyson, moved to approve Staff recommendations for items on the Consent Agenda.
Motion carried 4-0.

03-101 VIII. **Discussion and Possible Action Items**

03-102 **Maintenance and Renovation Discussion**
MacTec, Inc., an environmental consulting firm, was hired by the Library to conduct an asbestos survey of the original part of the Main Library Building which was built in 1966. Brian DuChene of MacTec summarized the findings of the asbestos report. Mr. DuChene discussed the areas in which asbestos was detected including the rooftop mechanical room, the old chiller room in the basement, and in the floor tiles in a storage closet in the basement. Mr. DuChene commented that the areas are non-public, low traffic areas and that the small amount of asbestos found is atypical for a large building of such an age. The only potential hazard is if the asbestos is disturbed. Mr. DuChene announced the course of action to be taken will include an awareness and educational program for custodial and maintenance staff members and air quality tests. MacTec will also be submitting proposals for the removal of the asbestos in the rooftop mechanical room, old chiller room in the basement, and the storage closet in the basement. Director Hodel explained that four informational meetings were held with staff. A press release was sent to the *Orlando Sentinel* and TV Channels 2, 6, 9 and 13; this was the catalyst for a few brief announcements on the news. President Kohler commended the Administration for taking such a proactive stance and scheduling the testing without being required to do so.

03-103 IX. **Information**

03-104 **Director's Report**

‡ A meeting was held last week with the Winter Park Director Bob Melanson and the President of the Winter Park Library Board, Dan Coughlin, about potential cooperation by OCLS and Winter Park Library. Tom Kohler, Debbie Moss, and the Director talked about ways in which OCLS could extend reciprocal borrowing between the two jurisdictions as well as continuing to work together on other initiatives such as *One Book, One Community* (Now *Central Florida Reads*). We agreed we would look at the legislation coming out of Tallahassee that mandated cooperation in exchange for participation in state funding and get back with each other.

‡ Noted Author R.L. Stine of the “Goosebumps Series” fame was here Tuesday, May 6, courtesy of Busch Gardens. Children came from Shingle Creek Elementary at 9:30 am

as well as Durrance Elementary and Lake Eola Charter School at 10:30 am. The press covered the event and Orange TV and 101 East taped the event. The children were charmed by Mr. Stine and his scary stories. Each child received a library card application and a copy of his latest book.

! We are recruiting staff for training as volunteer storyteller's or provider's of Children's story programs in English or Spanish. Staff members are urged to call the Children's Department (ext. 7300) if interested. Training will be provided.

! We have gained in our market share and plan to keep on gaining. As of April 2003, we have 257,783 cardholders. That is approximately 30% of our service area population, a 5% gain and climbing. We now have 24,380 more customers than in January 2002. Marketing is an ongoing effort with a "snowballing" effect. The more people we reach out to through marketing and the more people we deliver great service to daily, the faster word spreads through our marketing and our customers, making us more relevant to our community. As part of this campaign, the Library participated in Senior's Day Wednesday, 7 May 2003.

! We will be extending three of the billboards for the Got Your Card campaign for one month. The three billboards are located at:

- East side of US 441, North of Holden Ave, facing South – featuring: Robert Brown, Gary Landwirth, Ron Blocker, Jackie Brockington & Asia, Corb Sarchet, Mercedes McCall, Marc Lubet
- West Side of 441, South of SR 50, facing North – featuring: Ron Harbert, Tom Wilkes, Earl K. Wood, Phyllis Hudson, Mayor Buddy Dyer, Sara Brady, Dean Percy Luney, Jr., Gloria Fernandez
- And the one with the children and ballerina will be relocated to East side of US 441 facing Southbound traffic, 300 feet North of Beggs Road.

! We have a set of six chairs in front of Sleepytime Sal the Lizard on the first floor. The chairs were designed and painted to represent various books by student at Conway Middle School. There is a Rocket Boys chair, one for October Sky, by Homer Hickam, one for The Cay, by Gary Paulsen, and three chairs representing Because of Winn Dixie, by Kate DiCamillo. They are very attractive and certainly add a bit of humor to that area of the first floor. Congratulations to the students at Conway Middle on their creative interpretations of these literary works.

! The Central Florida Memory participants went through final preparations for rolling out the new digital local history materials site. Invitations have been sent out and we are expecting a big turnout on the 21st of May at 5:30 p.m.

! A group from OCLS met with Chris Testerman of Orange County Planning Department to discuss projections for Orange County growth and the library's plans for potential new branch sites. Population Growth Projection charts from Orange County have been included in the supplemental packet.

! The Library is in the process of arranging for parking at the garage across from the Main Library for Board Members when attending meetings. We will let you know when it is ready. The loading dock has gotten severely congested with Library Central construction activity, and the excavation dumpster, as well as the additional subcontractors unloading and loading materials for use in Library Central.

! By now you will have noticed the changes going on at Library Central. There has been a steady procession of orange ceiling baffles going out the back door to the dumpster. The construction wall has gone up, sealing off the west wing, with much of the activity taking place behind the wall. You will see other evidence of the work during the next four months. The contractor, Skanska, is ready to start on work in the lobby. They plan to begin with the book return area. A construction wall will be built that includes the two east doors, and then will run north to about ten feet from the info desk, then east to just west of the café door.

This work will begin as soon as Stanley Doors adjust the outer doors. This involves making the doors 'bi-directional', moving the locks to the outer doors and removing the inner doors. Stanley has not yet committed to a time. The public will access the library through the west doors, with the staff entrance doors as additional emergency access.

The book return and registration equipment will be moved to the west counters, about in the same configuration as it is currently. Since the three check-out desks will come out to accommodate the wall, three check-out stations will be set up on folding tables along the temporary wall. The power from this will come from the ceiling cord and they will have wireless cards for data.

The construction wall dividing this will be up early next week. Skanska has promised to keep the clutter picked up, so at least we will have a clean ugly look. There will be a period of time when parts of the lobby floor have no finish except for bare concrete. We are actively working with Skanska to maintain proper transitions. We are also working on appropriate signage.

President Kohler and Trustee Tyson suggested engaging teens and children to decorate the temporary construction walls. Trustee Tyson recommended a handprint wall as a possible design.

In response to the recent news of fire code violations in Orange County Public Schools, Trustee Hudson requested a fire safety report of OCLS Library locations be presented at the June Board Meeting.

Trustee Fernandez stated Orange County Public Schools will be sending summer reading lists to libraries near the schools. Discussion ensued and Staff will pursue the posting of the lists.

- 03-105 **Winter Garden Project Summary**
- 03-106 **Library Central Project Summary**
- 03-107 **Public Comment: Non-Agenda Items**

There were no requests made to speak to the Board.

X. **Adjournment**

President Kohler adjourned the meeting @ 8:21.

Next Meeting Dates: June 12, 2003 – Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 and July 10, 2003 – Alafaya Branch Library 12000 East Colonial Drive; Orlando, Florida 32826.

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.