

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
August 11, 2005
Windermere Branch Library
530 Main Street
Windermere, Florida 32786
407-876-7540

- 05-154 I. **Call to Order**
Board Members Present: Sara Brady (8/0); James Tyson (8/1); Tom Kohler (8/1); Matthew Pardy (8/0); Livia Rivera (4/0)
- 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 7:00 p.m.

- 05-155 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 .

- 05-156 III. **Approval of Minutes: Library Board of Trustee Meeting ~ July 14, 2005**
Trustee Tyson, seconded by Trustee Pardy, moved to approve the meeting minutes for the July 14, 2005 Board of Trustees Meeting. Motion carried 5-0.

- 05-157 IV. **Staff Presentation: Marilyn Hoffman ~ Coming Events**
Community Relations Manager Marilyn Hoffman, discussed recent and upcoming events. These events included Sesame Street Live with Elmo on August 5; *An Evening with Carl Hiaasen*, on August 27; and the celebration of Hispanic Heritage Month September 15 through October 15. This will be the first year that posters and notecards featuring the artwork of Alice Rodriguez Brady will be available for purchase at the Library gift shop, *Gifts & Greetings*, as well as at all Hispanic Heritage Month programs. The community-wide *Central Florida Reads* program will begin in September and will run through November. *River of Lakes: a Journey on the St. Johns River*, by Bill Belleville is the book that was chosen for this year's program.

- 05-158 V. **Financial Statements and Summaries: July 2005**
- 05-159 VI. **Statistics and Summaries: July 2005**
Assistant Director Debbie Moss pointed out the slight downward trending of the p.c. session total, which is down 6% in July and attributed this in part to the increased popularity of home computers as costs for computers fall. Brief discussion ensued.
- 05-160 VII. **Action Items**
- 05-161 **Consent Agenda**
Trustee Kohler, seconded by Trustee Tyson, moved to approve the items on the consent agenda. Motion carried. 5-0.
- 05-162 **Approval of Final Budgets for the Fiscal Year Ending September 30, 2006**
The Board approved the final budgets for the Operating, Capital Projects, Sinking, Main Debt Service, and Branch Debt Service Funds for the fiscal year ending September 30, 2006.
- 05-163 **Approval of Required Documents for State Aid to Libraries Grant for Fiscal Year ending September 30, 2006**
The Board approved the documents listed below as required by the Florida Department of State, Division of Library and Information Services, in order for the Orange County Library System to be eligible for a State Aid to Libraries Grant for the fiscal year ending September 30, 2006:
(a) State Aid to Libraries Grant Agreement
(b) Certification of Credentials – Single Library Administrative Head
- 05-164 **Closure of Library Facilities for Staff Day 2005 – 11 November 2005 (Addresses Goal 4; Objective 1 of Strategic Plan)**
The Board authorized the Administration to close the Library to the public for Library Staff Development Day.
- 05-165 **September 8, 2005 Board Meeting: Change of Venue ~ from Winter Garden Branch to Southeast Branch**
The Board authorized to change the venue of the September 8, 2005 Board of Trustee meeting from the Winter Garden Branch to the Southeast Branch.
- 05-166 VIII. **Discussion and Possible Action Items**
- 05-167 IX. **Information**
- 05-168 **Non-Directive Employee Attitude Assessment Work Group: Librarians**
Bob Case, Human Relations Consultant, reported his findings on the Non-Directive Employee Attitude Assessment. He began his discussion by referencing a dichotomy in the results of the *OCLS as an Employer* Survey that employees have completed anonymously each year since 2002. Overall, the results are positive, but the librarian work group reflects a consistently lower satisfaction level than that of other work groups. Mr. Case explained that Director Hodel and the Administration felt the issue

needed to be addressed and thus engaged him to interview the librarians using a non-directive, anonymous interview method. This approach provides a non-intimidating and confidential environment in which individuals can freely share their comments. Once the interviews were completed, Mr. Case compiled and quantified the comments to provide general trends. Results of the report were shared with management and each of the librarians in the work group. Mr. Case recommended a follow-up meeting as the next step in the process, in which the librarians will be asked to share a short list of issues. The meeting will be in a workshop setting where these issues will be shared and prioritized for task-oriented discussion. Mr. Case concluded his comments stating that two factors are needed for success – librarians willing to speak openly; and the administration dedicated to improving relations in order to create a better organization. President Brady congratulated the administration for initiating this endeavor and the librarians for their willingness to participate. President Brady said that the Board will not speak officially, publicly or to the media about this and that she wants the librarians to know the level of commitment the Board has for the situation and the process to address it. Mr. Case agreed to President Brady's request to report periodically to the Board regarding the progress.

05-169

Director's Report

► The *Reading is a Treat* party to celebrate the end of the Summer Reading Program on Saturday, August 6th was a huge success! We had about 120 kids and about 80 adults at Main. The party lasted almost 3 hours, with the last face painting finished at 5:45 p.m.

Margaret Wells and Danielle King did a great job regrouping, adjusting and improvising. Deanna Braunstein and Shani Reyes insured that every willing face was painted, which averaged about 60 faces per artist. Many parents expressed their appreciation for what a great party it was for the children.

The Library is very grateful to the entire Summer Reading Committee for such great planning and coordination.

► The Library has been awarded about \$73,000 from the Bill and Melinda Gates Foundation for upgrades to our computer system. It comes at a great time.

► We are looking forward to the Library's four newest librarians who will start on the 15th of this month.

► Invitations were sent out for participants in the Central Florida Memory Conference we are hosting on 30th September 2005. Together with our representatives from our grant partners, we will be presenting information on how we came to create the CFM site and how the effort was brought to life. We are hoping to host representatives from the museum and library communities from the Southeastern U.S.

► Kathryn Robinson has been chosen as the 2005-2006 chair of the Public Policy in Public Libraries Committee of the Public Library Association. Congratulations to Kathryn on this honor!

05-170 **Third Floor Renovation Project**
John Claytor, Facilities and Operations Manager, spoke briefly on the great strides and progress that has been made by contractor Skanska USA on the Third Floor Renovation Project. Skanska remain on schedule with the project.

05-171 **Winter Garden Project Summary**
Mr. Claytor gave a brief summary of the progress and results at the Winter Garden Branch Construction site. He stated that APM Construction has missed the negotiated July 29, 2005 deadline for substantial completion. Brief discussion ensued.

05-172 **Public Comment: Non-Agenda Items**

X. **Adjournment**

President Brady adjourned the meeting at 8:28 p.m.

Next Meeting Date: September 8, 2005 – Southeast Branch Library; 5575 South Semoran Boulevard; Orlando, Florida 32812 --- October – 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.