

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
May 13, 2004
North Orange Branch Library
1211 East Semoran Boulevard
Apopka, Florida 32703
407.814.6150

Board Members Present: Tom Kohler (5/0); Gloria Fernandez (5/0);
Sara Brady (5/0); James Tyson (5/0);
Matthew Pardy (3/0);

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

04-080 I. **Call to Order**
President Kohler called the meeting to order @ 7:00 p.m.

04-081 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 .

04-082 III. **Approval of Minutes: Library Board of Trustees Meeting – April 8, 2004**
Trustee Brady, seconded by Trustee Tyson moved to approve the minutes for the April 8, 2004 Board of Trustees Meeting.
Motion carried 5-0.

04-083 IV. **Staff Presentations**
04-084 **Services for Blind & Low Vision Users: Lynette Schimpf**
Collection Development Assistant Manager Lynette Schimpf, summarized the Talking Books program and demonstrated some of the other assistive services available at the Library for blind and low vision patrons. Ms. Schimpf explained that the Talking Books program is a federally funded program managed through the State of Florida and the regional library is located in Daytona Beach. Orlando was initially established as a sub-regional library and received federal funding for the program up until FY 1990-1991. Once a person is registered for the service, they receive a specialized tape player and then receive, via the US Postal Service, books recorded onto four-sided tapes. The tapes can then be returned through the Mail at no cost to the user. Users may also visit the Library to exchange broken tape players or check out other tapes. Ms. Schimpf

explained that books are recorded onto the tapes, but that bestseller titles can take three to six months to be recorded. Ms. Schimpf discussed the rest of the assistive services that Library customers can access at OCLS including: magnifying lenses, large print books and periodicals, enlarging photocopiers, books on cd's and cassette tapes, descriptive videos, Vision Excel magnifier (CCTV magnifier), JAWS for Windows software installed on computers, Braille computer keyboard, MAGic Screen Magnification and V.E.R.A. (Very Easy Reading Apparatus). She also demonstrated descriptive videos, which narrate the action of movies, and the V.E.R.A. machine, which scans materials and reads the information aloud. To accommodate privacy, V.E.R.A. is equipped to be used with headphones as well. Trustee Parady asked if it is indeed correct that the regional library in Daytona Beach has the largest talking book collection in the country. Ms Schimpf advised this was true and that the collection at OCLS is approximately 1% the size of the Daytona Beach collection and that the titles at OCLS are in fact duplications of those in Daytona Beach. Brief discussion ensued.

Jay Bader, Orange County Resident and Secretary of the Mid-Florida Council of the Blind spoke regarding the Talking Books collection and stated he and other individuals had met with Director Hodel, Assistant Director Moss and Community Relations Manager Marilyn Hoffman. Mr. Bader also stated that members of the Mid-Florida Council of the Blind understand OCLS wanting to increase assistive services throughout the Library System for the blind and low vision community, but felt the timing is not right to make changes to the OCLS sub-regional collection, as they would need time to explain OCLS's direction to their membership and to consider other options available. Evelyn Dawursk, Osceola County Resident and Talking Books user and Nicole Hugues, Orange County Resident and Talking Books user also spoke regarding the Talking Books program. Brief discussion ensued.

- 04-085 **Mystery Shopper: Sally Fry**
This presentation was deferred to a later time.
- 04-086 V. **Financial Statements and Summaries: April 2004**
Information provided in the Board Packet was sufficient and further discussion was not necessary.
- 04-087 VI. **Statistics and Summaries: March 2004 Reports**
Information provided in the Board Packet was sufficient and further discussion was not necessary. However, Assistant Director Moss mentioned that she is formulating a chart to analyze door counts vs. circulation as requested by Trustee Tyson.
- 04-088 VII. **Action Items**
- 04-089 **Internet Access Policy: Debbie Moss**
Trustee Tyson, seconded by Trustee Fernandez, moved to approve the revision to the Internet Access Policy in order to fully comply with the CIPA (Children's Internet Protection Act) requirements so as to remain eligible for desired grant funding. Motion carried 5-0.
- 04-090 **Consent Agenda**
Trustee Fernandez requested that item number 04-091 (Rules of Conduct Revision –

Size Restrictions on Personal Belongings) be removed from the consent agenda for discussion.

Trustee Tyson, seconded by Trustee Brady, moved to approve the remaining items on the consent agenda.

Motion carried 5-0.

04-091

Rules of Conduct Revision – Size Restrictions on Personal Belongings

Discussion ensued regarding limiting to 24”x16”x10” the size of personal belongings brought into the Libraries. Trustee Fernandez was concerned how this might affect students who carry large backpacks and documents. Director Hodel stated that the proposed size limit would accommodate students as well as genealogists and law students who bring a substantial amount of research materials with them to the Libraries. Trustee Pardy asked about the homeless and Director Hodel stated that many homeless individuals visiting the Libraries do indeed bring in large duffle bags containing their belongings. Trustee Fernandez asked how the policy would be enforced. Comptroller Tessier stated the Rules of Conduct would be shared with the individual and if the person refuses to comply, a trespass from OCLS may be the end result. Trustee Pardy asked how frequently are oversized belongings are brought into the Libraries. Comptroller Tessier stated that it is a common occurrence at Main, but does happen at the Branches as well. Comptroller Tessier also stated that the catalyst for the change was a complaint from a lady using the restroom at Main. Trustee Pardy requested information regarding similar policies at other libraries.

Trustee Fernandez, seconded by Trustee Pardy, moved to table the issue for further discussion at a later date.

Motion carried 5-0.

04-092

**Contractor Recommendations for 3rd Floor Lighting Installation
(Addresses Goal 1; Objective 4 of the Strategic Plan)**

Trustee Tyson, seconded by Trustee Brady, moved to approve the Main Library 3rd floor west wing lighting upgrade from Chem-Light Plus in the amount of \$49, 026.

Motion carried 5-0.

04-093

**Contractor Recommendations for 3rd Floor Carpeting Installation
(Addresses Goal 1; Objective 4 of the Strategic Plan)**

Trustee Tyson, seconded by Trustee Brady, moved to approve the Main Library 3rd floor west wing purchase of carpet from Interface Flooring in the amount of \$79,216.

Motion carried 5-0.

04-094

Winter Garden Terrazzo Flooring

Trustee Tyson, seconded by Trustee Brady, moved to approve Change Order #8 (Terrazzo flooring) to the construction contract with APM Construction Corporation and authorize staff to execute Change Order #8 in an amount not to exceed \$54,000.

Motion carried 5-0.

04-095

Eatonville Lease Amendment

Trustee Tyson, seconded by Trustee Brady, moved to approve the lease amendment to revise the reduced size of the branch library in the Town of Eatonville to 6,600 square feet and to reduce the annual lease payment to \$60,564.

Motion carried 5-0.

04-096

Fee Cards

Trustee Tyson, seconded by Trustee Brady, moved to discontinue access to MAYL (Mail Access to Your Library) on new fee cards purchased after June 1, 2004. Motion carried 5-0.

04-097

VIII. **Discussion and Possible Action Items**

04-098

IX. **Information**

04-099

Director's Report

?The collection on the Third floor of the Main Library has been shifted to provide a view to Heritage Square from the West wing. The reference materials on the third floor were reunited with the reference collection on the 2nd floor and the world language collection.

?An assisted vision center has been set up on the 2nd floor of the Main library just opposite the elevator. A Vision Excel magnifier is there. This electronic magnifier enlarges text and images up to 55X and displays the results on a 20-inch monitor. A JAWS PC with Open Book software has also been positioned here. The Jaws software reads the text on a web page and the Open Book software uses synthesized speech to read printed matter such as books or documents. A Very Easy Reading Apparatus (VERA) has also been set up. Vera will scan and read text placed on the screen.

?Summer Reading Programs: Go For the Gold and It's All Greek To Me

We are gearing up for our Summer Reading Program. Our theme for the kids summer reading program is **Go for the Gold: Summer Reading Olympics**. In order to tie in with this year's summer Olympics in Athens, Greece, we thought it would be fun to have the kids spend the summer as summer reading athletes.

At Main, we are kicking off with Summer Reading Olympics Opening Ceremonies on Saturday, June 5th at 3:00 PM, as are some of the branches! Each location will host a weekly story program for school age kids from June 6th until July 31st. We will celebrate the kids' summer reading achievements at Main with the Closing Ceremonies on Saturday, July 31st at 3:00 PM. Look out for the "new and improved" Reading Logs: this year the kids not only keep track of the books they read, but they have several "events" to complete as well, such as getting a library card and attending a program.

The CRC and several branches are hosting our first ever kids summer computer camp, Camp Savvy. Participants will learn how to make paper airplanes using MS Publisher and to find websites with great tips on how to win at computer games.

?The great reading competition for the summer is the Battle of the Books. By reading certain books on the reading list, kids can become a summer reading athlete in various categories and come to the Closing Ceremonies for a chance to win the gold, silver, or bronze medal by showing their stuff! Every OCPS elementary age student will be receiving a flyer advertising the summer reading program through an arrangement we made with the school system.

?This is the summer for teens as well! **It's All Greek to Me** is the theme for our first-ever teen summer reading program, for ages 13-18. The kick it off is a Toga Party at Main on Friday, June 11th at 8:00 PM. It's an after hours event and reservations are

required! Following the Toga Party will be a program every other week in which the teens are challenged to prove their skill, wit, and bravery.

?There will also be a teens' first Battle of the Bands! To be held on Saturday, July 10th in Library Central, Central Florida's rockin' finest will perform for a chance at glory. Throughout the summer, teens will have a chance to read and review their summer picks for a chance at prizes. All of the teens who participated in the summer events will be invited for the grand finale, the Teen Lock-In, an overnighter in Library Central on July 24th from 8:00 PM until 8:00 AM.

?Security cameras are being installed at the Main Library in the Children's Department and the 4th floor. The camera monitors will be placed in full view of the public and appropriate signage will be placed at the entrance.

? We will be participating in a survey designed under the sponsorship of the State Library to assess patron's valuation of library services. We will be surveying every 4th customer in a 2 hour period over the course of 2 weeks at 5 of our facilities, including the Main Library. The State Library intends to use the data to produce a report demonstrating the economic value of library services.

Trustee Fernandez mentioned that meetings have yet to be held at the Washington Park and South Trail Branches. Director Hodel stated that the two Branches close earlier and therefore meetings have not been scheduled for those locations. Arrangements will be made to change the meeting location for the July 2004 Board Meeting to be held at the Washington Park Branch.

Trustee Fernandez also complimented Alafaya Branch Manager Renae Bennett for coming to one of Discovery Middle School meetings for families who speak little English.

04-100 **Winter Garden Project Summary**

04-101 **Public Comment: Non-Agenda Items**

X. **Adjournment**

President Kohler adjourned the meeting @ 8:10 p.m.

Next Meeting Dates: June 10, 2004 – Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- July 8, 2004 – Herndon Branch Library; 4324 East Colonial Drive; Orlando, Florida 32803.

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.