

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
December 11, 2003
Albertson Room
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.7323

- 03-234 I. **Call to Order**
Board Members Present: Tom Kohler (11/2); Phyllis Hudson (11/0);
Gloria Fernandez (11/1); Sara Brady (11/2)
- Board Member Absent James Tyson (10/2)
- Library Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier;
Carla Fountain; Sally Fry; Kathryn Robinson;
Eric Atkinson; Marilyn Hoffman; Craig Wilkins;
Milinda Neusaenger
- President Kohler called the meeting to order at 7:00 p.m.
- 03-235 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 .
- 03-236 III. **Approval of Minutes**
- 03-237 Library Board of Trustees Meeting Minutes: Thursday, October 16, 2003
Trustee Fernandez, seconded by Trustee Hudson, moved to approve the Meeting Minutes for the October 2003 Board of Trustees Meeting.
Motion carried 4-0.
- 03-238 IV. **Staff Presentation: BLAST – Patsy Williams and Jessica Sugiuchi**
Patsy Williams, Manager of the South Trail Library, gave a PowerPoint presentation on BLAST (Bringing Libraries and Students Together) a pilot program underway at the South Trail Library. BLAST is geared to middle school students. The program includes homework help, tutors, programs, computer classes, board games and crafts. It is intended to help students who may be struggling in school. President Kohler inquired

as to whether the students' progress and grade improvement is being tracked. Ms. Williams explained that while it is not being tracked at this moment, it is something that can be implemented in the future. President Kohler stated it is important to track the success so that results can be shared when we seek additional funding from current and potential community partners. Trustee Fernandez asked which schools the students who are participating in the program attend. Ms. Williams stated that the students attend Westridge, Memorial and Walker Middle Schools. Trustee Fernandez suggested contacting the Learning Specialists at each of the schools, as they would be able to refer students to the program. President Kohler asked what the program budget for BLAST is. Director Hodel estimated the cost for each program at \$13,000 per school year. Enough money was raised with the fund raiser to offer the program at another library location.

- 03-239 V. **Financial Statements and Summaries: November 2003**
- 03-240 VI. **Statistics and Summaries**
There was brief discussion regarding Branch visits. Variations in door counts was discussed Assistant Director Moss reported that card renewal notices were sent out to the 1,000 patrons who were identified as having expired cards.
- 03-241 **September 2003 & FY 2003 Statistical Reports**
- 03-242 **October 2003 Statistical Reports**
- 03-243 VII. **Action Items**
- 03-244 **Honoring Retiree John Moffett**
Trustee Fernandez, seconded by Trustee Brady, moved to pass the resolution recognizing and honoring John Moffett for his outstanding service as an employee since September 22, 1988.
Motion carried 4-0.
- 03-245 **Consent Agenda**
- 03-246 **Meeting Room Policy**
Trustee Fernandez, seconded by Trustee Brady, moved to approve the recommended changes to the Meeting Room Policy.
Motion carried 4-0.
- 03-247 **Non-Consent Agenda**
- 03-248 **U.S. Patriot Act**
Brief discussion ensued regarding the intent of OCLS posting, at all Library Locations, an informational statement about the U.S. Patriot Act. The posted statements will be located in the check-out and computer sign up areas. Copies of a resource handout will also be available for patrons seeking further information. Trustee Hudson stated she is pleased with the results and thanked Trustee Brady for suggesting the creation of a handout. The handout is available online at
<http://www.ocls.lib.fl.us/InfoPath/InfoPaths/UsaPatriotAct.asp> .

Trustee Hudson, seconded by Trustee Brady, moved to approve the informational handout and the posting of a U.S. Patriot Act statement; which will read as follows:

“Under Section 215 of the Federal USA PATRIOT Act (Public Law 107-56), records of the books and other library materials you borrow from this Library or use of other library services, such as computers, may be obtained by federal agents. This federal law prohibits librarians from informing you if records about you have been obtained by federal agents.”

Motion carried 4-0.

03-249

Personnel Committee: Director’s Evaluation

Trustee Fernandez reported that the Personnel Committee met on November 12th to discuss Director Hodel’s evaluation. The 2003 Personnel Committee Members are Trustee Fernandez (chair); Jacqueline Green (Friends of the Library Board President); and Ronald Harbert (former Library Trustee). Human Resources Manager Carla Fountain was present as well. Trustee Fernandez stated that the Committee reviewed Director Hodel’s list of Accomplishments for 2003 as well as her list of Goals for 2004. Trustee Fernandez presented the Committee’s recommendation of increasing Director Hodel’s salary to \$145,000. Trustee Fernandez explained that the Committee Members were very impressed with all that Director Hodel has achieved during the past year and that the recommended increase is based on Director Hodel’s stellar and outstanding performance.

Trustee Hudson spoke against the recommended increase, stating that while she is opposed to it, her position is not a reflection on her evaluation of Director Hodel’s excellent performance. Trustee Hudson said that she feels the professional staff members are underpaid in comparison to their counterparts in Florida and elsewhere. She further stated that she of the opinion that there should not be a significant difference between the salaries of an organization’s leader(s) and the salaries of the staff.

Trustee Fernandez, seconded by Trustee Brady, moved to increase Director Hodel’s salary to \$145,000.

Motion carried 3-1 with Trustee Hudson voting nay.

Director Hodel praised the entire staff stating that everyone is exceedingly dedicated and always coming up with wonderful ideas.

President Kohler stated the topic of a contract with the Director will be tabled until the time comes to discuss the Strategic Plan.

03-250

VIII. Discussion and Possible Action Items

03-251

Library Central Gala Report

Trustee Brady reported that there had been a great turn out for the Library Central Boulevard BLAST Gala. President Kohler suggested that a BLAST Gala should be held annually in order to generate funds for the program. President Kohler also stated that monthly updates should be given to the sponsors so that all can track the success of the program.

03-252 IX. **Information**

03-253 **Director's Report**

‡ We have surpassed the 1,000 mark on subscriptions to our email newsletter! (1,005 @ 10:00 on 12/03/2003; [less than two weeks with two holidays]). Congratulations to Sheri Chambers, Debbie Moss, and all of Community Relations on this effort!

‡ We have begun a partnership and talks with the Black Stallion Literacy Project about using the Black Stallion books in conjunction with the Orange and Osceola County Public Schools and the Osceola County Library.

‡ Carla Fountain and Sally Fry spent a day in Tampa at University of South Florida last week recruiting librarians for OCLS. Carla Fountain and Kathryn Robinson spent a day in Tallahassee recruiting librarians at Florida State University.

‡ We received a check for \$500 from Walt Disney World for our Gala/BLAST program.

‡ Management will be bringing changes in the Rules of Conduct policy to the board at the next meeting. We are recommending changing aspects of the policy involving in the food in the library.

‡ We will be working as partners with the Alzheimer's Association of Central Florida in developing some programs for the community about Alzheimer's awareness.

‡ The first ever Club Central Talent Show was held Tuesday evening, 9 December 2003. We had to stop taking registrations, as the list grew so long. We had a variety of singers, dancers, rappers on the performance stage in Library Central and had more teens in here than we have seen for a long time. This is a program we will definitely repeat.

‡ The 11,111th library card was issued at West Oaks Branch and was celebrated by meteorologist Jeff Day on Channel 13 last evening, Wednesday 10 December 2003.

‡ The Library of Congress in Washington DC has mandated that all interlibrary loan materials be returned by FEDEX from now on. This additional charge will be passed on to our users. ILL users will be informed of this policy of the Library of Congress before we place an ILL order, so they do not have any surprises. We do not routinely go to LC for materials first. They are typically our last resort Library.

‡ Signed copies of *A Land Remembered* were presented to each of the Board Members.

President Kohler inquired about the turn out for Staff Day; Director Hodel stated that virtually 100% of the staff participated with only a few absences due to long-scheduled vacations and sudden illnesses.

Trustee Hudson stated that the Vincent Van Gogh exhibit is very beautiful. Director Hodel praised Graphic Artist Ben Garcia and the Community Relations Department for their creative and hard work on organizing the exhibit. President Kohler thanked the Board and the Staff for their hard work and all their efforts which help to make OCLS a success.

03-254 **Winter Garden Project Summary**

03-255 **Library Central Project Summary**

03-256 **Letter from Cherry, Bekaert & Holland – Certified Public Accountants & Consultants**

Bob Tessier, Head of Division of Business Operations, stated the letter from Cherry, Bekaert & Holland is required communication from the auditors.

03-257 **Mayor Buddy Dyer’s Educational Partnership Grant - Letter**

Director Hodel explained that OCLS applied for and has been awarded an educational partnership grant offered by the City of Orlando. The \$10,000 grant is available to organizations that partner with neighborhood associations. The Washington Park Branch has partnered with the Carver Shores Neighborhood Association in order to provide an after-school tutoring program. The Neighborhood Association will provide volunteer tutors and the Washington Park Branch will be the location of the program and will purchase additional computers to be used by the tutors and students. The grant requires the program run through the fall and we will have a technology camp for students during the summer.

03-258 **Public Comment: Non-Agenda Items**

X. **Adjournment**

President Kohler adjourned the meeting at 7:55 p.m.

Next Meeting Dates: January 8, 2004 – Windermere Library; 530 Main Street; Windermere, Florida 34786 ---
February 12, 2004 – 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.