

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
July 14, 2005
Alafaya Branch Library
12000 East Colonial Drive
Orlando, Florida 32826
407.249.6180

- 05-129 I. **Call to Order**
Board Members Present: Sara Brady (7/0); James Tyson (7/1); Tom Kohler (7/1); Matthew Pardy (7/0); Livia Rivera (3/0)

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 7:02 p.m.
- 05-130 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 .
- 05-131 III. **Approval of Minutes**
Trustee Tyson, seconded by Trustee Pardy, moved to approve the minutes from the June 9, 2005 Board of Trustees meeting and the June 16, 2005 Supplemental Meeting. Motion carried 5-0.
- 05-132 **Library Board of Trustees Meeting – June 9, 2005**
- 05-133 **Supplemental Meeting – June 16, 2005**
- 05-134 IV. **Staff Presentation: New Website ~ Sheri Chambers & Nils Thingvall**
Digital Content Manager Sheri Chamber & Digital Architect Nils Thingvall gave a brief guided virtual tour of the Library's new website. Brief discussion ensued.
- 05-135 V. **Financial Statements and Summaries: June 2005**
- 05-136 VI. **Statistics and Summaries: June 2005**
Brief discussion ensued regarding summer and Talking Books circulation figures.

05-137 VII. **Action Items**

05-138 **Non-Consent Agenda**

05-139 **Defined Benefit Pension Plan: 2004 Investment Performance Review: Christopher Rowlins of USI Consulting Group**

Chris Rowlins of USI Consulting Group gave a summary of the Defined Benefit Pension Plan investment performance in 2004. Brief discussion ensued.

05-140 **Defined Benefit Pension Plan: Investment Policy Statement Revisions**
Trustee Kohler, seconded by Trustee Tyson, moved to approve the revised Investment Policy Statement. Motion carried 5-0.

05-140.1 **Options for Composition of Library Board of Trustees**

Trustee Kohler, seconded by Trustee Tyson, moved to include item 05-140.1 as an agenda item. Motion carried 5-0.

Library Legal Counsel, Tom Wilkes gave an overview of the history of the Library District and presented various potential compositions of the Board. Discussion ensued regarding the joint cooperation between the City and County that originally made the formation of the District possible, as well as the potential Board structures presented. There was also discussion about Commissioner Linda Stewart's desire to change the composition of the Board to County district-specific representation; instead of the current "whole district" representation charged to all Trustees serving on the Board. The suggestion was made to invite Commissioner Stewart to meet with the Board so that she can share and discuss her position. President Brady stated she will invite Commissioner Stewart to attend the August Board Meeting. Further action was not taken.

Trustee Kohler, seconded by Trustee Tyson, moved to include items 05-140.2 and 05-140.3 as agenda items. Motion carried 5-0.

05-140.2 **3rd Floor East Carpet Replacement**

Trustee Kohler, seconded by Trustee Tyson, moved to award the carpet contract in the amount of \$57,978.50 for the Third Floor Renovation Project to Re: Source Florida. Motion carried 5-0.

05-140.3 **FY 2006 Millage Rate Revision**

Trustee Kohler, seconded by Trustee Tyson moved to amend the recommendation to the Governing Board regarding the millage rates for the fiscal year ending September 30, 2006. The revised recommendation is as follows:

1. Recommend to the Library District Governing Board that the FY 2006 Operating Fund millage be increased from .4144 to .4171
2. Recommend to the Library District Governing Board that the FY 2006 Main Debt Services Fund millage be decreased from .0208 to .0181

Motion carried 5-0

05-141 **FY 2009 Strategic Plan Add On Year**

Director Hodel discussed the need to approve the addition of the Strategic Plan for Fiscal Year 2009. This is done every year so that the Plan will continually be for five years. Brief discussion ensued and it was suggested that another planning workshop be scheduled for the Board to discuss further the plans for FY 2009. The topic is tabled in order to schedule a workshop for the Board. Further action was not taken.

05-142 **VIII. Discussion and Possible Action Items**

05-143 **Strategic Plan Update**

Trustee Pardy gave a summary of the progress and status of the Strategic Plan for the current Fiscal Year 2005

05-144 **Director’s Goals 2005 Update**

Director Hodel discussed the progress and status of her goals for 2005.

05-145 **Lake County Request to Share Funding for Citrus Ridge**

05-146 **IX. Information**

05-147 **DVD Circulation**

05-148 **Director’s Report**

► In visiting with Commissioner Sindler on Wednesday, we talked about our millage. He supported the idea of the Library recapturing the difference between the current 2005 debt millage (0.0208) and the 2006 debt millage (0.0181), which amounts to 0.0027 mills and adding it to the current operating budget. This would make the operating budget millage go from .04144 for FY 2005 to 0.4171 for FY 2006. This differential translates into \$179,028. The total millage would remain the same: 0.4352 for FY 2005 and for FY 2006. This would require a vote of approval by the Board and of course approval by a majority of the Governing Board.

► The Library has received its first check for \$711.21 from June 05 from Z Coffee in the Main Library.

TOTAL GROSS INCLUDING TAXES:	\$15,194.56
TAXES:	\$970.50
TOTAL AFTER TAXES TAKEN OUT:	\$14,224.06
5% LIBRARY PAYMENT:	\$711.21

We are entertaining an offer for an additional location from Z~Coffee at the Alafaya Branch. There will be some small plumbing adjustments that would have to be made and if we can resolve our concerns, then we will go forward with the offer. The area we are talking about is marked off with blue tape here at Alafaya.

► The third floor of the Main Library will be closed to the public for several weeks due to construction starting Monday, July 11th. DRI staff will be able to retrieve 3rd floor materials for customers as needed.

► Summer Reading Programs for June 2004 verses June 2005:

	Programs	Adults	Teens	Children	Total
2004	129	1042	182	4507	5731
2005	162	1643	391	5395	7429
%Comparison					
Programs		129/162	29.62%		
Attendance		5731/7429	25.58%		

► Offers of employment have been accepted by four new Librarians. Hope to arrange for an August 15 start date.

► New Harry Potter Book: Half-Blood Prince:

1,100 copies have been ordered. As of now, there are 933 holds for the title. Special Services will have all of these HP holds checked out Monday.

50 copies of the book have been set aside for West Oaks in preparation for their after-hours Harry Potter event Friday night.

Whatever number of copies remain after holds are filled will be distributed among the locations, with Children's and West Orange getting priority because each of those locations has a HP event planned for Saturday. If there are copies still available, should expect their copies in Saturday's delivery.

► We are looking to tell our story to community groups. We have prepared a presentation that presents Cool and New at the Library and we need the Board's help in finding / targeting community groups to talk about what we are doing. Groups like Rotary, Kiwanis, and others that have regular or occasional speakers would seem to be ideal ways to get out our story. If you know of a group that would like to have (or needs to have) a speaker from the Library talk about our services and how we bring value to the community in new ways, please give me their name.

► Latest total for MAYL donations: \$7,548.00.

► We are delaying the implementation of the Time and Attendance "go live" date for the other divisions. The Division of Business Operations is currently using the Executime Time and Attendance program and the vendor is making more programming changes to better fit our multiple scheduling needs. We would like these changes completed before we bring the rest of the departments on the new system.

► We just heard from State Librarian Judi Ring who was delighted that she was invited to give a breakout session on Staff Day. She will talk about what the State Library and Archives have to offer the public.

05-149

Third Floor Renovation Project

05-150

Winter Garden Project Summary

Trustee Rivera left the room at 9:16 p.m.

Trustee Rivera returned at 9:18 p.m.

05-151 **FreedomBox Press Release**

05-152 **Exit Survey Results**

05-153 **Public Comment: Non-Agenda Items**

Nicole Hugues – Orange County resident and Library Cardholder – spoke regarding the Library’s new website, stating that it is wonderful, faster and easier to navigate.

X. **Adjournment**

President Brady adjourned the meeting at 9:21 p.m.

Next Meeting Dates: August 11, 2005 – Windermere Branch Library; 530 Main Street; Windermere, Florida 34786 --- September 8, 2005 – To be determined.

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.