

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
June 9, 2005
Herndon Branch Library
4324 East Colonial Drive
Orlando, Florida 32803
407-228-1410

- 05-105 I. **Call to Order**
Board Members Present: Sara Brady (6/0); James Tyson (6/1); Tom Kohler (6/1); Matthew Pardy (6/0); Livia Rivera (2/0)
- Library Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier; Carla Fountain; Eric Atkinson; Marilyn Hoffman; Craig Wilkins; Sally Fry; Milinda Neusaenger
- President Brady called the meeting to order at 6:59 p.m.
- 05-106 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 .
- 05-107 III. **Approval of Minutes: Library Board of Trustees Meeting – May 12, 2005**
Trustee Tyson, seconded by Trustee Pardy, moved to approve the minutes of the May 12, 2005 Board of Trustees meeting. Motion carried 5-0.
- 05-108 IV. **Staff Presentation: New Media Additions to the Catalog – Downloadable Audio Books & Streaming Video – Wendi Bost & Kelly Pepo**
Acquisitions Services Manager Wendi Bost and Technical Services Assistant Manager Kelly Pepo gave an overview of the new technology now being offered to customers, downloadable audio books and streaming videos. Brief discussion ensued.
- 05-109 V. **Financial Statements and Summaries: May 2005**
- 05-110 VI. **Statistics and Summaries: May 2005**

05-111 VII. **Action Items**

05-112 **Consent Agenda**

Trustee Kohler, seconded by Trustee Tyson, moved to approve the items on the Consent Agenda. Motion carried 5-0.

05-113 **Resolution to Establish a Book Endowment to Honor former Trustee, Dr. Gloria Fernandez**

The Board authorized the establishment of a book endowment in the amount of \$300 to honor former Trustee, Dr. Gloria Fernandez

05-114 **Board of Trustees Meetings ~ Change of Venues:
July 14, 2005 ~ Change from Winter Garden to Alafaya
September 8, 2005 ~ Change from Alafaya to Winter Garden**

The Board approved the venue changes for the July 14, 2005 and September 8, 2005 Board of Trustees Meetings.

05-115 **Branch Janitorial Contract**

The Board awarded the Branch Cleaning Contract in an estimated amount of \$189,756, which includes 1,000 hours of additional cleaning services, to D&A Building Services, Inc.

05-116 **Meeting Room Fees**

The Board authorized the revision of the Meeting Room Policy to include the following:

- a. To allow groups meeting in Library Meeting Rooms to either bring in food/beverages or to arrange catering of food/beverages if they receive Library approval and pay the appropriate fee.
- b. To edit section IV of the Policy to read as follows: *Fees and Admission Charges: No fees are currently charged by the Library for **normal** use of the Meeting Rooms. However, this practice is subject to change at the Library's discretion. **If a group wishes to bring in food/beverages or make catering arrangements for their meeting in Library meeting rooms, a fee and Library approval are required. Groups using the Meeting Rooms may not charge admission.***
- c. To revise the Rules of Conduct item #29 to read as follows: ***Excepted from this restriction are the café at the Orlando Public Library, Library sponsored events, and fee-based meeting room accommodations.***

05-117 **After Hours Event: Request to Serve Alcoholic Beverages**

The Board approved the serving of alcoholic beverages at the Fundraising event *An Evening with Carl Hiaasen*, August 27, 2005.

05-118 **Lost and Found Policy**

The Board approved the Lost and Found Policy.

Brief discussion ensued regarding the length of time items are held by the Library. Trustee Pardy recommended that the length of time items are held should be increased to 90 days. Trustee Kohler, seconded by Trustee Pardy, moved to amend

the Lost and Found Policy by changing the hold period to 90 days for those items that are to be held. Motion carried 5-0.

05-119 **Non-Consent Agenda**

05-120 **Preliminary Budget: Fiscal Year Ending September 30, 2006**

Comptroller Tessier presented a PowerPoint presentation of the Preliminary Budgets for the fiscal year ending September 30, 2006. Topics addressed included the budget process, explanations for significant changes to the current year's budget, and proposed millage rates. Brief discussion ensued.

Trustee Kohler, seconded by Trustee Pardy, moved:

1. To approve preliminary FY 2006 Operating, Capital Projects, Sinking, Main Debt Service, and Branch Debt Service Fund budgets. By taking this action, the Library Board is approving the total budget for each fund and not the individual line items in each budget.

2. To recommend to the Library District Governing Board that the
 - FY 2006 Operating Fund millage rate be maintained at .4144 for the sixth year in a row.
 - FY 2006 Main Debt Service Fund millage rate be adopted sufficient to fund the preliminary Main Debt Service Fund budget. This millage rate will be approximately .0180, which is lower than the current year rate of .0208.

Motion carried 5-0.

05-121 **VIII. Discussion and Possible Action Items**

05-122 **Lake County Request to Share Funding for Citrus Ridge Library**

Lake County Commissioner Bob Pool and Wendy Breeden, Library Services Director of the Lake County Library System discussed with the Board of Trustees the possibility of becoming regional partners in a joint-use library facility that Lake County is building in the Four Corners area of Lake County. Four Corners is the area in which the Lake, Osceola, Orange and Polk County lines interconnect. Commissioner Pool explained that the facility will be the new home of the Citrus Ridge Library and will be built in the Keegan's Crossing area on property purchased from the Keegan family at a deeply discounted price. He explained that 37% of the Lake County's library users in the area are from the neighboring counties and a regional library would benefit all citizens in the four counties and would prevent duplication of services in the area. Commissioner Pool stated that Osceola and Polk Counties have committed to the project and asked the Library Board of Trustees for assistance in the FY 2007 Budget year either with funding, personnel or shared expenses with equal access to facilities, materials and services. Trustee Kohler expressed concern regarding the timing of the request as well as the determination of the location and the area market. Ms. Breeden stated that demographic studies and reports that directly related to library services were analyzed. She also stated that at the Citrus Ridge Library, 50% of the walk-in patrons are tourists who read the newspapers and use the computers to check email. Director Mary Anne Hodel stated

that at OCLS, to offset the cost of the computer system and usage, non-residents of Orange County can purchase a seven day P.C. Pass for \$10.00 in order to use the computers. Commissioner Pool stated that duplication of services would not make sense and that Lake County does not want to restrict reciprocal borrower access to services, such as computer use and dvd circulation, in the future. Assistant Director Debbie Moss advised that OCLS is desperate to address the library needs of east-side Orange County residents by opening a new facility. However, funding is currently not available. President Brady concurred stating that recently the Board of Trustees had considered shutting down a branch on the west-side of Orange County in order to afford another one on the east-side. Trustee Kohler recommended that Lake County consider a referendum vote for an ad-valorem tax as a library dedicated revenue source.

05-123 IX. **Information**

05-124 Director's Report

■ We have made application to Target Corporation for a grant for Alphabet Bites to help promote greater reading readiness in preschoolers in Orange County. The proposed project would have the Library developing and conducting a series of programs, introducing early literacy skills to preschoolers. Each program, aimed at children 3-5 and their caregivers, would emphasize a letter of the alphabet, focusing on the most widely recognizable consonants and vowels, including s, t, m, b, p, d, c, r, f, a, and e. In addition to introducing children to the alphabet, these programs would also serve as an instructional tool for parents and caregivers who want to build their children's literacy skills. They would feature finger plays, rhymes, crafts, and take home activities. The program would be integrated into the Kids Connect web page as well. Featuring online games, activities, reading lists and videos. Program components include:

- Alphabet Song
- Introduction of the Letter by using a collection of items beginning with the letter sound and culminate with a large reproduction of the actual letter
- An Activity to build on the sound of the letter and help with early preparation of writing skills by having children trace the letter with their fingers in a fun and interactive way
- A Story – share a story that has a strong emphasis on the letter being studied
- Shared Fingerplays and Flannel Board Stories - featuring the letter being studied
- Crafts to imprint the sound of the letter by engaging in a crafts related to the sound.

The Alphabet Bite programs will also be integrated into the library's web page for children, KidsConnect <http://www.ocls.info/kidsconnect> . KidsConnect will feature further activities such as online games, reading lists and short videos.

■ We are getting ready to load some patron records for new residents who have moved to Orange County, using the change address mailer with the U.S. Postal Service.

■ The East Orlando Sun is planning to cover the new streaming videos and our summer reading programs in their June 15 issue.

Approved July 14, 2005

■ The Library has been invited to participate at the National Neighbor Works Event that is sponsored by the Orlando Neighborhood Improvement Corporation. This event is scheduled for Friday, June 10 from 9:30 a.m. to 2 p.m. and will be held at the Palm Groves Apartment Community at 3944 W.D. Judge Drive Orlando Florida. We will be signing up for library cards.

■ Summer Library Card Sign up Contest will be held for all departments of OCLS from 8 June 2005 to 19 August 2005. Each Branch and the Main Circulation Department are being challenged to increase their registrations by the highest % during the contest time frame. Each week the Library will post the updated numbers on the Orange Peel so you can keep track of your locations progress! We are encouraging staff to be creative and think how to best reach out into the community and get the word out about the value of our library card.

■ On June 2, as a part of the OCLS HEALTH Fair, 20 employees took time out of their day to donate blood, and Florida's Blood Centers were able to collect 14 units. 42 lives were saved because of the generosity of OCLS employees.

Pamela Bergner
Nedra Blanke
Gabiella Cox
Sally Fry
Lisa Glassford
Jeb Harrilal
Megan Moran
Luz Munoz
Vanessa Neblett
Milinda Neusaenger

Kelly Pepo
Sue Perry-Kun
Ronalda Pettrey
Katina Pittman
Carolyn Rosenblum
Robert Rosenthal
Cassandra Shivers
Crystal Sullivan
Janet Taylor
James Willis

05-125

Third Floor Renovation Project

05-126

Public Comment: Non-Agenda Items

Matt Roberts – Orange County Resident and Cardholder – spoke regarding the possible use of FreedomBox in the Library. FreedomBox is a new, Internet access device and software designed for the visually impaired.

Nicole Hugues – Orange County Resident and Cardholder – spoke regarding issues with the use of JAWS for , a software program that uses a speech synthesizer to read aloud all text that appears on the screen.

President Brady adjourned the meeting at 8:29 p.m. for a short minute break.

The meeting reconvened at 8:31 p.m.

05-127

Winter Garden Project Summary

Construction attorney Don Gibson briefly summarized the status of the project for the Board of Trustees and recommended that a completion agreement be negotiated with the contractor, APM Construction. This agreement would include a firm date by which APM would complete the project.

Trustee Pardy, seconded by Trustee Tyson, moved to move forward with negotiating a completion agreement with APM Construction. Motion carried 4-1 with Trustee Kohler voting nay.

05-128

Summer Plans at Eatonville Branch Library

Branch Administrator Sally Fry spoke briefly regarding the summer activities planned at the Eatonville Branch Library and mentioned that all community agencies in the area have been contacted and notified about the programs.

X. Adjournment

President Brady adjourned at 8:45 p.m.

Next Meeting Dates: July 14, 2005 – Alafaya Branch Library; 12000 East Colonial Drive; Orlando, Florida 32826 --- August 11, 2005 – Windermere Branch Library; 530 Main Street; Windermere, Florida 34786.

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.