

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
March 10, 2005
Eatonville Branch Library
200 East Kennedy Boulevard
Eatonville, Florida 32751
407-623-5728

- 05-041 I. **Call to Order**
Board Members Present: Sara Brady (3/0); Gloria Fernandez (3/0);
James Tyson (3/1); Matthew Pardy (3/0)
- Board Members Absent: Tom Kohler (3/1)
- 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 at 7:00 p.m.
- 05-042 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 .
- 05-043 III. **Approval of Minutes: Library Board of Trustees Meeting –
February 10, 2005**
Trustee Tyson, seconded by Trustee Fernandez, moved to approve the minutes for the
February 10, 2005 Board of Trustees Meeting. Motion carried 4-0.
- 05-044 IV. **Staff Presentation: QuestLine – Kathryn Robinson &
Gregg Gronlund**
Kathryn Robinson, Head of the Division of Reference and Information, and Gregg
Gronlund, Manager of QuestLine and Special Collections, gave an overview of
Questline and its evolution from its beginnings in 1994 as a Phone Reference Service to
its role today as a Library Call Center. The changes include available communication
methods such as the additions of OLIVE, and Chat, the shift in requests from reference
questions to account management requests and specific title requests, and the
accompanying changes in staffing needs.

- 05-045 V. **Financial Statements and Summaries: February 2005**
Comptroller Bob Tessier provided an update to the information in the Board packet concerning the possible sub leasing of the Hiawassee Branch space. Mr. Tessier asked the landlord's representative if the landlord would be flexible on the sub-leasing issue as the language in the lease was very restrictive. The response received was that since Library is considered the anchor tenant in the shopping center, the landlord is not willing to be flexible on sub-leasing.
- 05-046 VI. **Statistics and Summaries: February 2005**
Assistant Director Debbie Moss spoke briefly about an additional chart included in the Board's information packet. The chart gives a snapshot of circulation in the month of January for the last three years.
- 05-047 VII. **Action Items**
- 05-048 **Consent Agenda**
- 05-049 **PC Purchase**
Trustee Tyson, seconded by Trustee Fernandez, moved to authorize the purchase of computer equipment with the following costs:
- | | |
|-------------------|--------------------|
| Laptop computers | \$20,000.00 |
| Desktop computers | <u>\$60,000.00</u> |
| Total | \$80,000.00 |
- Motion carried 4-0.
- 05-050 **Non-Consent Agenda**
- 05-051 **Real Estate Consultant Contract**
Comptroller Tessier briefly explained the need of a real estate consultant's services in the search of properties for future branch sites.
- Trustee Pardy, seconded by Trustee Tyson, moved to procure the real estate consulting services of C.B. Richard Ellis (CBRE) by "piggybacking" off of the Orange County Government's real estate consultant contract with CBRE. Motion carried 4-0.
- 05-052 **Third Floor Renovation Contract**
Trustee Fernandez, seconded by Trustee Tyson, moved to:
1. Authorize staff to execute a Construction Management at Risk contract with Skanska USA Building for an amount not to exceed \$600,000 for the Main Library third floor renovation project.
 2. Approve the Main Library third floor renovation project budget of \$800,000.
 3. Apply the approval limits in the Library Purchasing Policy to any Change Orders.
- Motion carried 4-0.
- 05-053 VIII. **Discussion and Possible Action Items**

05-054

Director's Goals for 2005

Director Hodel summarized the 2005 Director's Goals, updated to include the requests from the Board which are as follows: to address and report on staff development issues: number of staff with formal educations; turnover; Management/Union relationship; and staff diversity; to review and report on outreach to public schools in Orange County; and to place more focus on the educational aspect of the OCLS mission. Director Hodel stated that additional information about staffing and diversity was included in the Board Packet. Brief discussion ensued.

05-055

Edgewater Plan

Branch Administrators Sally Fry and Craig Wilkins reviewed the approved Branch Master Plan, which includes plans for the consolidation of two branches. Ms. Fry explained that there is an imbalance in the east/west distribution of branches throughout the county. There are eleven locations serving residents in the west side of the county, whereas only four branches serve residents in the east side of the county. Ms. Fry further stated that the east side of the county is growing rapidly, with the development of many new residential communities. In order to provide more equitable service to the east side, OCLS needs a facility on the east side. However, current funding does not allow for the operation of an additional new location. The most practical and effective course of action would be a realignment of branches on the west side in order to reallocate funding for a new east side branch. Ms Fry stated that both the Edgewater and Hiawassee branches are leased; the Edgewater lease will expire August 2005 and the Hiawassee lease will expire in five years. If the Edgewater Branch closed, there would be an immediate savings and plans for a southeast branch location could be implemented.

Director Hodel emphasized to the Board that the possible closure of the Edgewater Branch, will likely create dissatisfaction and possibly political activity within the surrounding communities. She further stated that the Library Board members and the Administration have a fiduciary responsibility to judiciously provide services to all Orange County taxpayers. Discussion ensued regarding the ramifications of a possible Edgewater closure.

Trustee Pardy, seconded by Trustee Fernandez, moved to instruct the Library Administration to include on the April 2005 Board Meeting Agenda, a discussion on the future of the Edgewater Branch Library. Motion carried 4-0.

Trustee Pardy suggested that the April Board Meeting be held at the Edgewater Branch Library.

Trustee Tyson, seconded by Trustee Fernandez, moved to approve a change in venue, from the Main Library to the Edgewater Library, for the April 14, 2005 Board Meeting. Motion carried 4-0.

05-056

Union / Management Meeting

President Brady explained that prior to the negotiation of the second union contract, regular meetings between union members and Management were held monthly and it is management would like to resume the meetings. However, some union members have reservations about participation in the meetings. Union spokesperson John Henkle explained that some union members would like to be guaranteed that they will not be

held accountable and disciplined for what they say in the meetings. President Brady stated that all participants, union and Management, must be respectful and courteous to each other during the proposed meetings. Al McKenna, labor counsel for OCLS, spoke regarding Board Member participation in the meetings as well as the grievance procedure in place for union members. He stated that one of the key elements of the contract is that a union member cannot be disciplined without just cause. Mr. McKenna also explained that the rules of conduct needs to apply to both sides during the potential meetings. President Brady stated that communication is important in order to have a positive working relationship. Director Hodel affirmed that the Administration wants to continue the meetings, but that everyone involved must express themselves in a respectful and courteous manner. Director Hodel extended to Mr. Henkle, the invitation to meet one on one in order to discuss any issues and concerns. Mr. Henkle said he would think about the offer and have an answer for her in a few days.

05-057 IX. **Information**

05-058 **Director's Report**

■ We have been hosting visits and fielding phone calls from other library systems. We have had requests for information from Boca Raton Public Library on our Innovative Interfaces system. Salt Lake City Utah, Tampa Hillsborough County, Alachua County Public Library have requested information on our PC reservation system, King County Washington has called about our Books By Mail program; City of Clearwater has requested information on our wi-fi setup. We have hosted visits from Miami Dade County on Olive and Vocera. In May we will host the Ask a Librarian statewide advisory committee meeting.

■ We are submitting a grant application for Florida Library Services and Technology Assistance. This is federal money given out to the states for model library projects. We will be submitting a proposal for expansion of our technology classes focusing on job seekers and small business employers looking for training for their employees. We have a number of new classes in preparation to implement this grant. Thanks to Debbie Moss, Ormilla Vengersammy, Eric Atkinson, August Calabrese, Sherry Chambers, Milinda Neusaenger, Carla Fountain, Kelly Pepo, Cassie Shivers, and Vanessa Neblett.

■ We received word from the State Library in Tallahassee that our state aid for this year will be \$1,502,307.

■ The Friends of the Library will be going to Tallahassee to give our greetings to our state legislators later on this month. They will be emphasizing the need for continued state aid and our thanks for their support to libraries.

■ The Branch Administrators would like to take the meeting room at the new Winter Garden meeting room and install computers in there on a permanent basis. We would make space elsewhere for meetings and programs.

05-059 **Winter Garden Project Summary**

Brief discussion ensued regarding the progress on the Winter Garden Branch construction project.

05-060 **Public Comment: Non-Agenda Items**

X. **Adjournment**

President Brady adjourned the meeting at 9:19 p.m.

Next Meeting Dates: April 14, 2005 – Edgewater Library; 5049 Edgewater Drive; Orlando, Florida 32810 --- May 12, 2005 – To Be Announced.

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.