

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
May 12, 2005
South Creek Library
1702 Deerfield Boulevard
Orlando, Florida 32837

- 05-086 I. **Call to Order**
Board Members Present: Sara Brady (5/0); James Tyson (5/1); Tom Kohler (5/1); Matthew Pardy (5/0); Livia Rivera (1/0)
- 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.
- 05-086.1 **Oath of Office: Livia M. Rivera**
Ms. Livia Rivera took the oath of office and was sworn in by President Brady. President Brady welcomed Ms. Rivera to the Library Board as the newest Trustee and stated that despite the negative publicity that preceded her nomination, Ms. Rivera is a most welcomed and positive addition to the Library Board.
- 05-087 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 .
- 05-088 III. **Approval of Minutes: Library Board of Trustees Meeting – April 14, 2005**
Trustee Kohler, seconded by Trustee Tyson, moved to approve the minutes for the April 14, 2005 Board of Trustees Meeting. Motion carried 5-0.
- 05-089 IV. **Staff Presentation: Security – Craig Goetzke & Pam Bergner**
Craig Goetzke, Custodial Maintenance Manager and Pam Bergner, Purchasing & Service Manager, gave an overview of the security methods used at the Library's security systems covering patrons, staff, facilities, and materials. Brief discussion ensued.

- 05-090 V. **Financial Statements and Summaries: April 2005**
Comptroller Tessier gave a brief overview of the financial statements included in the monthly Board packet for the benefit of Trustee Rivera.
- 05-091 VI. **Statistics and Summaries: April 2005**
Brief discussion ensued regarding the monthly statistics for Eatonville and the marketing and partnering strategies being pursued at the Branch.
- 05-092 VII. **Action Items**
- 05-093 **Consent Agenda**
Trustee Pardy requested to pull item #05-097 from the Consent Agenda.
- Trustee Kohler, seconded by Trustee Tyson, moved to approve the remaining items on the Consent Agenda. Motion carried 5-0.
- 05-094 **Self Check-out System for West Oaks**
The Board authorized the purchase of 3M self check-out equipment, in the amount of \$97,996.00.
- 05-095 **Agreement with Unique Management Services for Notices**
The Board authorized the regular use of Unique Management Services to process mailed circulation account notices.
- 05-096 **Collection of Overdue Patron Accounts**
The Board authorized the reduction of the fine threshold at which an account is referred to a collection agency to \$25.00 and for this to take effect on May 16, 2005.
- 05-097 **Main Library Building Security Enhancements**
Trustee Pardy asked about the scope of the proposed security enhancements. Facilities and Operations Manager John Claytor explained that most of the enhancements are proposed mainly as a deterrent to break-ins, including cameras and window and motion sensors, as well as audio monitoring. Brief discussion ensued regarding the immediate need for audio monitoring. Trustee Kohler suggested the elimination of the audio monitoring system, thus reducing the not to exceed cost to \$40,000.
- Trustee Kohler, seconded by Trustee Tyson, moved to approve the purchase of Main Library building security enhancements (including window sensors, motion sensors and additional digital cameras) from Best Access Systems in an amount not to exceed \$40,000; and for Staff to re-address the audio monitoring system next year. Motion carried 5-0.
- 05-098 **Amendment to Seminole County Reciprocal Borrowing**
The Board approved the amendment to the Reciprocal Borrowing Agreement with Seminole County.

05-099 VIII. **Discussion and Possible Action Items**

05-100 IX. **Information**

05-101 **Director's Report**

□ We have been asked by the Governor's office to host a press conference sometime next week regarding the Governor's Statewide Family Initiative *Read Together Florida* and this year's book choice *Hoot*.

□ Real work on roof of the Main Library started on the 9th May. The Southwest corner of the 4th floor roof has been torn off and the 'temporary' first ply was in place. The temporary roof looks better than the old roof that was removed.

□ Microsoft Office in Español will shortly be available on all public access PC's in the system. It is currently up and running on all PC's in the Computer Resource Center at the Main Library.

□ OCLS will be participating with the American Library Association's initiative Join The Major Leagues @your library this summer. Join the Major Leagues @ your library®, developed by Major League Baseball® and the American Library Association, is a program designed to help people of all ages build their 21st Century information literacy skills. It's also a chance for one lucky program winner to win tickets to a designated game of the 2005 Major League Baseball World Series®. There are no age restrictions – different games are offered for different age groups. Participants can start playing now. All submissions need to be postmarked no later than 9/9/05, or, if submitted online, get to ALA by 9/16.

We will be:

1. Marketing the program to sports organizations in the county, such as Little League, baseball clubs, etc.
2. Develop reading lists and book display recommendations.
3. Have a Baseball Movie Week.
4. Distribute signs and bookmarks to branches and Main departments that have public access Internet computers since the game can be completed online.
5. Have links to the game from the library home page, Kids Connect, IT, and Teachers Connect.

□ Our own Summer Reading Program, "Reading is A Treat" is being rolled out for the public. The schools have started distributing our flyers to their students and we have had a number of calls from parents asking about the program. I want to take this opportunity to thank everyone who has helped to make this so terrific. The programs, graphics, webpages, schedules have all turned out great. We have a large number of community partners and that has helped to make the program even better. Thanks go to Kristin Alvarado, Kerri Bottorff, Deanna Braunstein, Sheri Chambers, Bethany Corbett, Ben Garcia, Bobbie Gonzalez, Vera Gubnitskaia, Charles Hoeck, Marilyn Hoffman, Danielle King, Shannon Long, Joan McSween, Joy Morrison, Michele Patestides, Kim Peters, RONALDA JEANNE PETTREY, Kathryn Robinson, Jessica Sugiuchi, Crystal Sullivan, Amy VanSchaik, Susan Vogt, Margaret Wells, Kris

Woodson. Between Reading is a Treat, Camp Savvy technology classes and Join the Major Leagues @ the Library, we are proud of our learning opportunities for children this summer.

□ We have been invited to participate in the Orange County Public Schools Training Day on 3rd August to meet with the language-arts teachers at Jones High School. We will distribute materials about the programs offered by OCLS. We will also give a presentation in one of the 90 minute sessions on some of our databases available. We have also been invited to talk with the Media Specialists at Timber Creek High School on the same day.

□ The Library will be participating in the eWomensNetwork event on 16th June at the Orlando Marriott. Librarian Melody Mitchell from our staff will speak on our resources that would especially helpful to a woman setting up her own business. She will be part of a panel discussion and take Questions and Answers afterwards.

□ The Spanish Survival Guide has been completed for the Orange Peel. It contains library terms in English and Spanish, including the entire Dewey classification, useful phrases for circulation and public service staff, sample dialogues for circulation, reference and registration, and a pronunciation guide. It will be very useful for staff members who do not speak Spanish in helping a Spanish speaking patron. <http://intranet.ocls.info/spanish/default.asp> . It will be located on the Orange Peel under Staff Dev Tools.

□ Thanks to all the staff who represented OCLS in the 5 Km race to raise money for A Gift for Teaching and the YMCA. Yvonne Pierre, Tonia Hinkle, Mina Keith, Milinda Neusaenger, Lelia Higgins, Pam Sogge, Gregg Gronlund, August Calabrese, Angela Jacobe, Truly sweat equity!

Our race results are posted on the URL listed below, under “Non-Profits.” We are proud of our first year’s performance by the Library’s Track Stars: Tonia Hinkle, Pam Sogge, August Calabrese, Dennis Fountain, Leila Higgins, Cyprian Higgins, Yvonne Pierre, Angela Jacobe, Mina Keith and Milinda Neusaenger.

http://trackshack.com/events/race_results/corp5k%202005/2005corp5k.php

Trustee Kohler requested a list of the schools not participating in the school outreach reading programs offered by OCLS. He also suggested letters be sent to the principals and PTSA presidents of the non-participatory schools.

05-102

Winter Garden Project Summary

05-103

Third Floor Renovation Project

Skanska is on schedule with the project. Demolition has been completed and the framing and drywall has been started. Daily progress can be seen.

05-104

Public Comment: Non-Agenda Items

There were no requests to address the Board.

President Brady, for the benefit of Trustee Rivera and all in attendance, gave a brief overview of recent Library events. She said the Library has been in the news recently with the Edgewater Branch issue and the Channel 9 segment on the Library’s MAYL service (Materials Access from Your Library). Regardless of the negative publicity and the lack of follow-up stories, the outpouring of support from the community has been very positive. President Brady also stated that the possible closure of the Edgewater Branch was presented at the April Board Meeting, and that after reading and listening to the sincere and eloquent comments made by the folks in the community, the Board voted to renew the Edgewater lease for another year. President Brady also stated that all who serve on the Library Board do so because of their love for the Library and that all members are devoted to serving the entire community and take their Board positions very seriously. President Brady said to Trustee Rivera, that the issue of the Board structure and protocol had nothing to do with her or anyone else; and that she did not want the Board to be mischaracterized or misunderstood. President Brady stated she has spoken with Commissioner Linda Stewart, who was very receptive to improving relations with the Library. President Brady will also call Commissioner Mildred Fernandez in the interest of engaging in positive discussions regarding the Library. President Brady wants to ensure that it is clear that the Library Board’s intent and focus is to serve the entire community in the best and most judicious manner.

X. **Adjournment**

President Brady adjourned the meeting at 8:35 p.m.

Next Meeting Dates: June 9, 2005 – Herndon Library 4324 East Colonial Drive; Orlando, Florida 32803 --- July 14, 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.