

**MEETING MINUTES**  
**ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**  
**November 8, 2007**  
**Herndon Branch Library**  
**4324 East Colonial Drive**  
**Orlando, Florida 32803**  
**407.835.READ (7323)**

07-167

I. **Call to Order**

Library Board Present: James Tyson (11/2); Matthew Pardy (11/0);  
Livia Rivera (11/0)

Library Board Absent: Sara Brady (11/2)

Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier;  
Carla Fountain; Eric Atkinson; Sally Fry; Wendi Bost;  
Craig Wilkins; Kathryn Robinson; Tracy Zampaglione;  
Milinda Neusaenger

President Tyson called the meeting to order at 7:14 p.m.

07-168

II. **Public Comment**

Members of the public who wish to address the Board must first fill out and present to the Orange County Library System Board of Trustees, a "Notice of Intent to Speak" form. If an electronic form of comments is submitted, these will be made available to the public as part of the Board Minutes. Public comments of items listed on the agenda will occur just prior to the Board's discussion and action of the agenda item. Public comments of items not listed on the agenda will occur at the end of the meeting agenda. Public presentations shall be limited to three (3) minutes. In the event more than ten (10) persons signify their intent to speak, a period not to exceed thirty (30) minutes shall be set aside and divided up equally among those registered to speak. The order of speaking among those persons who have filled out the "Notice of Intent to Speak Form" shall be the order in which the forms were received by the Board's Administrative Assistant. "Notice of Intent to Speak" forms will not be accepted after the meeting has been called to order. Information listed on the "Notice of Intent to Speak" forms will be included in the Board Meeting Minutes and thus become public record. The Board shall have the power to extend periods of public comment to address issues of special concern by a majority vote of those Board Members present.

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) .

07-169

III. **Approval of Minutes: Library Board of Trustees Meeting ~  
October 11, 2007**

Trustee Pardy, seconded by Vice President Rivera, moved to approve the minutes for the October 11, 2007 Library Board of Trustees Meeting. Motion carried 3-0.

- 07-170 IV. **Staff Presentation: OCLS Digital Products and Virtual Galleries ~ Sheri Chambers and Jim Elder**
- 07-171 V. **Financial Statements and Summaries: October 2007**  
The renewal of the lease for the Herndon Branch was briefly discussed. The intent is to renew the lease for another five years. Real estate agent Margo Thomas of CB Richard Ellis, searched the vicinity for another location and did not find anything comparable.
- 07-172 VI. **Statistics and Summaries: October 2007**
- 07-173 VII. **Action Items**
- 07-174 **Consent Agenda**  
Trustee Pardy, seconded by Vice President Rivera, moved to approve the items on the Consent Agenda. Motion carried 3-0.
- 07-175 **Annual Plan of Service ~ FY 2008**  
The Board of Trustees, approved the Annual Plan of Service for the Fiscal Year ending September 30, 2008.
- 07-176 **Strategic Plan ~ FY 2008**  
The Board of Trustees, approved the Strategic Plan for the Fiscal Year ending September 30, 2008.
- 07-177 **Non-Consent Agenda**
- 07-178 **Dispute Review Policy**  
Director Hodel explained that the proposed policy mirrors the procedures currently in place. She also stated that probably 90% of customer disputes are regarding fines and there are occasions when customers want to escalate the problem to the Board when discussions with staff and management do not result in an outcome satisfactory to the customer. Director Hodel noted that board members serve as volunteers and that calls from our customers interrupts the board member's work. The intent of the policy is to formalize the procedures and to provide the proper avenue for customers to use in order to address the Board. Trustee Pardy indicated that he feels that staff handle these situations well and that he feels that the way things operate now is satisfactory. He expressed some concern that the policy might encourage the public not to deal with staff and to bring concerns directly to the board before staff could mediate. Brief discussion ensued and President Tyson tabled the topic and asked that it be revisited at a future meeting.
- 07-179 **Acceptance of the Personnel Committee Meeting Minutes ~ October 26, 2007**  
Vice President Rivera, seconded by Trustee Pardy, moved to accept the minutes of the Personnel Committee Meeting held on October 26, 2007. Motion carried 3-0.
- 07-180 **Director's Evaluation**  
Trustee Pardy, Chair of the Personnel Committee which is charged with the annual evaluation of Director Hodel, summarized his findings: He stated that Director Hodel's work performance easily deserves a satisfactory rating. He stated

that Director Hodel addressed the Board's concerns regarding the open communications with the Librarians, that many positive steps have been made and that Director Hodel had the fortitude to put herself on the firing line in order to move proactively with this endeavor. He also said that Director Hodel has done a great job balancing the challenges of tax reform and with OCLS still remaining relevant to the community. He also noted that she achieved her goals and has done a tremendous job. Trustee Pardy further stated that last year, there was some disparity among the Board Members regarding the percentage increase of Director Hodel's salary. Trustee Pardy said that while OCLS is run as a business, it is still supported by taxpayers; and to that end he recommended a 5.5% salary increase for Director Hodel. This is the highest percentage that staff members can earn at the *far exceeds requirements* level of performance. Trustee Pardy, seconded by Vice President Rivera, moved to increase Director Hodel's salary by 5.5%. Motion carried 3-0.

07-181 III. **Discussion and Possible Action Items**

07-182 **Librarian Initiative Summary**

07-183 IX. **Information**

07-184 **Director's Report**

- Director Hodel invited the Board members to participate in Staff Day with all the staff on Monday November 12<sup>th</sup>. It started at 8:00 am with continental breakfast and 70 pounds of bananas, plus other delights. The day ended at 5:00, after the announcement of the Library Employee of the Year, which is always the highlight of the day. The State Librarian, Judi Ring joined us as well.

- This Fall's License to Learn entries have been submitted by the elementary schools first grade teachers who had 100% participation in the contest. Each of the three winners drawn this evening will earn a prize, a \$50 gift certificate from Target and a visit to their class by Squirt.

Vice President Rivera drew the names of the License to Learn Winners:

Ms. Gloria Jones from Castle Creek Elementary

Ms. Lymari De la Torre from Oakshire Elementary

Ms. Sherayne Flowers from Sunrise Elementary.

- The Library is the recipient of the 2007 Fiesta in the Park Art Fair this month in Lake Eola Park. The winning piece is "Gnome Home." The artist is Gary L. Smith, 231 Pine St, West Melbourne, FL 32904. The piece is made from a solid camphor tree branch over a 4 year time period, representing 200 plus hours and is one of an original class the artist calls *Camphor Unique Secret Art Boxes*. It consists of:

- 4 doors with 14 compartments and 8 secret compartments.

- 2 drawers with 3 compartments, 1 tray, and 11 secrets

- 2 false floors.

Gary Smith hails from the Black Hills of South Dakota and has had a life-long, multi-faceted woodworking career. Although he has formal art training from a college in Detroit, his wood art is self-taught. "In the early nineties, while working on a wood sculpture, I decided to put a drawer in it and created a totally unique style of bandsaw box," he recalls, "A short time later, a hidden drawer was added and my

secret art box style was born." It is a most unusual piece and we will have to find the right place for it and have a display case created for it that will best display its uniqueness.

- We will be working with the Working Together Committee, a Hispanic organization in Central Florida that has more than 100 members including small businesses, government and other organizations. Eva Pagan-Hill, the president, will bring her group of about 30 members to the Main Library on Thursday, December 6<sup>th</sup> at 9:00 a.m. They are interested in obtaining information about our services and a tour of our facilities. Thanks to Joe Hernandez and Ormilla Vengersammy for putting this event together.

- We are working on some self quizzes to help students learn more about how our government works. The quizzes are designed to be fun, but also instructive. We think they will be helpful to both young students and new arrivals to our country.

- Self check-in equipment has been installed at the Herndon branch and we are working with the installer FKI Logistics to resolve some of the installation problems. The system checks in the items and then sorts them into bins, according to a sorting scheme we have worked out. We have met with FKI today and they will have representatives from their partner who produces the optical scanners in on Monday to thoroughly address the points we have brought up. We are anxious to resolve the last points in the operation.

- Environmental land studies have been conducted at the potential Chuluota site owned by Florida Department of Transportation.

07-185

**FY 2008 Compensation Plan**

07-186

**Public Comment: Non-Agenda Items**

## X. **Adjournment**

President Tyson adjourned at 8:18 p.m.

**Next Meeting Date: --- December 13, 2007 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801  
--- January 10, 2008 ~ West Oaks Branch Library; 1821 East Silver Star Road; Ocoee, Florida 34761.**

**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.**