

**MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
June 11, 2009
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.READ (7323)**

- 09-077 I. **Call to Order**
 Library Board Present: James Tyson (6/1); Ted Maines (6/1); Richard Maladecki (6/1)
 Library Board Absent: Sara Brady (6/2); Guy Houk (6/1)
 Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier; Carla Fountain; Craig Wilkins; Wendi Bost; Tracy Zampaglione; Kathryn Robinson; Milinda Neusaenger
 Administration Absent: Eric Atkinson; Renae Bennett

President Tyson called the meeting to order at 7:01 p.m.

- 09-078 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 .

- 09-079 III. **Approval of Minutes: Library Board of Trustees Meeting ~ May 14, 2009**
 Trustee Maines, seconded by President Tyson, moved to approve the meeting minutes for the May 14, 2009 Library Board of Trustees Meeting. Motion carried 3-0.
- 09-080 IV. **Staff Presentation: WebTopicks: Ormilla Vengersammy& Tony Orengo**
- 09-081 V. **Financial Statements and Summaries: May 2009**
- 09-082 VI. **Statistics and Summaries: May 2009**
- 09-083 VII. **Action Items**

09-084

Acceptance of Personnel Committee Meeting Minutes

Trustee Maine, seconded by Trustee Maladecki, moved to accept the Personnel Committee Meeting Minutes and the Director's Draft Goals for FY 2009. Motion carried 3-0.

09-085

Director's Draft Goals ~ FY 2009

09-086

III. **Discussion and Possible Action Items**

09-087

FY 2010 Budget Workshop

Comptroller Tessier summarized the FY 2010 budget information in the June Board packet, including the baseline budget and the options being recommended by staff.

While staff originally recommended a .25 cents holds charge (Option #7A) as a way of reducing the budget for delivery costs for our very successful home delivery program, Comptroller Tessier reported that staff had revisited the issue and had come up with an alternative solution (Option #7B) for the Board's consideration. In lieu of the holds charge, staff recommended that the Library stop delivering entertainment DVD's and/or CD's, which would have the same positive effect on the budget with less potential for negative public reaction. Discussion ensued regarding both options. The consensus was to implement the alternative option and direct staff to check with the County's Budget Office for some initial reactions on how a new fee in a difficult economic climate might be received by the Governing Board.

The Board asked about the impact to customers of closing Main an hour early Monday through Thursday. Comptroller Tessier explained that the statistics reflect a significant drop in customer usage between 8:00 and 9:00 p.m. The Board also inquired about the use of self check-out systems. Director Hodel explained that self check-out is a cost savings measure, as it allows customers to check-out materials independently with no need to wait in a queue for staff to check-out items for them. Circulation is up and self check-out frees up staff members to assist customers with other service needs. Approximately 90% of all check-out, in those Branches with the service, is done through self check-out.

The Board also discussed the remaining options recommended by staff and made changes to the Sunday Differential and contingency options.

The Board asked staff for the following additional information, which was not available at the Board meeting:

1. Return on investment, or payback period, for the purchase of self check equipment and RFID tags (Option # 9) for the new Hiawassee Branch.
2. Estimated useful life of a remodeled elevator car (Option # 10).
3. A policy to address the level at which the Library's Operating Fund Reserves should be maintained.

The Board instructed staff to prepare the FY 2010 Operating Fund Budget in accordance with the following options selected by the Board.

1	Change Sunday Differential to pay \$0.50 more for every hour worked on Sundays	13,000
2	Suspend Staff Holiday Appreciation Payment (\$100/EE)	(45,000)
3	Suspend Staff Development day (SDD)	(10,000)
4	Limit health and dental insurance increase to 15% rather than 20%	(78,000)
5	Reduce contingency from \$325,000 to \$0	(325,000)
6	Reduce hours open to the public at Main (close 1 hour earlier Mon - Thurs)	(61,000)
7b	Stop MAYL delivery of entertainment DVDs and/or CDs	(200,000)
8	Reduce materials budget 5%	(250,000)
9	Install self check out at new Hiawassee branch (\$30k equipment, \$32k tags)	62,000
10	Remodel 2 of the 4 elevators at Main Library (remodel remaining 2 in FY 11)	400,000

Although included in the options selected by the Board, reservations were expressed about the elevator remodel project given the significant cost. As a result, prior to bidding the project, staff will review the then current status of the FY 2010 budget and determine if sufficient funds are available to move forward with the project.

President Tyson stated that an information packet from Library Systems & Services LLC, (LSSI) was sent to the Orange County Mayor's Office and was subsequently sent to him. President Tyson summarized a letter he sent to LSSI asking for additional information.

09-088 IX. **Information**

09-089 **Director's Report**

The Library has been honored as a runner up as the Library of the Year program sponsored by *Library Journal* and the Gale Cengage. We will be featured in a side bar in the upcoming LJ issue. Queens Public Library (NY) was chosen as the Library of the Year. (This report turns out to be a mistake by *Library Journal*).

There was a feature article in the *FLYP Forward* submitted by our own staffer Heather Pippin and an interview with Heather and another Florida librarian from the Collaborative Summer Library Program committee. Thank you Heather!

OCLS was a participant in the Smart investing @ Your Library program grant awarded by ALA. Now ALA has received a national award, the Award of Excellence, for the Smart Investing Grant from the American Society of Association Executives and the Center for Association Leadership's 2009 Associations Advance America Awards. Smart investing@ your library has been recognized with an Award of Excellence.

The <http://www.ocls.info/Virtual/Galleries/Topical/weddings.asp> Weddings Virtual Gallery has been updated just in time for the wedding season. There are interesting wedding articles and resources on how to plan this special day. Browse through our

interactive flip pages/guide that's a collection of wedding related ideas, advice, music suggestions and planning references to make the wedding day perfect.

Over the last two weeks, our OCLS family has lost two much beloved employees: Robin Oliver (Washington Park) and Gloria Medina (South Trail). To honor their memories, a site has been developed and posted on the Orange Peel so that we can share and contribute our thoughts.

Zoo Mom Science, featuring a hands-on approach to lizards, snakes and bugs had over 160 people on Tuesday, 9 June at Hiawassee in their first Summer Reading Program! The Branch Manager, Ken Gibert held a python, even though he is deathly afraid of snakes. This is just an example of what our employees will do to make a program successful!

The Summer Reading Program on Thursday, 11 June featuring the Orlando Police K-9 Dogs in Library Central had 398 attendees! An extra 200 chairs had to be set out for the crowds.

09-090

Public Comment: Non-Agenda Items

X. Adjournment

President Tyson adjourned the meeting at 8:06 p.m.

**Next Meeting Dates: July 8, 2009 ~ Washington Park Branch Library; 5151 Raleigh Street - Suite A; Orlando, Florida 32811 --
- August 13, 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.