

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
September 11, 2003
Southeast Branch Library
5575 South Semoran Boulevard
Orlando, Florida 32822
407.249.6210

- 03-180 I. **Call to Order**
Board Members Present: Tom Kohler (9/2); Phyllis Hudson (9/0); Gloria Fernandez (9/1); Sara Brady (9/2)
- Board Members Absent: James Tyson (8/1)
- Library Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier; Carla Fountain; Sally Fry; Craig Wilkins; Eric Atkinson; Marilyn Hoffman; Milinda Neusaenger
- President Kohler called the meeting to order at 7:00 p.m.
- 03-181 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 .
- 03-182 III. **Approval of Minutes: Library Board of Trustees Meeting – Thursday, August 14, 2003**
Trustee Fernandez, seconded by Trustee Brady, moved to approve the minutes for the August 14, 2003 Board of Trustees Meeting.
Motion carried 4-0.
- 03-183 IV. **Staff Presentation: Gail Carroll – TeacherConnect!**
QuestLine Manager Gail Carroll, navigated the new online service TeacherConnect!, which is a linked website created by OCLS to facilitate the use of the Library's website, products and services by teachers in Orange County. Teachers are able to post class and homework assignments as well as link to useful websites and access Library information. Brief discussion ensued. The formation of a user group was suggested as well as an evaluation tool that could be used by each school's Library liaison in order to evaluate the effectiveness of the website.

- 03-184 V. **Financial Statements and Summaries: August 2003**
Further discussion of the documents provided was not necessary.
- 03-185 VI. **Statistics and Summaries: July 2003**
Brief discussion ensued about the information provided regarding the “total registered Borrowers.” Assistant Director Moss explained that this figure includes all patrons with either an expired and un-expired cards. Ideas for contacting patrons with expired cards were also discussed. Renewal cards sent before the expiration of cards was also suggested. Ms. Moss indicated there may be more flexibility in the future with the forthcoming library automation system.
- 03-186 VII. **Action Items**
- 03-187 **Consent Agenda**
- 03-188 **Approval of FY 2004 Board of Trustees Meeting Schedule**
Trustee Brady, seconded by Trustee Fernandez, moved to approve the Board of Trustees Meeting schedule for the fiscal year ending September 30, 2004.
Motion carried 4-0.
- 03-189 **Library Automation Contract – Authorization to Execute**
Trustee Brady, seconded by Trustee Fernandez, moved to authorize the Library Director to execute a library automation contract with Innovative Interfaces, Inc. in an amount not to exceed \$555,000.
Motion carried 4-0.
- 03-190 **Designation of Operating Fund Reserves**
Trustee Brady, seconded by Trustee Fernandez, moved to eliminate the designations for Main Library Improvements and Future Branch Development and designate \$4,000,000 of the Library’s Operating Fund reserves for future Strategic Plan expenditures.
Motion carried 4-0.
- 03-191 **Requirements for State Aid to Libraries Grant**
Trustee Brady, seconded by Trustee Fernandez, moved to approve the documents listed below as required by the Florida Department of State, Division of Library and Information Services, in order for the Orange County Library System to be eligible for a State Aid to Libraries Grant for the fiscal year ending September 30, 2004.
- a. Position Description of the Library’s Single Administrative Head
 - b. Certification of Credentials – Single Library Administrative Head
 - c. Letter of Agreement with Winter Park Public Library – Reciprocal Borrowing
- Motion carried 4-0.

03-192 **DVD Circulation Parameter Change**
Trustee Brady, seconded by Trustee Fernandez, moved to authorize the Staff to raise the limit of the circulation of DVD's from three (3) to five (5) effective October 1, 2003 and to authorize staff to continue, at certain intervals, to increase the circulation limit based on collection size and use.
Motion carried 4-0.

03-192.1 **Walk-On Item**
Library Central Plasma Display Equipment
Planning & Development Officer John Claytor presented the recommendation to purchase plasma display equipment for Library Central. Brief discussion ensued regarding the various technologies available as well as pursuing the installation of cable in the Main Library.

Trustee Fernandez, seconded by Trustee Brady, moved to approve the purchase of plasma display equipment for Library Central in an amount not to exceed \$81,000.
Motion carried 4-0.

03-193 VIII. **Discussion and Possible Action Items**

03-194 IX. **Information**

03-195 **Director's Report**
The Back to School Bash with Junie B. Jones program was held Saturday 6 September. It was hosted by Kristin Alvarado and Charlie Hoeck of the Main Children's Department, to the delight of over 250 children and adults in the audience. There were crafts, games and a Cake Walk with fluffy cupcakes with sprinkles as prizes. The highlight was an appearance by the most wonderful, talented, beautiful Junie B. Jones (Kristin Alvarado) and the school principal (Charlie Hoeck) who endured the ultimate indignity of having wet sponges thrown at him!

The Director will be meeting quarterly with a group of staff for lunch and conversation to discuss trends and libraries and issues. This is in addition to the quarterly meetings for staff held at each location.

The Director has been asked to serve as a member of the ULC/LLSI Award of Excellence in Library Management Committee.

The ALA Local Arrangements Committee has met to talk about plans for the ALA National Conference being held in Orlando June 2004. We are arranging for some local tours for conference attendees, a Fun Run on the Sunday of the Conference, a golf scramble tournament for attendees, staffing the Local Arrangements Booth during the conference, helping with set up and arrangements for a Scholarship Bash on the Saturday evening of the Conference, plus a listing of local restaurants and attractions. The Committee consists of Debbie Moss and Kathryn Robinson of OCLS, Jane Peterson of Seminole County Library System, Meg Scharf and Carol Hinshaw of UCF, Carolyn McClendon of Disney, Naomi Harrison of Rollins College, and Rob Lenholt of Stetson University. We have met with representatives from the Convention and Visitor's Bureau, as well as representatives of ALA in Chicago.

President Kohler asked Assistant Director Moss about the Programming Statistics and whether or not OCLS is reaching the intended audience for the programs since some of them seem to be inconsistent. Ms. Moss explained that some of the programs have been missed the mark and that ways to improve are being explored. She also mentioned that the time and day of the week programs are presented also have an impact on attendance. President Kohler suggested polling users for program ideas.

Trustee Brady briefly discussed the plans for the Library Central Gala Opening, which is scheduled to be held November 1, 2003. This will be a fundraiser event.

Trustee Brady also mentioned a possible joint effort between OCLS and the Chamber of Commerce Liaison volunteers in order to present roundtable-type meetings that would be of interest to the business community.

Trustee Brady also reported that a preliminary application has been submitted to the Edyth Bush Foundation for the funding of a bookmobile.

President Kohler mentioned that branch facility ideas are in the works with a Trotter's Park Branch being considered. He explained that the Ben White Raceway has been converted to an open space park and renamed Trotter's Park. President Kohler stated that there has been conversation with the City about leasing space for a branch library with special needs capabilities. Part of Trotter's Park is earmarked for individuals with disabilities with a special needs facilities Field of Dreams baseball field and Freedom Ride for therapy horseback riding. President Kohler also reported on the idea of partnering with the Boys & Girls Clubs of Central Florida to open a joint-use facility in the next few years.

03-196 **Fire Safety Update**

03-197 **U.S. Patriot Act**
Trustee Hudson requested for the U.S. Patriot Act be included as an agenda item next month so that there can be further discussion on the topic.

03-198 **Winter Garden Project Summary**

03-199 **Library Central Project Summary**

03-200 **Compensation Plan Update**

03-201 **Public Comment: Non-Agenda Items**

X. **Adjournment**

President Kohler adjourned the meeting at 8:15 p.m.

Next Meeting Dates: PENDING APPROVAL: October 9, 2003 – Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801; November 13, 2003 – South Trail Library 4600 South Orange Blossom Trail; Orlando, Florida 32839

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.