

**MEETING MINUTES**  
**ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**  
**October 21, 2004**  
**Orlando Public Library**  
**101 East Central Boulevard**  
**Orlando, Florida 32801**  
**407.835.READ (7323)**

- 04-178 I. **Call to Order**  
Board Members Present: Tom Kohler (10/1); Sara Brady (10/1); Gloria Fernandez (10/0); James Tyson (10/0); Matthew Pardy (8/0)  
  
Library Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier; Carla Fountain; Eric Atkinson; Marilyn Hoffman; Craig Wilkins; Kathryn Robinson; Milinda Neusaenger  
  
President Kohler called the meeting to order at 7:00 p.m.
- 04-179 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) .
- 04-180 III. **Approval of Minutes: Library Board of Trustees Meeting – September 9, 2004**  
Trustee Brady, seconded by Trustee Pardy moved to approve the minutes for the September Board of Trustees Meeting.  
Motion carried 5-0.
- 04-181 IV. **Staff Presentation: Ormilla Vengersammy - Dashboard**  
Technology Training Manager, Ormilla Vengersammy gave a PowerPoint presentation introducing the Dashboard concept; which is a visual tool developed by departments in order to help staff members gauge and measure their progress in reaching established goals. Ms. Vengersammy overviewed the Dashboard developed by the staff in the Computer Resource Center. Brief discussion ensued.
- 04-182 V. **Financial Statements and Summaries: September 2004 (Preliminary)**  
Comptroller Robert Tessier reported that the two public hearings for the Library's budget, which were held in September, went smoothly.

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Brief discussion ensued about the new fee to support the Law Collection. Although initial projections were that the Law Collection would receive about \$20,000 monthly, the new fee was generating substantially less than that. Comptroller Tessier reported that County staff indicated there would be a “ramping” up period as judges were only assessing the new fee on offenses occurring after July 1, 2004. There is no way to accurately project how much revenue the Law Collection will receive for the current fiscal year. Staff will continue to monitor the situation.

- 04-183 VI. **Statistics and Summaries: August & September 2004 Reports**  
Assistant Director Debbie Moss briefly discussed the increase in door counts due to the early voting at Main and some of the Branches.
- 04-184 VII. **Action Items**
- 04-185 **License to Learn Drawing**  
Branch Administrator Craig Wilkins commended all of the participants in the License to Learn Contest. 84 first grade classes from 39 different schools participated in the contest. 16 of the 84 classes reached 100% library card registration of students. The Orlando Magic offered the winning classes admission and V.I.P. treatment at the upcoming Magic vs. Mavericks game. President Kohler asked Nicole Hugues, OCLS customer, to draw the winning classes which are as follows: 1<sup>st</sup> Place, Amy Nelson's class at Cheney Elementary ; 2<sup>nd</sup> Place, Joan Greene's class at Camelot Elementary; 3<sup>rd</sup> Place Ms. Ojeda's class at Camelot Elementary.
- 04-186 **Recognition of Retiree: Elazer Lindsay**  
President Kohler recognized Elazer Lindsay for her dedication and contribution to OCLS during her 19 years of employment.  
Trustee Fernandez, seconded by Trustee Tyson, moved to officially thank and honor Elazer Lindsay upon her retirement.  
Motion carried 5-0.
- 04-187 **Election of Officers**  
Before the nominations commenced, Trustee Tyson thanked and recognized President Kohler for his hard work and leadership as the Board President. Trustee Tyson, seconded by Trustee Fernandez, nominated Trustee Brady as President.  
Motion carried 4-0.  
  
Trustee Fernandez, seconded by Trustee Pardy, nominated Trustee Tyson as Vice President.  
Motion carried 4-0.  
  
The new officers will begin their terms at the close of this meeting.
- 04-188 **Consent Agenda**  
Vice President Brady requested item 04-190 be pulled from the Consent Agenda for discussion. Trustee Pardy requested item 04-191 be pulled from the Consent Agenda for discussion.  
  
Trustee Tyson, seconded by Trustee Pardy, moved to approve the remaining items on the Consent Agenda.  
Motion carried 5-0.
- 04-189 **Annual Plan of Service – FY 2005**  
Trustee Tyson, seconded by Trustee Pardy, moved to approve the Annual Plan of Service for Fiscal Year 2005.  
Motion carried 5-0.
- 04-190 **Age Requirements in Children's Areas and Club Central**

Vice President Brady asked regarding the specifics of enforcing the Age Requirement Policy in the Children's Areas and Club Central. Director Hodel explained that the Rules of Conduct will be used in the enforcement of the policy. She also explained that the philosophy behind the policy is to provide a safer environment at each location for younger patrons. Director Hodel stated that recently there was a very inappropriate incident in the Children's Library, which was perpetrated by an adult not accompanied by a child. Vice President Brady asked about access for adults wanting to pick up books for a child, and Director Hodel explained that the person would be allowed to choose materials.

Vice President Brady, seconded by Trustee Fernandez, moved to approve the Age Requirement Policy.

Motion carried 5-0.

04-191

**Revision to Rules of Conduct**

Trustee Parady stated that he is of the opinion that a 3 year trespass would be excessive for some of the violations listed; such as trespassing on Library property after hours. President Kohler asked the Administration to revisit the revisions to the Rules of Conduct and bring back to the Board.

04-192

**HIPAA - Amendment for Cafeteria Benefits Plan**

Trustee Tyson, seconded by Trustee Parady, moved to approve the amendment to the HIPAA – Benefits Plan.

Motion carried 5-0.

04-193

VIII. **Discussion and Possible Action Items**

04-194

**Strategic Plan Quarterly Report**

Trustee Parady summarized the progress of the Strategic Plan and stated that everything is on target and that the progress made is very exciting.

04-195

**Director's Evaluation**

President Kohler stated that Trustee Fernandez, as chair of the Personnel Committee will be calling a meeting in order to discuss Director Hodel's annual evaluation. Trustee Fernandez announced that Jackie Green, Friends of the Library Board Member and Corb Sarchet, Trustee Emeritus, will be tapped as the other members of the committee and a meeting is forthcoming.

04-196

IX. **Information**

04-197

**Director's Report**

\_ The nation's chief health officer, Vice Admiral Richard Carmona, M.D., M.P.H., F.A.C.S., Surgeon General of the United States will be in Library Central on Friday morning, 22 October 2004, at 10:00 am for a brief presentation on the flu and then will take questions. Florida's Secretary of Health, Dr. John Agwunobi will also be in attendance.

\_The Peabody Ducks, directed by the Peabody Duck Master Eric Anderson, gave a spirited performance at the Southwest Branch. A total of 130 children, parents, teachers and caregivers were entertained by the Peabody of Orlando Ducks and their duck walk

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today! The kids and caregivers said they had lots of fun. One duck got so excited that she laid an egg! The Southwest program will be featured in the Peabody's newsletter.

\_Our instruction booklets for our computer classes have proven to be popular. We are getting requests for their purchase. The books are now for sale for \$3.00 each. This is a taxable sale, so we will be collecting sales tax on them, for a total cost of \$3.20 each.

\_An advertisement for the bid on the Main Library Roof appeared in the Sunday, 17<sup>th</sup> October *Orlando Sentinel*. The bid due date is November 23<sup>rd</sup>.

\_Work on the Eatonville Branch is progressing well. The contractor will need a minimum of two weeks to get to Substantial Completion after power is on. He then has another 30 days to complete a punch list for Final Completion. The carpet is scheduled for installation at Eatonville for October 28 & 29, assuming there is power.

\_ OCLS has a number of groups participating in our Wings of Hope Information Fair on Saturday, 23<sup>rd</sup> October: Harbor House, Orange County Center Against Domestic Violence; The Healing Tree; Howard Phillips Center; Children's Hope International; Goodwill Self Sufficiency Center of Orlando Florida

### **Radio station Star 94.5 will be doing some live broadcasting from Library Central**

\_West Orange will open on Mondays starting October 18<sup>th</sup>. We are hoping it will help build Monday business for the new Winter Garden Branch.

\_ Early voting has begun at the Library. At most Branches long lines were the norm. West Oaks was hit with the double whammy of Storytime and Early Voting. The West Oaks parking lot was severely taxed. Patrons were hiking in from points far away.

The voter numbers from the first day of early voting:

Overall Orange County had **3,238** people vote  
398 for Orlando Public Library  
331 Alafaya Branch  
238 North Orange Branch  
276 South Creek Branch  
330 Southeast Branch  
301 Washington Park Branch  
335 West Oaks Branch

The early voting impact was good on our door count. The door count was higher on the 18<sup>th</sup> October than one week earlier on 11<sup>th</sup> October, until around 4:30 Circulation was higher on the 10<sup>th</sup> than on the 18<sup>th</sup> at least at Main.

\_OCLS is working on an in-kind trade with El Nuevo Día newspaper for publication of an 10x5 full color ad with the Library registration form. Distribution is about 25,000. We will supply them with color bookmarks to be distributed by OCLS at Hispanic events in the community.

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\_ We've agreed with Recorded Books to be one of the 1<sup>st</sup> libraries in the country to have downloadable recorded books available online to listen to on pc's, mp3's. This will start November 1<sup>st</sup>.

\_ We have a tentative agreement with the union for a new contract. It's not in writing, but we did get word later this afternoon.

04-198

### **Winter Garden Project Summary**

04-199

**Public Comment: Non-Agenda Items**

Nicole Hugues – Talking Books customer and Orange County Resident – stated she spoke to members of some of the visually impaired advocacy groups and some have stated they would like to receive a taped version of OCLS’s monthly newsletter. Director Hodel shared the new Events Phone Line number with Ms. Hugues (407-835-7320). All programs and events will be listed on the recording and everyone is welcome to call in to hear what is scheduled to take place. Director Hodel stated that the information on the phone line will be current and up to date, which would not be the case with pre-recorded tapes. Ms. Hugues also suggested that Jaws classes could be provided at OCLS. President Kohler thanked Ms. Hugues for taking the time to help keep the Board of Trustees informed regarding concerns and suggestions that individuals in the visually impaired community may have for the Library.

Scott Larson – Talking Books Customer and Volusia County Resident – suggested that blind sensitivity training be conducted for Library staff members.

**X. Adjournment**

President Kohler adjourned the meeting at 8:20 p.m.

**Next Meeting Dates:** --- November 11, 2004 – Southeast Branch Library; 5575 South Semoran Boulevard; Orlando, Florida 32822; -- December 9, 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.**