

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
December 8, 2005
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.READ (7323)

- 05-236 I. **Call to Order**
Board Members Present: Sara Brady; (12/1); James Tyson (12/1); Tom Kohler (12/1); Matthew Pardy (12/0); Livia Rivera (8/0)
- Library Administration Present: Mary Anne Hodel; Robert Tessier; Carla Fountain; Eric Atkinson; Marilyn Hoffman; Craig Wilkins; Sally Fry; Kathryn Robinson; Milinda Neusaenger
- President Brady called the meeting to order at 7:05 p.m.
- 05-237 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 .
- 05-238 III. **Approval of Minutes:**
- 05-239 **Library Board of Trustees Supplemental Meeting ~ November 9, 2005**
Trustee Kohler, seconded by Trustee Pardy, moved to approve the minutes from the Library Board of Trustees Supplemental Meeting held on November 9, 2005. Motion carried 4-0.
- 05-240 **Library Board of Trustees Meeting ~ November 10, 2005**
Trustee Kohler, seconded by Trustee Pardy, moved to approve the minutes from the Library Board of Trustees Meeting held on November 10, 2005. Motion carried 4-0.
- 05-241 IV. **Staff Presentation: Marilyn Hoffman ~ Staff Day Video / Central Florida Reads Wrap-up**
Community Relations Manager Marilyn Hoffman presented the Staff Development Day 2005 video and summarized some of the many breakout sessions that were available for staff to attend. Ms. Hoffman also presented the *Central Florida Reads* video and gave a synopsis of the programs that centered around the chosen book, *River of Lakes : A*

Journey on Florida's St. Johns River by Bill Belleville.

Vice President Tyson joined the meeting at 7:26 p.m.

President Brady read a proposed resolution honoring Marilyn Hoffman, who is retiring, for her 15 years of dedication to the Orange County Library System. Trustee Kohler, seconded by Trustee Pardy, moved to approve the resolution. Motion carried 5-0.

- 05-242 V. **Financial Statements and Summaries: November 2005**
The information in the Board Packet was sufficient and further comment was not necessary.
- 05-243 VI. **Statistics and Summaries: November 2005**
The information in the Board Packet was sufficient and further comment was not necessary.
- 05-244 VII. **Action Items**
- 05-245 **Consent Agenda**
Trustee Kohler, seconded by Trustee Pardy moved to approve the items on the Consent Agenda. Motion carried 5-0.
- 05-246 **Computer Purchase**
The Board authorized staff to expend up to \$73,000 received from the Bill and Melinda Gates Foundation to upgrade computers at eight system locations.
- 05-247 **Library Facilities Rental and Service of Alcohol**
The Board approved the serving of alcoholic beverages at the program *A Travel Forecast*, on January 27, 2006.
- 05-248 **Amendments to Defined Benefit Plan, Defined Contribution Plan, and Director's 457(f) Agreement**
The Board approved the Second Amendment to the Defined Benefit Pension Plan, Third Amendment to the Defined Contribution Plan, and Second Amendment to the Deferred Compensation Agreement for Mary Anne Hodel.
- 05-249 **Non-Consent Agenda**
- 05-250 **Proposed Changes to Defined Benefit Pension Plan**
Comptroller Tessier briefly explained the mechanics of the Library's Defined Benefit Pension Plan (Plan) and the rationale for the proposed changes to decrease the vesting period from 9 years to 4 years and the addition of a 2% annual cost of living increase. The changes being proposed would make the Library's Plan more equitable as compared to plans provided by the Florida Retirement System and the City of Orlando. Discussion ensued about shortening the vesting period to 4 years, but starting the period from the date of hire rather than 1.25 years later as is the current policy. Although vesting would start from the date of hire, the years of service for benefit accrual purposes would still begin 1.25 years from date of hire. The discussion also addressed the desire to set up a new defined contribution plan in

lieu of participation in the Plan for all full time employees hired after a date in the future. Trustee Kohler requested that staff provide the Board with a rough time line to establish the new defined contribution plan.

President Brady requested that the proposed changes to the Defined Benefit Pension Plan are tabled until a future meeting.

05-251 VIII. **Discussion and Possible Action Items**

05-252 **Acceptance of Personnel Committee Minutes ~ December 1, 2005**

Vice President Tyson, seconded by Trustee Kohler, moved to accept the minutes from the Personnel Committee Meeting held on December 1, 2005. Motion carried 5-0.

05-253 **Personnel Committee Report ~ Director's Evaluation**

Vice President Tyson, who chaired the Personnel Committee, reported the outcome of the Personnel Committee Meeting to the Board. He stated that the Committee (Vice President Tyson; Jackie Green, President of the Friends of the Library; and Ron Harbert, former Library Board President and Trustee), all agreed that Director Hodel has done an outstanding job leading the Library System and praised her for her many accomplishments throughout the year. Vice President Tyson stated that the Library is very fortunate to have Director Hodel and her vision and the new life she has brought to the system. He further stated that the Committee concluded that Director Hodel's performance far exceeds their expectations and they recommend a salary increase of 5.75% for the Director. In addition, the Committee recommends that the Library pay premiums for long term disability coverage that would bring Director Hodel's coverage to the same level of benefit provided to other staff, as provided for in her Employment Agreement.

Trustee Kohler, seconded by Trustee Pardy, moved to approve the Personnel Committee's recommendations. Motion carried 5-0.

05-254 **Update: Non-Directive Employee Attitude Assessment Work Group ~ Librarians**

This agenda items had been deferred until the January 12, 2006 Meeting.

05-255 IX. **Information**

05-256 **Director's Report**

- ▶ The law collection will be moved to its new home at FAMU the 3rd-5th of January.

- ▶ The presentation to the Library Governing Board on Tuesday, 6 December went very well. We received quite a few questions and comments about our services. This briefing addressed future locations of branches, and pointed to five specific areas in which we were most interested. The next briefing, which we anticipate will be in a few months, will address costing and financing options. Commissioner Patty Sheehan from the City of Orlando could not be present, so we will be doing a separate briefing for her on 20th December.

Approved January 12, 2006

During the briefing, we were asked if we would consider a joint-use facility. We replied in the affirmative. Following the presentation, we heard from Marc Watson, a developer and Valencia Community College. We have a meeting scheduled with representatives from Valencia in January to talk about a shared facility.

▶ The Staff Christmas party was held Friday, 2nd December, at Dubsdread Golf Course Clubhouse. About 85 staff attended.

▶ Just FYI - because the target grant was larger than the original amount, we plan to extend the Alphabet Bites programs to two branch locations - South Creek and Eatonville.

▶ We have been working with the Early Learning Coalition on a series of Kindergarten Readiness Nights. There were three programs held in November -- one at Southeast and two at Hiawassee. The program is geared towards parents of preschoolers and caregivers. The focus will be on different skills that children need to know to enter the kindergarten. There are tests that are administered by daycare workers before kids enter school and in the first few weeks of school to ensure that every child is in fact ready for school. They talk about tests, requirements, and show parents and teachers how to work with kids to ensure that they meet requirements. There is food and door prizes for participants. We provide a short promo about getting library cards, show a few books or videos for kids. More information about Early Learning Coalition can be found at: <http://www.elcoforangecounty.org/index.htm>

▶ The advertisement for the contractor will appear in Sunday's Orlando Sentinel Legal section. Proposals are due on January 10th. We are on track for a 2nd floor renovation contractor recommendation at the February board meeting.

▶ We received word from the Architect of the City of Orlando that the tower on the AT&T building is being taken down to improve the city skyline. The work will be done on Wall Street Friday, Saturday and Sunday the 9th, 10th and 11th of December.

▶ Plans are be readied for the Capital One Parade in downtown Orlando on the 30th December. Our theme this year will be *Catch the Beat @ the Library*. I invite the Board members and their families to participate. Please let us know if you plan to join us.

05-257

Third Floor Renovation Project

05-258

Public Comment: Non-Agenda Items

X. **Adjournment**

President Brady adjourned the meeting at 8:24 p.m.

Next Meeting Date: January 12, 2006 ~ Winter Garden Branch Library; 805 East Plant Street; Winter Garden, Florida 34787 --- February 9, 2006 ~ Orlando Public Library; Albertson Room; 101 East Central Boulevard; Orlando, Florida 32801.

Approved January 12, 2006

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.