

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
January 13, 2005
West Oaks Branch Library
1821 E. Silver Star Road
Ocoee, Florida 34761
407-521-3330

- 05-001 I. **Call to Order**
Board Members Present: Sara Brady (1/0); Gloria Fernandez (1/0);
Tom Kohler (1/0); Matthew Pardy (1/0)

Board Members Absent: James Tyson (1/1)

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

President Brady called the meeting to order @ 7:00 p.m.
- 05-002 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 .
- 05-003 III. **Approval of Minutes: Library Board of Trustees Meeting – December 9, 2004**
Trustee Kohler, seconded by Trustee Fernandez, moved to approve the minutes of the December 9, 2004 Board of Trustees meeting. Motion carried 4-0.
- 05-004 IV. **Staff Presentation: The Price is Right**
Comptroller Robert Tessier gave a quiz-formatted PowerPoint presentation regarding some of the many expenditures involved in the operation of the Library System.
- 05-005 V. **Financial Statements and Summaries: Presentation of Annual Financial Statements – Fiscal Year Ending September 30, 2004**
Comptroller Tessier gave a PowerPoint presentation summarizing the final Operating Fund financial statements and Comprehensive Annual Financial Report (CAFR), which was published in a separate document, for the fiscal year ended September 30, 2004. Topics addressed in the presentation included the following:
✓ FY 2004 accomplishments ✓ General Fund revenues

- ✓ General Fund expenditures
 - ✓ Long term debt
 - ✓ Defined Benefit Pension Plan
 - ✓ FY 2006 budget issues
 - ✓ Operating reserves
 - ✓ Future financial challenges
- ✓ Defined Contribution Pension Plan

Ron Conrad, CPA, with Cherry, Bekaert and Holland, LLP briefly commented on his firm's audit of the Library's financial statements for the year ended September 30, 2004. Mr. Conrad pointed out that the Library had received an unqualified, or clean, opinion on its financial statements.

05-006 VI. **Statistics and Summaries: December 2004 Reports**

Assistant Director Debbie Moss discussed the issue of the door counts and stated that the November 2003 figure was an over-estimate, which may account for the large decrease in 2004. Branch door counts indicate that the general trend is an overall increase of usage in the Branches. Director Hodel stated that this is typical of the overall trends in urban libraries nationwide. Brief discussion ensued regarding the usage of the downtown library and evaluating services that will increase the library's market share and value to the community.

05-007 VII. **Action Items**

05-008 **Consent Agenda**

Trustee Pardy requested to remove and discuss each item on the Consent Agenda.

05-009 **Eatonville Branch Lease Agreement**

Trustee Pardy pointed out the lack of specific liability insurance coverage requirements, and stated that these requirements should be included in *Section 11, Indemnification and Liability Insurance*, of the lease. Brief discussion ensued.

Trustee Kohler, seconded by Trustee Pardy, moved to approve the Amended and Restated Eatonville Branch Lease Agreement subject to the addition of specific liability insurance coverage requirements. Motion carried 4-0.

05-010 **Materials Management Policy
(Addresses Goal 2; Objective 4 of the Strategic Plan)**

Assistant Director Moss gave a brief overview of the history and philosophy of the Materials Selection Policy which was originally approved by the Board in 1996, with minor amendments made in 2002. She stated that libraries generally use this policy to standardize the purchase of materials. The proposed updated policy will address not only the acquisition of materials, but the management of the collections in the system. The policy name change reflects this paradigm shift. Brief discussion ensued.

Trustee Fernandez, seconded by Trustee Pardy, moved to approve the Materials Management Policy as presented. Motion carried 4-0.

05-011 **Contractor Ranking: Third Floor Renovation Project
(Addresses Goal 1; Objective 4 of the Strategic Plan)**

Facilities and Operations Manager John Claytor, gave an overview of the *Construction Management at Risk* selection process which was used to select a contractor for the Third Floor Renovation Project. In November 2004, a *Request for Qualifications* (RFQ) was published in the *Orlando Sentinel*. In addition, the library's architect and attorney provided several names of contractors that may be qualified for the project. This resulted in three responses. Two companies declined, citing an excessive current workload. One proposal was received from Skanska USA Building, Inc., which was the contractor for the Library Central project. Mr. Claytor stated that the library's attorney advised that even though only one proposal was received, the library is within its legal parameters to proceed as the project estimate is below \$500,000. Trustee Pardy asked how the estimate was determined. Mr. Claytor stated he used the rates from the first floor renovation costs to project the estimation for the third floor project. Mr. Claytor also stated that the library has contracted with a cost estimating company, Cost Management, Inc. to prepare a formal estimate. Brief discussion ensued.

Trustee Kohler, seconded by Trustee Fernandez, moved to authorize staff to negotiate a contract price with Skanska USA Building, Inc. for the Main Library Third Floor Renovation project. Motion carried 4-0.

05-012 **Non-Consent Agenda**

05-013 **Fee Schedule for Reference Services
(Addresses Goal 2; Objective 3 of the Strategic Plan)**

Division Head of Reference and Information Kathryn Robinson, stated that the Reference Policy establishes that some premium services are not available to non-residents. The recently updated Reference Service Guidelines identify remote information services as premium services. Therefore, as of January 1, 2005, reference services were discontinued to remote users without a resident or fee card. Ms. Robinson further stated that instead of turning these customers away, it is preferred that the library offer an option of service, for a fee, to non-resident customers. She indicated that the proposed fee is \$25.00 for one half hour of services and copying. Brief discussion ensued.

Trustee Kohler, seconded by Trustee Pardy, moved to approve staff to provide remote reference/informational services as an option for those who live outside of the Orange County Library District, and do not have a card, for a flat service charge of \$25.00. The charge will cover up to thirty minutes of staff time for searching plus up to ten pages of photocopies. Motion carried 4-0.

05-014 **VIII. Discussion and Possible Action Items**

05-015 **Strategic Plan Update: Matthew Pardy**

Trustee Pardy gave a status report regarding the progress made with the Strategic Plan for FY 2005. Trustee Pardy touched on some of the many areas including: the popularity of the self check-out machines at Alafaya (85% usage); more classes and storytelling being offered, including Spanish and FCAT programs and sample tests for parents; application for potential grant monies; Staff Development Day; and the library's participation in the Citrus Bowl Parade. He also discussed the lower secret shopper scores, which were attributed to credit card payment information not being offered to customers. Brief discussion ensued regarding the usage study that had been

conducted, as well as the marketing campaign that was implemented in order to raise funds for the summer reading program.

05-016 IX. **Information**

05-017 **Director's Report**

| We had a very successful Teen program this week! Danielle King invited SAK Comedy Lab to do an improve workshop with teens. We had 40 teens, 15 adults, and 5 children attend. The teens enjoyed the SAK comedians as they demonstrated their own improvisational skills and then the teens broke into smaller groups with the 5 comedians as their team leaders. The finale featured the teens doing improv on stage in Library Central. Keep an eye out on the teen website for some cool pictures of the program.

| North Orange Branch went live with the RFID express checkout this past weekend. They are running at 88-90 % self check. This is consistent with Alafaya's recent experience when they transitioned to RFID in late December.

| RSS (Really Simple Syndication) is coming to the Orange County Library System, the first public library to offer this XML format designed to distribute or "feed" news and information through the world wide web directly to the users own personal news reader or Web log (blog).

In the beginning the Library will share information from its web site www.ocls.info through the category of General Announcements. Soon three new categories will be created: Children, Teens and Computer Classes. These feeds include headlines and link back to www.ocls.info for the full article. This popular web technology provides free updates through timely news feeds to help users stay current in their areas of interest.

Pretty soon you'll see red "RSS" tags in www.ocls.info . These tags will allow the public to join our "feeds" and receive up-to-date news as soon as it's published.

| Z Coffee is planning to open in the café space at the Main Library around the beginning of February, providing all the changes can be made in time.

| Today, representatives from Recorded Books will be giving demonstrations and training to our staff on using the new downloadable digital recorded books.

| We have located a potential rental property that we might be able to use. I think that a working session of the board would be an ideal vehicle to show you some of the options available to us.

Potential dates will be offered to the Board so that the workshop can be scheduled.

05-018 **Winter Garden Project Summary**

05-019 **Cherry Bekaert & Holland C.P.A. Audit Information Documents**

05-020 **Public Comment: Non-Agenda Items**

Nicole Hugues, Orange County Resident and Talking Books customer, spoke briefly regarding the promotion of library programs to the visually impaired community.

X. **Adjournment**

President Brady adjourned the meeting at 9:15 p.m.

Next Meeting Dates: February 10, 2005 – Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 ---
March 10, 2005 – Eatonville Branch Library; 200 East Kennedy Boulevard; Eatonville, Florida 32751.

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.