

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
November 10, 2005
Hiawassee Branch Library
2768 North Hiawassee Road
Orlando, Florida 32818
407.521.2459

- 05-220 I. **Call to Order**
Board Members Present: Sara Brady; (11/1); James Tyson (11/1); Tom Kohler (11/1); Matthew Pardy (11/0); Livia Rivera (7/0)

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.
- 05-221 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 .
- 05-222 III. **Approval of Minutes: Library Board of Trustees Meeting ~ October 13, 2005**
Trustee Tyson, seconded by Trustee Pardy, moved to approve the minutes from the October 13, 2005 Board of Trustees Meeting. Motion carried 5-0.
- 05-223 IV. **Staff Presentation: First Impressions from the New Librarians: Taryn Brown; Terran McCanna; Angela Michael & Katherine Puller**
Angela Michael, Taryn Brown, Terran McCanna and Katherine Puller, the newest librarians to join the OCLS Team, shared their thoughts and impressions of working in the Community Relations Department. They are enhancing and expanding the programs offered at all library locations and the programs are coordinated with monthly themes and bibliographies of related materials available. All four librarians are working on a major project to create a balanced scorecard for the library. They are excited about the new innovations and technology offered at OCLS, as well as the chance to participate in promoting all library services. Brief discussion ensued.

05-224 V. **Financial Statements and Summaries: October 2005**

05-225 VI. **Statistics and Summaries: October 2005**

05-226 VII. **Action Items**

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

05-227 **Consent Agenda**

05-228 **Revised Purchasing Policy**

The Board approved the revised Purchasing Policy.

05-229 **Amendment to Cafeteria Plan Document ~ Grace Period for Medical Flexible Spending Accounts**

The Board approved the second amendment to the Cafeteria Plan Document.

05-230 VIII. **Discussion and Possible Action Items**

05-231 **Branch Development Plan Update**

Branch Administrator, Craig Wilkins gave an update of the Branch Development Plan, and investigations into potential locations of new facilities. Mr. Wilkins stated that as written in the Strategic Plan, the Library continues to pursue appropriate sites for facilities on the east side of the county. Brief discussion ensued.

05-232 IX. **Information**

05-233 **Director's Report**

▶ The Family Fair on Friday, November 4th was a great event. We had lots of activities planned. About 350 people attended and had great fun. Attendees were amazed at the amount and the variety of activities that we had. Thanks go to all the staff who planned and executed and of course cleaned up after the event.

▶ West Oaks converted to self-check-out on October 26, 2005. First day checkouts totaled 2243 items – 191 by staff and 2052 (91%) items by self check.

▶ All System locations were closed Monday October 24, 2005 due to Hurricane Wilma. Aside from the loss of library service, our facilities came through the storm in good shape. No significant storm damage was reported.

▶ The copiers at Main have been converted to Value Card only. South Creek is next and then we will evaluate how it is working before we extend it to other branches.

▶ The latest MAYL donations have been processed, with the total received to date is \$14,657.35.

05-234 **Third Floor Renovation Project**

05-235 **Public Comment: Non-Agenda Items**

X. **Adjournment**

President Brady adjourned the meeting at 8:12 p.m.

Next Meeting Dates: December 8, 2005 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- January 12, 2006 ~ Winter Garden Branch Library; 905 East Plant Street; Winter Garden, Florida 34787.

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.