

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
February 10, 2005
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407-835-READ (7323)

- 05-021 I. **Call to Order**
Board Members Present: Sara Brady (2/0); Gloria Fernandez (2/0); Tom Kohler (2/0); James Tyson (2/1); Matthew Pardy (2/0)

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 at 7:00 p.m.
- 05-022 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 . For more information, contact Milinda Neusaenger at 407.835.7611 or neusaenger.milinda@ocls.info .
- 05-023 III. **Approval of Minutes: Library Board of Trustees Meeting – January 13, 2005**
Trustee Fernandez, seconded by Trustee Tyson, moved to approve the minutes of the January 13, 2005 Board of Trustees meeting. Motion carried 5-0
- 05-024 **Approval of Minutes: Library Board Workshop: January 28, 2005**
Trustee Pardy, seconded by Trustee Kohler, moved to approve the minutes of the January 28, 2005 Library Board Workshop. Motion carried 5-0.
- 05-025 IV. **Staff Presentations:**
FCAT – Vera Gubnitskaia & Bobby Tsui
Vera Gubnitskaia and Bobby Tsui presented an overview of the FCAT Tutorial that was developed by OCLS to aid students and parents with navigating the FCAT Explorer. The Explorer is provided by the Florida Department of Education and introduces sample tests for students to take in preparation of the actual test. The FCAT Tutorial also highlights resources available at OCLS that assist students with their FCAT preparation as well as general studies.

Eatonville Branch Grand Opening – Bethany Corbett & Beverley-Ann Galloway

Branch Manager Bethany Corbett presented the video of the Eatonville Branch Grand Opening held on January 22, 2005. She reported that 250 customers attended the opening, and that 31 registered for library cards, including State Senator Gary Siplin. Ms. Corbett also stated that Eatonville is the first location to use signature capture technology, which will electronically store a customer's signature in his/her account file. Eatonville is very popular with classes and daycare centers as well as older children who are after-school customers, and are accommodated within the parameters of the Unattended Children's Policy. Ms. Corbett also shared that the puppet theatre is quite a hit and that children of all ages find it entertaining to put on puppet shows. Brief discussion ensued.

- 05-026 V. **Financial Statements and Summaries: January 2005**
Comptroller Bob Tessier summarized additional information provided to the Board. Two graphs were created to track the tax revenues and expenditures for the last ten years. Brief discussion ensued.
- 05-027 VI. **Statistics and Summaries: January 2005**
Assistant Director Debbie Moss briefly discussed the increasing self check-out figures at North Orange and Alafaya. Brief discussion ensued regarding contacting customers with expired cards.
- 05-028 VII. **Action Items**
05-029 **Consent Agenda**
Trustee Kohler, seconded by Trustee Tyson, moved to approve the items on the Consent Agenda. Motion carried 5-0.
- 05-030 **Change of Venue: July 14, 2005 Board of Trustee Meeting – from South Creek Branch to Edgewater Branch**
The Board approved the change of venue for the July 14, 2005 Board of Trustees Meeting.
- 05-031 **Monthly Newsletter Printing Contract**
The Board voted to award the annual contract for the printing of the monthly newsletter to Mercury Printing and Promotions. The amount of the annual contract is estimated to be \$54,612.
- 05-032 **Non-Consent Agenda**
05-033 **Telecommunications Contract**
President Brady declared a conflict of interest regarding the vote on the Telecommunications Contract. As Managing Director for the Central Florida Division of Wragg and Casas Public Relations, Inc., she represents Bright House Networks, which has a continuing partnership with Time Warner Telecommunications. For this reason she made public her conflict of interest and recused herself from the contractual vote regarding Time Warner Telecommunications and the Orange County Library System.

Information Systems Manager Eric Atkinson gave a brief overview regarding the need to increase the telecommunications bandwidth between the Main Library and Branches as well as the need for an updated local phone service contract at Main. Brief discussion ensued.

Trustee Kohler, seconded by Trustee Tyson, moved to award, in the amount of \$333,549, a contract to Time Warner Telecommunications to provide local phone service at Main and wide-area network (WAN) services between system locations. Motion carried 4-0 with President Brady abstaining due to the aforementioned conflict of interest.

05-034
05-035

VIII. **Discussion and Possible Action Items**
Draft Director's Goals for 2005

Director Hodel asked for input and direction from the Board regarding the goals for 2005. Trustee Kohler asked for the goals to include a strategy to consolidate the Hiawassee and Edgewater Branches, a strategy for negotiating the transition of the debt millage to capital funds, and collaboration with some of the public schools. Trustees Tyson and Pardy requested to include staff development goals to address staff with MLS degrees, to increase diversity, and to reduce staff turnover. Trustee Fernandez asked for the goals to include continuing to address issues in the community and focus on education and meeting the needs of the changing diverse community. Trustee Pardy requested that greater effort be made by the Administration to reach out to the union in order to create a better relationship. Director Hodel stated that the Administration has extended the offer to meet with the union on a regular basis. President Brady asked for a list of the current school partnerships.

05-036
05-037

IX. **Information**
Director's Report

► We already have 180 people signed up for our Tea with Queen Elizabeth I program on Sunday, February 13 at 2pm. Calls are coming in so frequently that we can no longer promise tables to those that try to make a reservation. Tea is being provided by the new downtown firm, **Everta Tea Trade House** on Church Street. Pastries are being provided by **Bruno's Gourmet Kitchen**. Shortbread cookies are being provided by **Walker's Shortbread** of Great Britain and camellia centerpieces are being provided by **Leu Gardens**. We are pleased with this overwhelming response. Many have asked about the fee and are surprised that it is free.

► There was a water leak from the men's room at Southeast Branch. The Branch was forced to close on Monday afternoon and Tuesday and is back in operation now.

► Sara Isaacs of the *Orlando Sentinel* is planning to put information about the Library's newest service, Downloadable Audio books, through Recorded Books, Inc. in the Book section of Sunday's paper. Ms. Isaac is a regular Library user and was enthusiastic about the downloadable audio books.

► Funds are included in this year's budget to find a suitable branch site on the East side of the County. The Library had used CB Richard Ellis to find the South Creek site, so we contacted them again. Recently, we met with Margo Thomas and Bill Moss with that firm to discuss whether they could help us find a location. CB Richard Ellis has an

existing contract with Orange County to do similar projects. We are exploring “piggybacking” off of the Orange County contract.

Director Hodel stated that at the branch workshop held on January 28th, it was agreed upon that location alternatives would be presented to the Board. Discussion ensued regarding the costly option of terminating the Hiawassee lease, which makes combining Hiawassee and Edgewater an expensive alternative. Trustee Pardy asked for the option of subleasing the Hiawassee space to be explored. Director Hodel asked for input from the Board in pursuing the possible replacement of Edgewater. Trustee Kohler pointed out the high concentration of branches in a small service area, which lends to the low circulation figures at Edgewater. The substandard condition and emptiness of the strip mall in which the Edgewater Branch is located was discussed.

Trustee Kohler, motioned for the Administration to present at the March meeting, a plan to close the Edgewater Branch. The plan needs to include various options with positive and negative aspects, as well as a communications strategy. Trustee Tyson seconded and amended the motion to include exploring a sublease of Hiawassee. Motion carried 5-0.

05-038

Winter Garden Project Summary

The progress made at the Winter Garden Branch Construction site was briefly discussed.

05-039

Age Requirement in Children’s and Club Central Areas Policy

Claire Stephens, Orange County Resident and cardholder, spoke regarding the Age Requirement in Children’s and Club Central Areas Policy and asked again for the Board to address how the current policy is better than requiring individuals to sign in as they enter the children’s areas. She also expressed her appreciation for the seating area that was added just outside of the Children’s Library at Main. Kathryn Robinson, Head of Division of Reference and Information, spoke briefly regarding the positive feedback received from the public concerning the policy.

President Brady stated that contrary to comments made at earlier dates, no one is being denied access to the children’s or young adult collections. Adults may utilize the collections, but are then asked by staff to conduct their research and reading in adult areas of the library. President Brady also stated that OCLS is very concerned about the safety of children, and that staff cannot discriminate against those who may want to use the children’s collections. Brief discussion ensued.

05-040

Public Comment: Non-Agenda Items

X. **Adjournment**

President Brady adjourned the meeting at 8:41 p.m.

Next Meeting Dates: March 10, 2005 – Eatonville Branch Library; 200 East Kennedy Boulevard; Eatonville, Florida 32751
--- April 14, 2005 – 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.