

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
October 12, 2006
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.READ (7323)

- 06-158 I. **Call to Order**
Board Members Present: Sara Brady (9/2); James Tyson (9/2); Matthew Pardy (9/0); Livia Rivera (9/0); Gregory Lee (7/0)
- Library Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier; Carla Fountain; Eric Atkinson; Craig Wilkins; Sally Fry; Kathryn Robinson; Tracy Zampaglione; Milinda Neusaenger
- President Brady called the meeting to order at 7:00 p.m.
Trustee Pardy participated in the meeting via conference call.
- 06-159 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 .
- 06-160 III. **Approval of Minutes: Library Board of Trustees Meeting ~ September 14, 2006**
Vice President Tyson, seconded by Trustee Lee, moved to approve the minutes for the September 14, 2006 Board Meeting. Motion carried 5-0.
- 06-161 IV. **Staff Presentation: Joan Frye Williams Workshop ~ Renae Bennett, Bethany Corbett, Kelly Pepo**
Renae Bennett, Bethany Corbett, and Kelly Pepo; Alafaya, Southwest and Edgewater Branch Managers respectively; gave a PowerPoint overview of the seminar they recently attended; *Perceptions and Realities: New Service Responses for a New Library Environment* presented by Library Futurist Joan Frye Williams. They explained that Ms. Frye Williams spoke of the need for libraries to remain relevant by providing the technology tools that have become commonplace for the public, such as internet access and wi-fi. She also explained that facilities should be inviting and that libraries need to cater to youth. Ms Frye Williams discussed the issue of the public's declining need for traditional reference by offering outreach, training, coaching, roving customer service. She also suggested initiating reference appointments with

information professionals for individuals who seek reference assistance.

06-161 V. **Financial Statements and Summaries: September 2006 (Preliminary)**

06-162 VI. **Statistics and Summaries: September 2006**

06-163 VII. **Action Items**

06-164 **Consent Agenda**

06-165 **Washington Park Lease Agreement**

Trustee Lee requested to pull item 06-165 for dialog. Trustee Lee stated the lease is straightforward and commented regarding conformity. Brief discussion ensued. Trustee Lee, seconded by Vice President Tyson, moved to approve the Washington Park Lease Agreement. Motion carried 5-0.

06-166 VIII. **Discussion and Possible Action Items**

06-167 **Bob Case Report**

Director Hodel summarized the Non-Directive Librarian Work Group Report submitted by Bob Case. She stated that progress has been made and that everyone involved continues to work at the issues. President Brady said she is encouraged by the report overall, but that there are still some lingering issues that need to be resolved. Director Hodel announced the next meeting is scheduled for November 1, 2006 and it will be held without Managers, but that it is important to include Managers at future meetings for improved communication and to resolve differences. In addition to the monthly Librarian meetings, Trustee Lee suggested scheduling a meeting with a Board Member, Director Hodel and Union Representative John Henkle to facilitate this communication process. Trustee Lee offered to attend and Director Hodel agreed. President Brady asked Mr. Henkle to share with the Board his opinion of the proposal and Mr. Henkle agreed to participate.

Trustee Pardy suggested a timeline be established to reintroduce the Managers to the Meetings, as progress or significant change will not be made without their attendance. He felt that it was not necessary to wait for all of the Librarians to agree. Brief discussion ensued and in order to accommodate the Librarians, the Managers attending the November 1, 2006 Meeting will be limited to the Division Heads / Administration.

06-168 **Board's Information Request: Continuation of September Agenda Item #06-152**

06-169 **Strategic Plan Update: Year Four ~ 4th Quarter Update**

Trustee Lee gave a brief overview of the fourth quarter progress made on the Strategic Plan. All items on the plan are on track.

06-170 **Director's Goals: 4th Quarter Update**

- Conduct series of briefings for Governing Board to suggest increasing the library millage for Branch Expansion ~ *Completed.*
 - *December 6th – First Briefing conducted re: locations and number of proposed Branches.*

- *May 9th Briefing held, and the Governing Board voted unanimously to support our recommendations, including conversion of Debt Millage to Operating.*
- *Budget & Millage Hearings on September 11th & 19th.*
- *Millage increase approved by Governing Board for FY 2007 Fiscal Year.*
- Continue to work with the Librarian Work Group to minimize librarian/management differences
 - *Meetings with Librarian Work Group held December 1st, January 12th, February 28th, March 16th and April 27th, May 23rd, June 20th, July 25th, August 31st, & September 28th.*
- Renovate Second Floor
 - *Project to be completed in October and space opened to the public in November.*
- Refurbish South Trail Branch Library ~ *Completed.*
 - *Carpet installed.*
 - *Easy chairs reupholstered.*
 - *Painting completed.*
 - *New tiling completed.*
 - *Furniture delivered.*
 - *New signage for materials featuring Staff has been installed.*
- Install Express Check Out at one additional branch ~ *Completed.*
 - *Herndon selected ~ 100% completed.*
 - *Equipment delivered & installed.*
 - *Operational in June.*
- Create an additional add-on year for the Strategic Plan ~ *Completed.*
 - *Input obtained from Managers.*
 - *Approved at September 2006 Board Meeting.*

President Brady left the room at 8:07 p.m. During her absence discussion ensued regarding plans for the new branch on Chickasaw Trail. Also, during Ms. Brady's absence the Balanced Scorecard presentation was moved up on the agenda and the presentation began. Ms. Brady returned during this presentation at 8:13 p.m.

06-171

Election of Officers and Committee Appointments

Trustee Lee nominated Trustee Pardy for President. President Brady nominated Trustee Tyson for President. Trustee Pardy was elected as President of the Board with Trustees Pardy, Rivera and Lee voting aye for Trustee Pardy; and President Brady and Trustee Tyson voting aye for Trustee Tyson.

President Brady nominated Vice President Tyson to another term as Vice President; he declined. Vice President Tyson nominated President Brady for Vice President. President-elect Pardy nominated Trustee Lee for Vice President; he declined. President Brady was elected as Vice President of the Board with all voting aye.

President Brady made the following committee chair nominations with the Children's Outreach and Partner committee nominations remaining vacant until a later date:

Finance Committee – President-elect Pardy

Personnel Committee – Vice President Tyson
Planning Committee – Trustee Lee
Marketing Committee – President Brady

Vice President Tyson, seconded by Trustee Lee, moved to approve all of nominations.
Motion carried 5-0.

06-172

Director's Evaluation

As chairperson of the Personnel Committee, Trustee Tyson will organize and conduct Director Hodel's annual performance evaluation.

06-173

IX. **Information**

06-174

Balanced Scorecard: Kathryn Robinson, Lisa Stewart and Katherine Puller

Kathryn Robinson, Head of Division of Reference and Information; Lisa Stewart, South Trail Branch Manager; and Katherine Puller, Reference Librarian presented an overview of the Balanced Scorecard evaluative process to be used throughout OCLS.

06-175

Director's Report

Vice President Brady left the room at 8:27 p.m.

► A group of architects, including the assistant to Mr. Schweitzer, the architect of the 1980 addition to the Library and Mr. Kaiser, president of the Nils Schweitzer Foundation, led a group of 27 architects through the Main Library. The 27 architects/enthusiasts were all engaged and enthused by the Lead architect's knowledge and the plethora of services that the Library offers.

► OCLS has been selected to participate in IBM's ¡Tradúcelo Ahora! grant program. IBM received many proposals from schools and nonprofit organizations nationwide and OCLS is included among more than 60 organizations that will be benefiting from this FREE translation software.

As a participating grant site, we will have unlimited access to this translation software that not only translates web sites from English to Spanish; but also translates emails bi-directionally (English-to-Spanish and Spanish-to-English).

Vice President Brady returned at 8:31 p.m.

► OCLS will be participating in Florida State University's new Fall Education & Library Expo on October 31st. This event is an opportunity to meet and recruit FSU's outstanding education and library students. This will be our only opportunity this academic year as FSU will not be hosting a Spring Education & Library Expo.

► OCLS's innovative cataloging features to promote other services through the catalog, was featured in the Fall 06 issue of *Florida Libraries*. Our E-Guides and out services to businesses were also discussed. Congratulations to Wendi Bost and Jamie Conklin, the authors of this wonderful article!

► We have been asked by a representative of Public Library Services State Library of New South Wales for some time to visit here with us to hear about Vocera and Mobile at Reference. Their representative will be here in the first months of 2007.

Director Hodel apprised the Board of her attendance at the Florida Library Director's Conference in Jacksonville and stated that the presenters have been very favorable about OCLS and that the services, innovations and technologies implemented here are being duplicated elsewhere by peer institutions. She stated that imitation is the greatest form of flattery.

06-176 **Second Floor Renovation Project Summary**

06-177 **FY 2007 Compensation Plan**

06-178 **Public Comment: Non-Agenda Items**
Vice President Brady left the room at 8:41 p.m.

Nicole Hugues, Orange County resident and library cardholder, spoke regarding the observance of National White Cane Day on October 16, 2006.

Emy Dol, Orange County resident and library cardholder, spoke regarding parking for patrons and students.

President Pardy inquired about the choosing of members of the Personnel Committee and offered to propose some names of individuals from the community to Trustee Tyson who welcomed the input. Vice President Brady returned at 8:47 p.m.

X. **Adjournment**
Vice President Brady adjourned the meeting at 8:49 p.m.

**Next Meeting Dates: November 9, 2006 ~ Alafaya Branch Library; 12000 East Colonial Drive; Orlando, Florida 32826 ---
December 14, 2006 ~ Orlando Public Library; 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.