

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
April 9, 2009
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.READ (7323)

- 09-050 I. **Call to Order**
Library Board Present: James Tyson (4/1); Guy Houk (4/0); Sara Brady (4/0);
Richard Maladecki (4/0)
- Library Board Absent: Ted Maines (4/1)
- Administration Present: Mary Anne Hodel; Robert Tessier; Carla Fountain; Eric
Atkinson; Craig Wilkins; Wendi Bost; Kathryn Robinson;
Milinda Neusaenger
- Administration Absent: Debbie Moss; Renae Bennett; Tracy Zampaglione
- President Tyson called the meeting to order at 7:00 p.m.
- 09-051 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 .
- 09-052 III. **Approval of Minutes: Library Board of Trustees Meeting ~
March 12, 2009**
Trustee Brady, seconded by Trustee Houk, moved to approve the minutes for the March 12, 2009 Library Board of Trustees Meeting. Motion carried 4-0.
- 09-053 IV. **Staff Presentation:
Computer Resource Center ~ Ormilla Vengersammy, Chris Gardner
& Valerie Dawson**
- 09-054 V. **Financial Statements and Summaries: March 2009**

- 09-055 VI. **Statistics and Summaries: March 2009**
 Information Systems Department Head Eric Atkinson, briefly summarized some enhancements to the statistical reports. He stated that the Circulation / Door Count report will now include the Database Usage Statistics, but that these figures are often not available from some of the vendors for the current reporting month. Totals will be reported reflecting previous months with the database usage figures and the current reporting month without the figures. He also stated that P.C. Sessions hit an all-time record of 89,383 sessions, an 18% increase. The number of unique WiFi users has increased by 65% from last year with a 71% increase of WiFi logons.
- 09-056 VII. **Action Items**
- 09-057 III. **Discussion and Possible Action Items**
- 09-058 **Strategic Plan FY 2009: 2nd Quarter Update**
 Director Hodel briefly summarized the quarterly update and stated that to date, our projects are on target. Dr. Houk stated he continues to be impressed with the Staff's organization and implementation of the Strategic Plan.
- 09-059 IX. **Information**
- 09-060 **Director's Report**
- The Genealogy e-Guide is here! It has a text only format and has a Links Basket so one can print out or e-mail one's list of selected links. A Spanish version will be released at a later date. It will be featured in the May Books & Beyond newsletter. It will permanently reside in the Online Tutorials section of the Web site. Many thanks to ComRel and Reference Central for their substantial contributions to this new e-Guide.
 - We are receiving some Workforce students as summer help, courtesy of the federal stimulus package. We had asked for three students per location, a total of 45 in all. The idea is to teach kid is about the responsibility of work.
 - The online serials subscription company ProQuest, has asked Director Hodel to become a member of the ProQuest Public Library Board for a one year term (2009-2010). The purpose of the board is to test publishing formats, share library issues, and exchange ideas. At the end of the term, ProQuest gives each member a \$1,000 honorarium and pays for all travel expenses. Director Hodel consulted with the Library's General Counsel and determined that based on Florida Statutes, the honorarium will be paid to OCLS instead of Director Hodel; and that ProQuest will file the necessary financial disclosure paperwork. Director Hodel had also informed the Library Board of the situation, and with the information provided above, all agreed that she should accept the opportunity.
 - Director Hodel informed the Board that the National Rifle Association (NRA), is challenging the Library's Rules of Conduct. Specifically rule #2 which prohibits weapons in Library buildings. The NRA contends that this violates an individual's rights to carry a concealed weapon if they are properly licensed to do so. An attorney in Jacksonville, Florida communicated this opinion to OCLS and he did not agree with the answer sent to him by the Library's attorneys. He has since forwarded his complaint to the NRA, whose attorneys have corresponded with the Library's attorneys.

•President Tyson discussed the Library’s continuing efforts to reduce costs and shared a list of cost cutting actions that have been implemented or will be implemented in FY 2010. Trustee Maladecki inquired about the projected annual savings from these cost cutting measures. Director Hodel stated that while the figures have not been totaled, it is likely that the result will be in the thousands, as these are small changes. Comptroller Tessier stated that the moratorium on raises in FY 2010 year will save the Library roughly \$500,000.

- Courtesy phones removed, thereby eliminating expense.
- Increased training through audio conferences and webinars rather than travel.
- No Administration Team raises.
- No raises for all staff next fiscal year.
- Reduce manager’s meetings to once monthly.
- Rainy day bags eliminated.
- Elimination processing and distribution of hard copy pay stubs: Pay stubs now online.
- Eliminated refreshments at various meetings.
- Improvement in technical services processing (decreased use of plastikleering).
- Virtual open enrollment for health insurance.
- Web-based performance management system: Eliminated lots of paper, made searching for résumés easier.
- Use of two color printing for Summer Reading Program materials cut down on printing costs.
- Customer Interaction Statistics Online: statistics available sooner, more accurate, less labor intensive and require less paper.

•Trustee Maladecki inquired about the timeline for the FY 2010 Budget preparation and Comptroller Tessier explained that the initial tax figures are typically received from the Orange County Property Appraiser’s Office in mid-May; which gives the Library a short turnaround to have the preliminary Budget prepared for the Library Board to vote on at the June or July Meeting. Following that, the Library Governing Board a Budget Workshop in July and then there are two Library Budget Hearings in September. Brief discussion ensued regarding the process, and Director Hodel invited the Board to join her at the meetings that will be scheduled with each Library Governing Board Member prior to the Workshops.

09-061 **Librarian’s Initiative Summary**

09-062 **Public Comment: Non-Agenda Items**

X. Adjournment

President Tyson adjourned the meeting at 7:36 p.m.

Next Meeting Dates: May 14, 2009 ~ South Creek Branch Library; 1702 Deerfield Boulevard; Orlando, Florida 32837 --- June 11, 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.