

**MEETING MINUTES**  
**ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**  
**February 12, 2004**  
**Orlando Public Library**  
**101 East Central Boulevard**  
**Orlando, Florida 32801**  
**407.835.7323**

Board Members Present: Tom Kohler (2/0); Phyllis Hudson (2/0);  
Gloria Fernandez (2/0); Sara Brady (2/0);  
James Tyson (2/0)

Library Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier;  
Carla Fountain; Sally Fry; Kathryn Robinson;  
Eric Atkinson; Marilyn Hoffman; Craig Wilkins;  
Milinda Neusaenger

04-021 I. **Call to Order**

President Kohler called the meeting to order at 7:08 p.m.

04-022 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](http://www.ocls.info) . For more information, contact Milinda Neusaenger at 407.835.7611 or [neusaenger.milinda@ocls.info](mailto:neusaenger.milinda@ocls.info) .

04-023 III. **Approval of Minutes: Library Board of Trustees Meeting – Thursday, January 8, 2004**

Trustee Fernandez, seconded by Trustee Tyson, moved to approve the meeting minutes for the January 8, 2004 Library Board of Trustees Meeting.  
Motion carried 5-0.

- 04-024      IV.    **Staff Presentation: Latino Outreach – Lisa Stewart**  
Assistant Manager Lisa Stewart and Accounting Specialist Inma Fuentes presented a PowerPoint overview of the numerous activities in which the Latino Outreach Committee members participate, in order to provide Library information to Hispanic individuals in the community. Committee members are in contact with several organizations such as the Hispanic Chamber of Commerce and Latino Leadership. It was suggested that the Committee also coordinate with the Orange County School System. Brief discussion ensued.
- 04-025      V.    **Financial Statements and Summaries**
- 04-026                      January 2004 Statements and Summary
- 04-027                      December 2003 Statements
- 04-028      VI.    **Statistics and Summaries: December 2003 Reports**  
Assistant Director Debbie Moss spoke regarding the door counter statistics and the traffic entering Library Central. Approximately 50% of the visitors at Main go to Library Central. Ms. Moss also explained that the new door counters are not components of the front door security portals, and are “beam” counters. The beam counter may count a group of people as one, instead of as individuals. A count is registered each time the laser beam is broken. The book security system counter is more reliable than the beam counter and is used to report our monthly Main door count. Ms. Moss also discussed the decrease in the statistics for the State’s Talking Books service for the visually and hearing impaired. The main Talking Books Library is in Daytona and OCLS has served as the sub-regional library for several years. Recently, Daytona has been temporarily handling the mail portion of this service for OCLS without any problems or reduction in service. As always, walk-in patrons continue to receive the same service. This was mentioned in case the Board had any concerns regarding the change in the service and to inform the members that the change may become permanent. Trustee Tyson inquired as to whether a cost would be involved if the service was turned over to Daytona and Director Hodel stated the Library would actually realize a savings.
- 04-029      VII.    **Action Items**
- 04-030                      **Consent Agenda**
- 04-031                      Architectural and Engineering Consulting Services Contract for Partial Re-Roofing of the Main Library (Addresses Goal 1; Objective 4 of the Strategic Plan)
- Trustee Tyson, seconded by Trustee Fernandez, moved to award the architectural contract in the amount of \$74,500 to ARC Associates, Inc. for the Main Library re-roofing project.  
Motion carried 5-0.

04-032 VIII. **Discussion and Possible Action Items**04-033 IX. **Information**04-034 **Director's Report**

?We are busy preparing for the new library automation software coming in March. Staff members are signing up for classes to understand how the new software works. Classes are being held from the 18<sup>th</sup> February to 10<sup>th</sup> March in half day and one-day sessions. Our circ parameters are set and we are still on schedule. We have the ability with our new system to take digital photos of a patron when they get a library card. The photos would be stored online with our registration records and as such come under the privacy protections of Florida Chapter 257. This will help us in providing library service to those who have forgotten their cards. This is most often with kids who frequently misplace their cards or share them with a friend, thereby making another parent responsible for materials their child never had. The photos protect both the library and the patron from inappropriate use of a card.

?We are grateful to librarian Kristin Alvarado, who has designed a very cool webquest for KidsConnect based on the One Book One Community book *Holes*. It is at: <http://www.ocls.info/KidsConnect/default.asp>. It encourages kids to use databases such as Literature Resource Center and other informational websites. She has provided a palindrome game, inspired by the main character in the book *Holes*, whose name is Stanley Yelnats. Until events take place that cause Stanley to take action, the most exciting thing about him is the fact that his name is a palindrome. (A palindrome is a word or words that spell the same thing backwards and forwards.)

?We are meeting with our architects, who did the Library Central design, regarding the renovation of the 3<sup>rd</sup> floor. We will be replacing the carpet and some of the lighting. The lighting will be upgraded to provide more light. Wall coverings and painting are also part of the plan, as well as a companion ADA bathroom to be made from a storage closet on the 3<sup>rd</sup> floor, if the structure allows it for a reasonable cost.

?We have been making color choices for interior finishes for the Winter Garden Library.

?We are re-doing our gift policy for the library. This would encompass gifts of materials that are donated to the library as well as other types of gifts of art, artifacts, real estate as well as equities. We will be bringing this to the board in the near future.

While we receive a lot of donated books to the library, we do not add the vast majority of them to the collection for a number of reasons. Condition, content, and duplication of what is already in the collection are most often the reasons we do not add these items to the collection. Also, we do not expend library funds on items that are lent to the Library, but which we do not own.

? The total of Staff Contributions for the American Heart Association "Go Red!" fundraising is up to \$370.55 !!!

?101 east has completed a new video. It is called *Get It To Them... A New Kind of Reference at OCLS* and it will be shown at an upcoming meeting. Rather than come and get it style of reference service, we are trying to emphasize get it to them.

? Staff Association sold Valentine's and has made over \$400 for Staff Association events and projects.

### **Rental of Library Central**

Community Relations Manager Marilyn Hoffman apprised the Board of requests received from groups wanting to rent Library Central for after-hours events. Casa de Mexico, arts and cultural division of the Mexican Consulate, has requested to rent Library Central for a Folklórico Ballet presentation. The use of Library Central has also been requested for a wedding ceremony. Ms. Hoffman stated that Staff are open to having after-hours functions, but that there are some issues that will need to be addressed first, such as creating a policy, liability insurance and facility care and clean-up. Brief discussion ensued and the Board expressed their interest in pursuing this endeavor.

### **Winter Garden Project Summary**

Planning & Development Officer John Claytor, gave a brief summary of the Winter Garden Branch construction project. The construction project is approximately two months behind schedule, but the projected completion date will still be in the late summer or early fall.

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President Kohler briefly discussed the groundbreaking ceremony for the Zora Neale Hurston Branch Library, which was hosted by the Town of Eatonville. President Kohler, Trustee Tyson, Director Hodel and Comptroller Bob Tessier attended the ceremony. President Kohler stated that OCLS offered to host the dedication ceremonies at the Branch's grand opening and Eatonville Mayor Anthony Grant has accepted. President Kohler said the officials with the Town of Eatonville are in favor of the idea that the Library's focus will be on children's services.

President Kohler welcomed the three new librarians, Bobby Tsui, Vanessa Neblitt and Cassandra Shivers into the OCLS Family.

### 04-036            **Public Comment: Non-Agenda Items**

Helen P. Pope, Orange County Resident and Genealogist, spoke about the binding for some of the DAR materials on loan to the Library.

X. **Adjournment**

President Kohler adjourned the meeting at 8:00 p.m.

**Next Meeting Dates:** March 11, 2004 – Hiawassee Branch Library; 2768 North Hiawassee Road; Orlando, Florida 32818 ---  
April 8, 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.