

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
March 13, 2008
Southeast Branch Library
5575 South Semoran Boulevard
Orlando, Florida 32822
407.835.READ (7323)

- 08-031 I. **Call to Order**
Library Board Present: Livia Rivera (3/0); Sara Brady (3/1); Matthew Pardy (3/0);
Guy Houk (3/0)

Library Board Absent: James Tyson (3/1)

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

Vice President Rivera called the meeting to order at 7:06 p.m.

- 08-032 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. For more information, contact Milinda Neusaenger at 407.835.7611 or neusaenger.milinda@ocls.info.

- 08-033 III. **Approval of Minutes: Library Board of Trustees Meeting ~ February 14, 2008**
Trustee Brady, seconded by Trustee Houk, moved to approve the minutes for the February 14, 2008 Library Board of Trustees Meeting. Motion carried 4-0.
- 08-034 IV. **Staff Presentation: Paolo Melillo ~ Smart Investing Grant Review**
- 08-035 V. **Financial Statements and Summaries: February 2008**
Discussion began with the costly issue of copper thefts that have become very pervasive

in the area. Several OCLS branch libraries have been targeted.

08-036 VI. **Statistics and Summaries: February 2008**

08-037 VII. **Action Items**

08-038 **Consent Agenda**

Trustee Pardy requested that item #08-041 be pulled from the Consent Agenda for discussion. Trustee Pardy, seconded by Trustee Brady, moved to approve the remaining items on the Consent Agenda. Motion carried 4-0.

08-039 **Purchasing Policy Revisions**

The Board approved the revised Purchasing Policy, which will be effective in April 2008.

08-040 **Investment Policy – Non Pension Funds**

The Board approved the Investment Policy, which will be effective in April 2008.

08-041 **Chickasaw Lease Listing Agreement**

Discussion began with Trustee Pardy inquiring about the cost of renovations in order to prepare Chickasaw for a potential lease, and Comptroller Tessier stated that the majority of the renovation costs will be to replace air conditioning units. Discussion ensued regarding tenants and the library's real estate broker Margo Thomas of CB Richard Ellis Realty, explained that the property will be marketed to all types of businesses. Trustee Pardy stated that the lease term offered should be changed from five years to three to five years in order to provide more flexibility. Trustee Houk asked about the pricing of the lease and Ms. Thomas stated that since the property is not on a major thoroughfare, it does not get a lot of exposure for a commercial site and this needs to be kept in consideration. Further discussion ensued and Trustee Pardy stated that if the site is leased, a commitment must be made that another eastside branch will still be forthcoming sometime in the future. Trustee Brady concurred.

Trustee Pardy, seconded by Trustee Brady, moved to approve the CB Richard Ellis Leasing Listing Agreement with changes made so that the terms offered are for a three to five year lease term and with the understanding that any lease agreement will be brought back to the Board for approval. Further, staff was authorized to execute the Leasing Listing Agreement with CB Richard Ellis. Motion carried 4-0.

08-042 **After Hours Event – Southwest Branch: Request to Serve Alcohol**

The Board authorized the serving of alcoholic beverages in accordance with the Board approved Alcoholic Beverage Policy at an after hours event at the Southwest Branch in May 2008.

08-042.1 **Non-Consent Agenda**

08-043 **Fine and Fee Schedule Review**

Discussion ensued regarding the proposed revisions to the Fine and Fee Schedule. The general consensus was that the majority of the revisions proposed were

acceptable. The Board offered the following changes: Lower the fee for non pick-up of items on hold from \$5.00 to \$3.00 and increase the length of days from 3 to 5 days; remove the Inter Library Loan topic for future discussion and remove Book-A-Specialist topic for future discussion. Trustee Houk, seconded by Trustee Pardy, moved to approve the revised Fine and Fee Schedule with the aforementioned changes. Motion carried 4-0.

08-044 III. **Discussion and Possible Action Items**

08-045 **FY 2009 Budget: Tax Reform Options**

Comptroller Tessier gave a brief overview of the options to address the projected shortfall in next year's budget. These budget adjustments are necessary and a direct result of the recent property tax reform legislation, including Amendment One. Brief discussion ensued. Trustee Houk, seconded by Trustee Pardy, moved to authorize staff members to initiate the following budget changes in the priority order indicated below:

1. Implement account settlement thresholds
2. Increase fees and fines
3. Try to lease Chickasaw
4. Retiree health care – increase amortization period from 10 to 15 years.
5. Eliminate funding for future branches

Motion carried 4-0.

08-046 **Librarian Initiative Summary**

08-047 IX. **Information**

08-048 **Director's Report**

► Representatives from the Library met today with a representative from Daytona International Speedway about partnering to promote Summer Reading. There will be interesting opportunities with them

► Two staff members took the mobile lab with them on 27 February and demoed our classes and Library services at a Haitian Creole community group. There were 14 people in attendance. Two signed up for Library cards. This was followed up by a Mouse & Keyboard class on 2 March that was taught in Haitian Creole to 10 students., 5 of which signed up for Computer Basics in Haitian Creole.

► The Division of Branches will be launching a two month pilot story program called "Smarty Pants" for kids ages 0-5. "Smarty Pants" was created to determine if themed based programs would yield higher attendance for some locations as compared with our traditional programs for specific age groups. The test program will feature themes of animals and transportation. Programs will be held at 10:30 a.m. at the Hiwassee Branch on Thursdays and the Alafaya Branch on Tuesdays beginning April 1st and concluding on May 29, 2008.

► Hiwassee was selected since it has already shown better attendance trends with programs that span 0-5 years than with the segmented programs. Alafaya was selected as the "control" location, having consistently high story time attendance as well as being located in a different part of the county all together. During the two month testing phase, our regularly scheduled programs at these locations will also continue. Wendy Prasad from the Herndon Branch Library is Ms Smarty Pants; check her out in the next issue of Books and Beyond.

► Edgewater was contacted by third grade teachers from Lockhart Elementary School to see about a library orientation for parents and kids and talk about FCAT. We are thrilled to report that on February 16th we had 41 people in attendance for the orientation and 11 people who stayed for an FCAT Explorer class afterwards! Many thanks to Josh Luthmie-Persad and Ruth Wiley for hosting this event at Edgewater.

► Edgewater hosted a special Spiderwick day on February 12th. To participate in Paramount Pictures invitation to libraries in promoting their film, we turned our children's area into a woodsy forest, had our very own fairy jail, dressed as characters from the book and had a fairy decorating event! AND we were awarded FIRST place in this nation-wide competition. Winning prize is a private screening of the film for 300 of our closest friends and family!

► North Orange Branch's most notable computer classes this month were our Computer Basics for Seniors, with an overflow group of 14 attendees on February 4. Our EBay Buying and EBay Selling classes also had 11 students in each on February 8; and the same pair of classes in Spanish (Comprando en Ebay, Vendiendo en Ebay) on February 12 had 6 students each. Publisher 1 and 2 on February 21 also drew a good group, with 10 students in each class.

► North Orange's Mardi Gras themed Teens program on February 4th drew 17 teens and pre-teens in to enjoy beads, making masks, and making noise.

► Dino Time, for children, at North Orange on February 18, drew a crowd of 17 who enjoyed making a "fossil" out of dirt, glue, and pasta; and chipping open a PlayDough Dinosaur "egg" to reveal the tiny dinosaur inside.

► Tiahna Mebane hosted Teen Gaming @ OCLS at South Trail on Saturday, February 9th at 3:00pm. Teens met other teens and played electronic games. We had 22 dancing teens and children.

► Azoria Williams and Alice Grace hosted South Trail Branch's Little Known Black History on Wednesday, February 13 at 3:30 pm. This is a fun trivia program honoring African-Americans in history. This event was attended by 12 children, 4 teens and 1 adult.

► South Trail hosted Do's and Don'ts of Dental Care on Saturday, February 16th at 2:00 pm. There were 11 people who came to this informative event.

► Washington Park's *Wii Love Gaming* night on February 6, was a hit with 22 people in attendance.

► The Washington Park Family Movie Night was held on Wednesday, February 27 and had a total attendance of 20.

08-049

Public Comment: Non-Agenda Items

X. Adjournment

Vice President Rivera adjourned the meeting at 9:25 p.m.

Next Meeting Dates: --- April 10, 2008 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- May 8, 2008 ~ Hiawassee Branch Library; 2768 North Hiawassee Road; Orlando, Florida 32818.

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.