

**MEETING MINUTES**  
**ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**  
**January 12, 2006**  
**Winter Garden Branch Library**  
**905 East Plant Street**  
**Winter Garden, Florida 32787**  
**407.835.READ (7323)**

- 06-001 I. **Call to Order**  
Board Members Present: James Tyson (1/0); Tom Kohler (1/0); Matthew Pardy (1/0); Livia Rivera (1/0)  
  
Board Members Absent: Sara Brady; (1/1)  
  
Library Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier; Carla Fountain; Eric Atkinson; Craig Wilkins; Sally Fry; Kathryn Robinson; Milinda Neusaenger  
  
Vice President Tyson called the meeting to order at 7:00 p.m.
- 00-002 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](http://www.ocls.info) . For more information, contact Milinda Neusaenger at 407.835.7611 or [neusaenger.milinda@ocls.info](mailto:neusaenger.milinda@ocls.info) .
- 06-003 III. **Approval of Minutes: Library Board of Trustees Meeting ~ December 8, 2005**  
Trustee Kohler, seconded by Trustee Pardy, moved to approve the minutes for the December 8, 2005 Board of Trustees Meeting. Motion carried 4-0.
- 06-004 **Staff Presentation: E-Guide ~ Cassie Shivers, Nils Thingvall, & Melody Mitchell**  
Digital Access Architects Cassie Shivers and Nils Thingvall and Librarian Melody Mitchell debuted the new concept of E-Guides, which are online reference and information guides designed to help customers access the Library's resources for various popular subjects. The first E-Guide to be developed is *How to Start a Business*. Ms. Shivers and Mr. Thingvall worked closely with Ms. Mitchell to identify the best resources to be included in the E-Guide. Brief discussion ensued and The Board suggested that the E-Guides are shared with the Economic Development Council, the Chambers of Commerce, as well as the City's and County for possible inclusion on their websites.

06-005

V. **Financial Statements and Summaries:**

➤ **Comprehensive Annual Financial Report (September 30, 2005)**

Comptroller Tessier gave a presentation summarizing the Comprehensive Annual Financial Report for the fiscal year ended September 30, 2005. Mr. Tessier addressed each of the following topics:

- FY 2005 accomplishments
- Annual audit
- Operating Revenues (summary by category and comparison to budget)
- Operating Expenditures (summary by category and comparison to budget)
- Long term debt
- Defined Contribution Pension Plan
- Governmental Accounting Standards Board (GASB) 45

GASB 45, which will be implemented during the fiscal year ending September 30, 2008, will require the Library to calculate and report the Annual Required Contribution (ARC). The ARC is the actuarial determined cost of Other Post Employment Benefits (OPEB). Currently, the “Pay As You Go” cost is reported and funded. The Library has contracted with an actuary to do an initial ARC projection. Although this initial projection will not be available for 3 – 4 months, our actuary indicated it is possible that the annual ARC could range from \$900,000 - \$1,800,000.

➤ **September 2005 (Final)**

➤ **December 2005**

06-006

VI. **Statistics and Summaries: December 2005**

Assistant Director Debbie Moss briefly discussed the web statistics. Ms. Moss also reviewed the new statistical chart choices provided for circulation and door counts. Trustee Kohler suggested using charts that contain data from five years. Branch Administrator Craig Wilkins briefly discussed anomalies occurring with the door counters.

06-007

VII. **Action Items**

06-008

**Non-Consent Agenda**

06-009

**Changes to the Defined Benefit Pension Plan**

Trustee Kohler, seconded by Trustee Rivera, moved to approve, effective January 1, 2007 for current employees and retirees, changes the Defined Benefit Pension Plan in order to shorten the vesting period from 9 years of credited service to 4 years from date of hire, changing the normal retirement date to 65 with 4 years of vesting service, and adding an annual 2% COLA to the Plan. The motion is subject to a new Defined Contribution Pension Plan being approved by October 1, 2006, and employees hired now through September 30, 2006:

- A: Will not be affected by the new Defined Contribution Plan
- B: Will participate in the existing Defined Benefit Plan, and will receive all changes to the Plan in effect at the time of their hire and any changes in effect as of January 1, 2007.

Motion carried 4-0.

06-010 VIII. **Discussion and Possible Action Items**

06-011 **Strategic Plan ~ Year Four: 1<sup>st</sup> Quarterly Update**

Trustee Pardy summarized the Administration's progress regarding the Strategic Plan. He highlighted the proposed plans for the renovations to the east side of the Second Floor, which will include an expanded Computer Resource Center. Trustee Pardy also briefly discussed ongoing projects such as technology enhancements with webinars and e-guides, the Read Together Grow Together family initiative, additional library card sign-up contests through the elementary schools, and health screening opportunities offered to all Staff. Brief discussion ensued.

06-012 **Update: Non-Directive Employee Attitude Assessment Work Group ~ Librarians**

Mr. Robert Case, summarized the progress that has been made to address the concerns of the Librarians' Work Group. Some of the key concerns are scheduling and staffing, the programs initiative, and effective communication. Each topic includes approximately 10-25 components identified as concerns. Task force groups have been formed with librarians and managers working together to address these concerns with the most equitable and positive solutions for all library stakeholders - the staff, the management and most importantly the customers. Brief discussion ensued.

06-013 **Director's Proposed Goals for 2006**

Trustee Kohler asked for the continuation of branch development to be included in Director Hodel's goals for 2006. Trustee Pardy suggested formalizing the requirements for facilities and sharing the criteria with the Governing Board. Vice President Tyson also suggested developing an impact statement regarding the operating costs of five new potential branches and sharing this with the Governing Board as well.

06-014 IX. **Information**

06-015 **Director's Report**

► Ten reference staff members from the Osceola County Library visited Questline, after having visited Winter Garden. They were given an overview of all the new items we are doing Library Central, Mobile, Reference Central, and then they visited Questline and used OLIVE. They were very impressed. They also saw other areas of the Main library. They also stopped at the South Creek library on their way back to Osceola and used OLIVE from there.

This is the library that brought a group of managers to do the same thing back in late November. They arranged this visit because their reference staff didn't believe what they told them we were doing and said they would have to see if for themselves. The coordinator told our staff member on the phone that Osceola just watches us and then copies what we are doing if they can!

► Ormilla Vengersammy and Claude Tido (TCSS in CRC) and I met with Mr. Tiery Osias for a pre-interview on the Library's Haitian Creole computer classes. He was very excited to hear about the program. There's a date and time to do the LIVE

radio broadcast on February 1<sup>st</sup> from 6pm-7pm at the Tele-Kreyol Radio Station in Pine Hills.

We are trying to tape and /or podcast the show for staff as well as the public.

▶ The Brevard County Library Director called about our children's area policy. She and the Brevard attorney are meeting with a patron about this subject.

▶ South Trail landlord's representative indicated they would be amenable to splitting the cost of the new carpet (estimated at about \$46,000 for that branch since we would be renewing the lease about renewing South Trail lease for 5 years.

▶ The reference collection will be moved from the 3<sup>rd</sup> floor to the 4<sup>th</sup> floor, and incorporated into the space left by the Law collection on January 30<sup>th</sup>, 31<sup>st</sup> and the 1<sup>st</sup> of February.

06-016                    **Cherry, Bekaert & Holland, CPA's Audit Information Correspondence**

06-017                    **Customer Survey Results**

06-018                    **Public Comment: Non-Agenda Items**

Nicole Hugues, Orange County Resident, spoke briefly and expressed her enthusiasm regarding the new and forthcoming E-Guides that were demonstrated at the beginning of the meeting.

## X.     **Adjournment**

Vice President Tyson adjourned the meeting at 8:52. p.m.

**Next Meeting Dates:** February 9, 2006 ~ Orlando Public Library; Albertson Room; 101 East Central Boulevard; Orlando, Florida 32801 --- March 9, 2006 ~ North Orange Branch Library; 1211 East Semoran Boulevard; Apopka, Florida 32703.

**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.**