

AGENDA
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
August 14, 2003
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.7323

- 03-152 I. **Call to Order**
Board Members Present: Phyllis Hudson (8/0); Gloria Fernandez (8/1);
Sara Brady (8/2); James Tyson (7/0)
- Board Members Absent: Tom Kohler (8/2)
- Library Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier;
Carla Fountain; Kathryn Robinson; Sally Fry;
Craig Wilkins; Eric Atkinson; Marilyn Hoffman;
Milinda Neusaenger
- Vice President Hudson called the meeting to order at 7:00 p.m.
- 03-153 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 .
- 03-154 III. **Approval of Minutes: Library Board of Trustees Meeting – Thursday, July 10, 2003**
Vice President Hudson indicated a mistake had been made with the attendance reporting, Trustee Fernandez was listed as present at the July meeting when she was absent. Trustee Brady seconded by Trustee Fernandez moved to approve the July 2003 Board of Trustees minutes as corrected.
Motion carried 3-0.
- 03-155 IV. **Staff Presentation: Video Presenter – Abraham Berrios**
Abraham Berrios, Computer Technician in Information Systems, gave a presentation about a video editing computer program called Video Presenter. Brief discussion ensued.
- Trustee Tyson joined the meeting at 7:10 p.m.

- 03-156 **Staff Presentation: Orange Chat – Gail Carroll**
QuestLine Manager Gail Carroll gave a demonstration about Orange Chat, the live, online chat service patrons can use to communicate with QuestLine staff. The service has been online and live since July 23, 2003. Brief discussion ensued regarding translating Orange Chat for Spanish speaking patrons. Ms. Carroll said that it is forthcoming. Assistant Director Moss mentioned that staff can also use Language Line, a multilingual translation phone service, in conjunction with Orange Chat.
- 03-157 V. **Financial Statements and Summaries: July 2003**
- 03-158 VI. **Statistics and Summaries: June 2003**
- 03-159 VII. **Action Items**
- 03-160 **Recognition of Retiring Employee: Monika Cooper**
Trustee Brady, seconded by Trustee Tyson moved to pass the resolution recognizing and honoring Monika Cooper for her outstanding service as an employee since August 25, 1987.
Motion carried 4-0.
- 03-161 **Recognition of Retiring Employee: Charlotte Bruce**
Trustee Fernandez, seconded by Trustee Brady, to pass the resolution recognizing and honoring Charlotte Bruce for her outstanding service as an employee since October 25, 1988.
Motion carried 4-0.
- 03-162 **Consent Agenda**
- 03-163 **Closure of Library Facilities for Staff Day 2003 – 11 November 2003
(Addresses Goal 4; Objective 1 of Strategic Plan)**
Trustee Tyson, seconded by Trustee Fernandez, moved to authorize the Administration to close the Library to the public on November 11, 2003 for Library Staff Development Day. The date for the closing will be scheduled so as to have minimum impact on the public's use of library facilities.
Motion carried 4-0.
- 03-164 **West Orange Real Estate Contract
(Addresses Goal 1; Objectives 1 & 4 of Strategic Plan)**
Trustee Tyson, seconded by Trustee Fernandez, moved:
1. To approve the Contract of Sale and Purchase for the sale of the West Orange Branch property to the City of Winter Garden for \$350,000. Closing will take place after the new library at the corner of Plant and Perkins Streets opens to the public.
 2. To authorize the Director / Chief Executive Officer to execute the Contract of Sale and Purchase and any other documents relating to the sale and purchase.
- Motion carried 4-0.

03-165 **Purchase of Public Citrix Servers and Microsoft Office Applications**
(Addresses Goal 2; Objective 2 of Strategic Plan)
Trustee Tyson, seconded by Trustee Fernandez, moved to approve the purchase of software and hardware to install thin-client technology on all public PC's in an amount not to exceed \$102,000.
Motion carried 4-0.

03-166 **Staff Computer Upgrade**
(Addresses Goal 2; Objective 2 of Strategic Plan)
Trustee Tyson, seconded by Trustee Fernandez, moved to approve the purchase of software and hardware to upgrade staff computers in an amount not to exceed \$80,000.
Motion carried 4-0.

03-167 **Fiscal Year 2003 Budget Amendment – Branch Debt Service Fund**
Trustee Tyson, seconded by Trustee Fernandez, moved to approve the following FY 2003 budget amendment to the Branch Debt Service Fund:

Revenues

Loan proceeds	\$2,700,000.00
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Expenditures

Debt Service – pay off existing loan	\$2,700,000.00
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Motion carried 4-0.

03-168 **Non-Consent Agenda**

03-169 **Final Budgets Ending September 30, 2004: Robert Tessier**
Comptroller Tessier reviewed the approval process for the FY 2004 Budgets. The preliminary FY 2004 Budgets were brought to the Board of Trustees in June and approved; then the preliminary FY 2004 Budgets were presented to the Governing Board in July and approved. Comptroller Tessier briefly discussed the need to approve the final FY 2004 Budgets in order to present them to the Governing Board in September.

Trustee Fernandez, seconded by Trustee Tyson, moved:

1. To approve the final budgets for the Operating, Capital Projects, Sinking, Main Debt Service, and Branch Debt Service Funds for the fiscal year ending September 30, 2004.
2. To authorize staff to transfer up to \$400,000 from the Operating Fund to the Capital Projects Fund this fiscal year if the Library Central project, including furnishings, is delayed beyond September 30, 2003.

Motion carried 4-0.

03-170 VIII. **Discussion and Possible Action Items**03-171 **Compensation Plan**

Human Resources Manager, Carla Fountain, presented a Power Point overview of the Library's Compensation Plan. Ms Fountain summarized the merit-based increase schedule which, since 1996, has been in effect for all non-bargaining unit employees. Brief discussion ensued. Trustee Fernandez asked if a new hire with prior position appropriate knowledge and skills is compensated for experience. Ms Fountain explained that all new hires start at the established minimum level for the positions in which they are hired. Vice President Hudson suggested possibly adjusting the procedures so that new hires, especially management, with experience do not start at the minimum level of the pay scale for the position, but at a level comparable to their experience. Vice President Hudson requested the Administration explore the possibility of compensating new hires at a higher starting salary, based upon their experience.

Trustee Tyson, seconded by Trustee Brady, moved to approve the OCLS Merit Increase Schedule for the fiscal year ending September 30, 2004.
Motion carried 4-0.

03-172 IX. **Information**03-173 **Director's Report**

- Earl K. Wood, Orange County Tax Collector, has requested more bookmarks. He says they are a most popular item.

- The Central Florida Library Cooperative and the Library hosted a reception for State Librarian Judi Ring for all librarians in the area. It was well attended and featured displays from several local public library systems as well as the Central Florida Memory display from UCF. Ms. Ring was very pleased with the turnout.

- A number of staff participated in the statewide informational meetings held August 14th by Secretary of State, Glenda Hood, on the changes at the State Library. The meetings were held at the Church Street Ballroom.

- Central Florida Reads now has its own web site. The domain name for Central Florida Reads should be working in 24 to 48 hours. The web address is: <http://www.cas.ucf.edu/cfreads/>.

- The Library is organizing a series of events for Teen Read Week which is from October 19-25. The theme is *Slammin' @ Your Library!* A kick off event, "Word Up to Poetry," will be held at Main on October 19th and a Teen Read Week Internet surfing event will be held at the South Trail Library on October 21st. A Poetry Slam will be held at Main on Wednesday, October 22nd and at the Windermere Branch on October 25th. The top winning poems will be published on our site as an Online Journal. In preparation for the Poetry Slam, we are presenting "Poetry Alive" workshops on October 15th for middle school and high school students. We plan to invite the Girls and Boys Clubs to attend these sessions. Other events include an October 14th Book Discussion Group at Washington Park and a Teen Mystery Night on Friday, October 24th. Danielle King has contacted UCF's English Department and has received an offer

of help with the kickoff from a recent graduate. Many thanks to Kristin Alvarado, Danielle King and Bobbie Gonzales.

- Jan Stratton's *Got Your Card?* poster is hanging on her parking space sign at Eccleston Elementary. She is Eccleston's school liaison from Universal Studios.

- Managers will be provided training on September 4th on setting up terminals and processing credit/debit card transactions. We are looking at a tentative implementation date of September 15th for accepting credit/debit card payments.

- We have been asked by the ACLU to hang their signs in the libraries in order to protest the Patriot Act. The inclination is to not hang the posters, as they will put a damper on library use.

- The Director was asked to participate in the State Library Director's Conference to be held the 9th and 10th of October in Kissimmee. She will be speaking on innovations in library service.

- We have winners in the Hats off to Reading Campaign! We have selected the winners randomly. All have cards in good standing and read their 8 titles. Here are the winners:

The grand prize-winner of two season passes to Universal Studios is Morgan Webber and her father Brian Webber.

The first prize-winner of two nights at the Casa Monica Hotel in Saint Augustine is Carson Cooper and his mother Kristen Cooper.

The second prize-winner of dinner for two at Morton's Steakhouse is Lucas Koford and his mother Amy Koford.

The ten (10) third prize-winners of a pair of tickets to Wet 'n' Wild are as follows:

Nicholas O'Brien and his mother Karen O'Brien.

Christine Rice and mother Fran Rice

Salena Henzel and mother Donna Henzel

Adam Phillips and mother Kim Phillips

Mathew Hafner and mother Debbie Hafner

Zachary Stetter and mother Susan Stetter

Alicia Zupkoff and mother Jodi Zupkoff

Zachary Watson and mother Loretta Watson

Deanna Foust and mother Kimberly Foust

Christian Ziegler and parent Stacey Burroughs

Vice President Hudson congratulated Director Hodel for being chosen as the local arrangements committee chairperson for ALA Conference 2004, which will be held in Orlando.

- 03-174 **OCLS As An Employer Performance**
- 03-175 **Winter Garden Project Summary**
- 03-176 **Library Central Project Summary**
- 03-177 **Survey Results**
- 03-178 **Central Florida Memory Comments**
- 03-179 **Public Comment: Non-Agenda Items**

X. Adjournment

Vice President Hudson adjourned the meeting at 8:05 p.m.

Next Meeting Dates: September 11, 2003 – Southeast Branch Library; 5575 South Semoran Boulevard; Orlando, Florida 32822 and October 9, 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.