

AGENDA
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
July 10, 2003
Alafaya Branch Library
12000 East Colonial Drive
Orlando, Florida 32826
407.249.6180

- 03-131 I. **Call to Order**
Board Members Present: Tom Kohler (7/1); Phyllis Hudson (7/0);
Sara Brady (7/2); James Tyson (6/0)
- Board Member Absent: Gloria Fernandez (7/1)
- Library Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier;
Carla Fountain; Kathryn Robinson; Sally Fry;
Craig Wilkins; Eric Atkinson; Marilyn Hoffman;
Milinda Neusaenger
- President Kohler called the meeting to order at 7:00 p.m.
- 03-132 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 .
- 03-133 III. **Approval of Minutes**
- 03-134 **Library Board of Trustees Meeting: Thursday, June 12, 2003**
Trustee Tyson, seconded by Trustee Hudson, moved to approve the minutes for the Board of Trustees meeting held on June 12, 2003.
Motion carried 4-0.
- 03-135 IV. **Staff Presentation: Hogwart's 101**
Children's Department Manager Kathleen Meiners, Children's Program Specialist Kristen Alvarado, and North Orange Branch Youth Specialist Danielle King gave a presentation highlighting the Hogwart's 101 and Harry Potter Programs which were held to celebrate the release of book five (5) of the Harry Potter series. President Kohler presented each of the ladies with a bouquet of flowers in appreciation for their hard work and efforts in coordinating and implementing the programs.

03-136 V. **Financial Statements and Summaries: June 2003**

03-137 VI. **Statistics and Summaries: May 2003**

03-138 VII. **Action Items**

03-139 **Non-Consent Agenda**

03-140 **Loan Refinancing and Future Borrowings: Robert Tessier**

Comptroller Robert Tessier discussed the plan to refinance an existing loan of the Library and to establish a line of credit using SunTrust as the lender. Mr. Tessier briefly discussed that the RFP was sent to six financial institutions. Two banks declined to participate and the other four proposals were received by the established deadline. Mr. Tessier explained that the total amount borrowed would not exceed 7.5 million dollars, of which 2.5 million dollars would be used to refinance an existing loan. The remaining 5 million dollars would be used to establish a line of credit to finance the acquisition of land for future branch sites and/or construction of a branch. Brief discussion ensued.

Trustee Tyson, seconded by Trustee Hudson, moved to authorize the borrowing capacity of \$7,500,000, which includes refinancing the existing loan and to authorize SunTrust as the lender.

Motion carried 4-0.

03-141 **Automation System Purchase: Debbie Moss**

Assistant Director Debbie Moss introduced and highly praised the staff members who participated on the Library Automation Selection Team. The Team Members, headed by Ms. Moss are as follows: Craig Wilkins, Branch Administrator; Jim Myers, Head of Special Services and Delivery; Eric Atkinson, Head of Information Systems; Nedra Blanke, Head of 3rd Floor Reference; Debra Tour, Head of Circulation; Wendi Bost Head of Collection Development and Technical Services and Ken Gibert, Hiawassee Branch Manager. Ms. Moss briefly summarized the RFP process explaining that six vendors were contacted and of those two declined to bid. After intensive evaluating, it was determined that Innovative Interfaces, Inc. (III), offered the best and most complete package of services available. Included are services such as a sophisticated serials module, a circulation module with the capability to capture signatures, a wireless interface, extensive report writing and the interface is available in Spanish.

Trustee Brady asked how complicated it would be to make the transition to the new system, Ms. Moss explained that the process would take approximately six months and would include converting all patron and bibliographic records as well as training of staff. Discussion ensued regarding patron and staff training, hardware upgrades, and compatibility with the self check-out system.

Mr. Gibert, while on vacation in Colorado, evaluated the Boulder Library's III system. President Kohler asked if there was a significant difference when comparing the existing DRA system to the III system. Mr. Gibert explained that there is a noticeable difference and that the III system is much more user friendly. Both Ms. Moss and Mr. Gibert agreed there are more workflow options with III.

Trustee Tyson asked which peer system, comparable to OCLS, was using III. Ms. Moss stated that Sarasota (FL.), San Francisco, and Nashville (TN.) Public Library Systems, while not similar in size, have reported they are pleased with the system.

The Board of Trustees praised and commended the Library Automation Selection Team for their exhaustive efforts and hard work with the entire evaluation and decision making process.

Certificates of Appreciation were presented to each member of the Team.

Trustee Hudson, seconded by Trustee Brady, moved to authorize the negotiation of a contract with Innovative Interfaces, Inc. to purchase the Millennium library automation system in an amount not to exceed those funds budgeted. A final contract will be presented to the Board for approval.

Motion carried 4-0.

03-142 VIII. **Discussion and Possible Action Items**

03-143 **Strategic Plan Quarterly Update: Phyllis Hudson**

Trustee Hudson spoke briefly regarding the second quarterly update of year one of the Strategic Plan. She mentioned that it is helpful the most recent changes were highlighted in bold text. Director Hodel noted changes have already occurred with the planning of branches. Branch planning meetings have been held with the chief planners from the City of Orlando, Orange County, and with Beat Kahli of Avalon Park. President Kohler suggested the fire safety audits should be included in the Strategic Plan as well.

03-144 **Fundraising Possibilities**

Director Hodel asked the Board for input regarding fundraising ideas and priorities. Trustee Tyson stated that many corporations are supportive of libraries, and that OCLS is operating in the best manner possible. Trustee Tyson suggested establishing a library foundation which would ensure better management of fundraising and donations. He explained that a separate board would need to be established to oversee the operation. Such a board would be completely devoted to generating donations for OCLS and demonstrating the Library's needs to corporations that traditionally support libraries. Trustee Brady stated the Board needs to establish the type of service that will be targeted for the fundraising gala the Marketing Committee has been planning. President Kohler suggested that services to individuals with special needs should be considered. He also asked if there were any services that one would not expect in a library. Reference and Information Division Head Kathryn Robinson mentioned programs for teens such as after-school help and reaching out to new teen parents. Director Hodel stated that some staff members also have conceptualized ideas to target the middle school audience with programs such as homework help and recreational learning activities. Trustee Brady pointed out the public's general consensus is that OCLS is properly funded; and explanation is needed to convince individuals that more money is needed for special projects.

03-145

Alcoholic Beverage Policy

Director Hodel introduced the proposed Alcoholic Beverage Policy and stated it would be necessary to have it approved in light of the upcoming Library Central fundraising event. Brief discussion ensued regarding the adoption of the policy and suggested changes including statements that the event will be library sponsored and the serving of alcohol will need the Board’s approval.

Trustee Hudson, seconded by Trustee Tyson, moved to approve the Alcoholic Beverage Policy with the suggested statements added. The policy will read:

Alcoholic beverages may be served for the purpose of fundraising and various Library sponsored development and promotions projects, when the following requirements are met:

- *The event is sponsored by the Library, and*
- *The Library Board of Trustees has approved alcoholic beverages to be served, and*
- *A licensed bartender, caterer, or other entity which provides liquor liability insurance coverage, is engaged to serve beverages, and*
- *The bartender, caterer, or other entity executes an agreement which shall:*
 1. *hold the Library harmless and indemnify the Library against liability arising from alcoholic beverages willfully and unlawfully served to a person who is not of lawful drinking age or knowingly served to a person habitually addicted to the use of any or all alcoholic beverages; and*
 2. *require the bartender, caterer, or other entity to comply with all County, State, and Federal laws governing the service of alcoholic beverages.*

Motion carried 4-0.

03-146

IX. **Information**

03-147

Director’s Report

•Here is a list of the folks that collectively made Harry Potter a success! Many thanks to all of them!

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|-------------------------------------|--|
| Crystal Sullivan (Div. of Branches) | Gail Carroll (Questline) |
| Charlie Hoeck (Children’s) | Sheri Chambers (Information Systems) |
| Jamie Conklin (Alafaya) | Kyle Covey (Information Systems) |
| Jessica Sugiuchi (South Trail) | Carla Fountain (Human Resources) |
| Kim Peters (4th Floor Reference) | Sally Fry (Division of Branches) |
| Kris Hambrick (Collection Dev.) | Linda Gabriel (Collection Dev.) |
| Michelle Patestides (North Orange) | Craig Goetzke (Custodial Maint.) |
| Omar Elkayoubie (North Orange) | Ken Gibert (Hiawassee) |
| Tanya Walker (Alafaya) | Earl Hoffman (aka Mr. Weasly of Information Systems) |
| Mauricio Murillo (Alafaya) | Marilyn Hoffman (Community Rel.) |
| Margaret Reid-Leach (Wa. Park) | Wendy Nowell (Alafaya) |
| Marschia Scioville (Alafaya) | Jeanne Pettrey (North Orange) |
| Tamiko Kirt (North Orange) | Jose Ramos (Alafaya) |
| Hope Wymer (Alafaya) | Lynette Schimpf (Collection Development) |
| Katie McNair (Alafaya) | Pam Sogge (2nd Floor Reference) |
| Laura Jobs (Alafaya) | Amy Whitaker (Alafaya) |
| Eric Atkinson (Information Systems) | |
| Rena Bennett (Alafaya) | |
| Wendi Bost (Collection Development) | |

Kris Woodson (Community Rel.)
Kristin Alvarado (Alafaya)

Danielle King (North Orange)
Kathleen Meiners (Children's)

These folks weren't even OCLS staff and they came out to help!

Augie Alvarado
Darren King
Scott Rothstein
Marla Rothstein
Bob Rothstein

- Photographs were taken of Lt. Governor Toni Jennings for the *Got Your Card?* campaign.
- The asbestos removal for the Main library has been completed. The last of it was taken from Air handlers A& B Saturday night. I will be glad to answer any questions about the job.
- Next Bagels and Business 25 Sept 7:30-9:00 Information about Bagels & Business will be included in an article in the Morningstar newsletter.

•**Washington Park closed for one day.**

The Washington Park Library will be closed to the public Saturday July 19, 2003. Normal library hours will resume Tuesday July 22, 2003. We are closing at the request of Orange County Government's Capital Project Office who is coordinating a HVAC replacement project in the Lila Mitchell Center where the library is located. The Saturday closing allows the contractor several days to remove the existing HVAC system and set up temporary units prior to the resumption of library service.

- At the Freedom High School Open House, Deanna Furtado and Debbie Tour registered 20 new cards, renewed 5 cards and talked to about 60 people who had cards. Also talked to people that did not want to do anymore paperwork and were in a hurry.

The laptop computer they brought along worked great. We entered most of the card information after the patron had gone so we would make the process as quick as possible.

- As a result of our participation at Freedom High, we received an invitation from the John Young Elementary School to participate in an open house on August 7th.
- The Library met with a representative of the Consulate of the Netherlands about a potential Van Gogh exhibit at the Main Library.

Discussion continued regarding promotional development of the Van Gogh exhibit. President Kohler suggested programs, promotions and displays with a Dutch/Holland Theme and suggested that Marena Grant-Morrissey of the Orlando Museum of Art should be contacted for input. Trustee Tyson offered the idea of partnering with KLM Airlines.

Director Hodel announced the possibility of scheduling a program with author Bruce

Cutler, former attorney of John Gotti. Several program ideas were shared, for instance partnering with the Central Florida Historical Society and holding the lecture/program in the old courtroom and to stage a mock-trial of the John Gotti court case.

Director Hodel announced to the Board that OCLS has been awarded a \$1,000.00 grant from the National Endowment for the Humanities in support of the *Elizabeth I: Ruler and Legend* exhibit which will be on display from December 15, 2004 through February 18, 2005 at the Library downtown.

Trustee Hudson asked about discussing the Patriot Act at the next meeting. Director Hodel explained that the Library's attorney has been contacted and has yet to render a response.

03-148 **Hogwart's 101 Comments**

03-149 **Winter Garden Project Summary**

Director Hodel informed the Board that a "stop work order" has been issued by the city of Winter Garden, and construction has been limited on the Winter Garden Branch Project. The "stop work order" was issued because the subcontractor had not provided the company's license, wrong sized piping had been used and some silt drainage had not been abated. Winter Garden City Manager Hollis Holden, stated work cannot go beyond the building perimeter.

03-150 **Library Central Project Summary**

On the 1st floor, Skanska USA is unable to drill through an 18-inch concrete wall, therefore the Family Bathroom space needs to be re-addressed as the bathroom plumbing code standards will not be met.

03-151 **Public Comment: Non-Agenda Items**

There were no requests submitted to speak to the Board.

X. **Adjournment**

President Kohler adjourned the meeting at 8:40 p.m.

Next Meeting Dates: August 14, 2003 – Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801, and September 11, 2003 – Southeast Branch Library; 5575 South Semoran Boulevard; Orlando, Florida 32822.

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.