

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
February 12, 2009
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.READ (7323)

09-021

I. Call to Order

Library Board Present: James Tyson (2/1); Guy Houk (2/0); Sara Brady (2/0);
 Ted Maines (2/0); Richard Maladecki (2/0)

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

President Tyson called the meeting to order at 7:03 p.m.

09-022

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.

09-023

**III. Approval of Minutes: Library Board of Trustees Meeting ~
 January 8, 2009**

Trustee Houk, seconded by Trustee Brady, moved to approve the meeting minutes for the January 8, 2009 Library Board of Trustees Meeting. Motion carried 5-0.

09-024

IV. Staff Presentations:

➤ **Grants Presentation ~**

Grant	Project	Presenter
IMLS- National Leadership, 2008	Citizenship Inspired	Chris Gardner
LSTA 2008	SuperStarz	Vera Gubnitskaia
FINRA	Investing for Hispanic Residents	Paolo Melillo
Fit For Life	Health Education	Kris Woodson
Electronic Arts	Gaming	Carolyn McClendon
Prime Time	Family Reading	Kelly Pepo
City of Orlando Community Grant	Youth Skills Development	Griselda Clarke

IMLS- Laura Bush	Orlando Memory	Wendi Bost
Disney Initiative	Helping Kids Shine	Ormilla Vengersammy
Galloway Foundation	Summer Reading Support	Vera Gubnitskaia
LSTA 2009	Math Early Learning	Lisa Stewart
IMLS- National Leadership, 2009	Science for Kids	Renae Bennett
ICMA	Drug and Alcohol Education	Debbie Moss
IMLS- National Leadership Research	Library automation development w/ KCLS	Debbie Moss

➤ **Branch Expansion Plan Update ~ Craig Wilkins**

- 09-025 V. **Financial Statements and Summaries: January 2009**
Comptroller Bob Tessier reported that the benchmark for the Defined Benefit Pension Plan investments for calendar year 2008, was down 25.9% and the actual performance of the investments was down 26%.
- 09-026 VI. **Statistics and Summaries: January 2009**
- 09-027 VII. **Action Items**
- 09-028 **Non-Consent Agenda**
- 09-029 **Self Check Out Systems: South Trail and Edgewater Branches**
Branch Administrator Renae Bennett summarized the proposal for self check-out systems at the South Trail and Edgewater Branches. Brief discussion ensued and Ms. Bennett explained that security of our collection is very important and that the system comes with RFID technology and security gates to protect the materials that we purchased for our customers. Trustee Maladecki, seconded by Trustee Brady, moved to award a \$214,161 contract to 3M for the purchase of self check equipment and RFID tags for the South Trail and Edgewater Branches. Motion carried 5-0.
- 09-030 **Director's Evaluation**
Trustee Brady stated that last month the Board engaged in a very good dialog regarding the lack of a formal procedure to evaluate the Director. She stated that the Board requested more information in order to evaluate Director Hodel. In addition, draft plans were requested to formalize the annual evaluation process of the Director. Human Resources Manager Carla Fountain introduced Tom Wilkes of Gray Robinson, and Judy Harrington of Harrington & Associates, who helped to craft and standardize the Library's compensation plan in 1996. President Tyson stated that he is much more comfortable with the Director's evaluation after reading the additional information. Trustee Brady, seconded by Trustee Maladecki, moved to approve the recommendation of a 4.75% increase for Director Hodel's compensation and stated that it is within the same parameters of the compensation plan provided for all eligible staff members. And that it was less than other staff would have earned with the same rating. Motion carried 5-0.
- Discussion ensued regarding the evaluation process of the Director. Ms. Fountain stated that three different examples of evaluation forms were provided and a Board consensus was that the third form was the most suitable. President Tyson stated that Board instructions should also be included.
- Vice President Houk asked Mr. Wilkes questions regarding Director Hodel's employment contract and if it is standard that one in her position would be granted an additional two years of employment if an unsatisfactory rating were given. Mr. Wilkes stated that this is

standard, giving one in the position a chance to improve the rating; and further that the person in the position could be terminated for cause or at will, but compensation is addressed with both of these situations as well. Trustee Maladecki asked if it is standard to include an automatic two year extension for a satisfactory rating and Mr. Wilkes stated agreements may differ among organizations and industries, but that including such a clause is standard and insures the Director is not inclined to leave the organization abruptly and helps to attract quality talent in the future. Vice President Houk stated he was concerned with setting such a precedent for the future.

Director Hodel thanked the Board for the increase and stated that she is very grateful to work with such a great, smart and dedicated staff and that she has enjoyed serving such a wonderful and vibrant community as this one. She thanked the Board for the chance to continue on at OCLS.

09-031 III. **Discussion and Possible Action Items**

09-032 IX. **Information**

09-033 **Director's Report**

- We will celebrate the Citizenship Inspired Grant with a kickoff on Monday at 10:30 a.m. Senator Mel Martinez will make a virtual appearance and Tico Perez will greet our guests and celebrate this new library program, which helps legal immigrants successfully pass the test to become a new US citizen. Our first graduates, who passed the citizenship test, will also be there.

- Our clever staff have devised I-Touch and I-Phone friendly interfaces, featuring touch capabilities to our web site for our wired up users. We will be submitting a proposal to present and feature this work at the upcoming LITA conference this Fall. Kudos to Jim Elder!

- Celebrate the birth of George Washington and Abraham Lincoln by visiting our recently updated *Know Your Presidents on Presidents' Day* Virtual Gallery <http://www.ocls.info/Virtual/Galleries/Holidays/presidents.asp> . Watch videos of the leaders of our country, selected from YouTube. Get an overview of the holiday by reading biographies and articles of the United States President, revive history and pass along this link to our patron's this Presidents' Day! Special thanks to Children's and Reference Central for their contributions to this gallery revamp.

- Employees will receive their last hardcopy paystub on February 19. After that date, all paystubs will be available in an electronic format through the Web. Thanks to everyone who helped test the Website and thank you all for helping the Library stay green.

- The director participated in her first Florida Humanities Council meeting this past month. Grant proposals were evaluated and winners were selected for FHC grants.

09-034 **Adult Literacy League Update**

09-035 **Public Comment: Non-Agenda Items**

X. **Adjournment**

President Tyson adjourned the meeting at 8:14 p.m.

Next Meeting Dates: March 12, 2009 ~ Alafaya Branch Library; 12000 East Colonial Drive; Orlando, Florida 32826 --- April 9, 2009 ~ 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.