

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
September 8, 2005
Southeast Branch Library
5575 South Semoran Boulevard
Orlando, Florida 32822
407.249.6210

- 05-173 I. **Call to Order**
Board Members Present: James Tyson (9/1); Tom Kohler (9/1); Matthew Pardy (9/0); Livia Rivera (5/0)

Board Member Absent: Sara Brady (9/1)

Library Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier; Carla Fountain; Eric Atkinson; Marilyn Hoffman; Craig Wilkins; Sally Fry; Milinda Neusaenger

Vice President Tyson called the meeting to order at 7:00 p.m.
- 05-174 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 .
- 05-175 III. **Approval of Minutes**
- 05-176 **Library Board of Trustees Meeting ~ August 11, 2005**
Trustee Kohler, seconded by Trustee Pardy, moved to approve the minutes for the Library Board of Trustees Meeting held on August 11, 2005. Motion carried 4-0.
- 05-177 **Strategic Plan Workshop ~ August 17, 2005**
Trustee Rivera, seconded by Trustee Pardy, moved to approve the minutes for the Strategic Plan Workshop held on August 17, 2005. Motion carried 4-0.
- 05-178 IV. **Staff Presentation: Southeast Branch Staff ~ ELLIS Language Software**
Branch Manager Keith Graham, Lead Clerk Victor Rodriguez and Technical and Customer Support Specialist Jackie Atoy gave an overview of the new ELLIS language software available at the Library. The software allows customers to learn English using modules in their native languages. Brief discussion ensued.

- 05-179 V. **Financial Statements and Summaries: August 2005**
Comptroller Tessier informed the Board that the Library's real estate attorney was drafting the closing documents for the sale of the West Orange Branch property. In 2003, the Board approved a contract to sell the property to the City of Winter Garden for \$350,000.
- 05-180 VI. **Statistics and Summaries: August 2005**
Vice President Tyson recognized and congratulated the Southeast Staff for the increases in circulation and customer visits to their Branch. Brief discussion ensued.
- 05-181 VII. **Action Items**
- 05-182 **Consent Agenda**
Trustee Pardy requested to pull item #05-184 for discussion.

Trustee Kohler, seconded by Trustee Pardy moved to approve the remaining items on the Consent Agenda. Motion carried 4-0.
- 05-183 **Library Board of Trustees Meeting Schedule ~ FY 2006**
The Board approved the FY 2006 Library Board Meeting Schedule.
- 05-184 **Strategic Plan Add-on Year ~ FY 2009**
Trustee Pardy asked for clarification of estimated costs listed in the FY 2009 Strategic Plan Add-on year. Brief discussion ensued.

Trustee Kohler, seconded by Trustee Pardy, moved to approve the FY 2009 Strategic Plan Add-on year. Motion carried 4-0.
- 05-185 **HVAC Service Contract for Main Library**
The Board awarded the Main Library HVAC service contract in the amount of \$55,968 to York International.
- 05-186 **Architect Contract for Second Floor Renovation Project**
The Board approved a contract with HKS for additional Architectural/Engineering services for the Second Floor Renovation in the amount of \$59,116 plus expenses.
- 05-187 **Non-Consent Agenda**
- 05-188 **Tell Me More Access Service**
Assistant Director Moss summarized the online service *Tell Me More*, which is an online service used by English speakers to learn other languages and will be available remotely. She explained the service is different than most, as the Library is limited to 200 users. Customers who sign up for the service will "own" a license and have access to the service for six months. They will have the ability to learn one new language using the content rich modules and tests in the six month period. The cost of \$25.00 per license issued is strictly a cost-recovery charge, since only 200 users may access the service. Ms. Moss explained that the Library will distribute the

licenses, and that once a customer obtains it, that customer is the sole user of the license purchased until it expires. Usage reports and improvement summaries will be provided.

Trustee Kohler, seconded by Trustee Tyson, moved to approve the purchase of access to the *Tell Me More* online service and to make it available to eligible cardholders for a \$25 fee. Motion carried 4-0.

05-189 VIII. **Discussion and Possible Action Items**

05-190 IX. **Information**

05-191 **Holiday and Closed Day Calendar ~ FY 2006**

05-192 **Director's Report**

OCLS will participate in the Volunteer Income Tax Assistance (VITA) as Sites Partners. We are targeting the South East Branch for Spanish language assistance.

▶ Staff will hold a Bake sale at the Main Library on Thursday, September 15th! Homemade baked goods will be on sale for staff in the Main Library lobby from 7:30a.m. - 8:30a.m. Staff can purchase goodies in the Human Resources Department throughout the day. We will also have a silent auction for favorite recipes! All money raised from this bake sale will go to help the victims of Hurricane Katrina.

▶ West Orange won the Summer Rush to Read with a 42% increase in the number of verified borrowers. It's pretty dramatically above any other location.

▶ Paolo Melillo and Gregg Gronlund have been chosen to hosting a Table Talk at Public Library Association on Mobile Reference in Boston in 2006. Talk Tables offer a unique opportunity for attendees to share information and promise to be a conference highlight.

▶ Ms. Joy Wallace Dickinson wrote about Central Florida Memory in last Sunday's paper. Several of the beautiful images accompany the article. On the front page of the Orange section, the teaser with the image mentions all five partners in larger type.

▶ Beginning October 1, 2005, we will no longer provide home delivery to addresses outside of Orange County for Orange County Property Owner library card holders.

We will be notifying our current 523 property owner card holders that can deliver materials to their Orange County address or business or arrange for pick up at a Branch location.

▶ The Library wishes to do our part to support those individuals who have been displaced by Hurricane Katrina. Until the end of December 2005, staff will issue a PC Pass, at no charge, for visitors who have been displaced as a result of Hurricane Katrina.

▶ OCLS's first *Alphabet Bites* program went great yesterday! We had 52 kids and 12 adults at Main. The program will be available every Wednesday at 10:30 am –

all through November 16th. The program will address literacy and kindergarten readiness by focusing on a different letter each week and is funded by a grant from Target.

► Author Phil Bildner, a teacher and author of Brooklyn, NY, has donated autographed copies of two of his books to add to Eatonville's collection. We already own his books, so these will be added copies. Many thanks to Mr. Pardy for arranging this with Mr. Bildner. <http://www.philbildner.com>

05-193 **Third Floor Renovation Project**
Facilities and Operations Manager John Claytor stated that the Third Floor Renovation Project is on schedule.

05-194 **Winter Garden Project Summary**

05-195 **Public Comment: Non-Agenda Items**

X. **Adjournment**

Vice President Tyson adjourned the meeting at 8:00 p.m.

Next Meeting Dates: October 13, 2005 ~ Southeast Branch Library; 5575 South Semoran Boulevard; November 10, 2005 ~ Hiawassee Branch Library; 2768 North Hiawassee Road; Orlando, Florida 32818 --- December 8, 2005 ~ Orlando Public Library; Albertson Room; 101 East Central Boulevard; Orlando, Florida 32801.

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.