

**MEETING MINUTES**  
**ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**  
**August 13, 2009**  
**Orlando Public Library**  
**101 East Central Boulevard**  
**Orlando, Florida 32801**  
**407.835.READ (7323)**

- 09-107 I. **Call to Order**  
Library Board Present: James Tyson (8/1); Sara Brady (8/3); Ted Maines (8/1); Guy Houk (8/1)  
  
Library Board Absent: Richard Maladecki (8/2)  
  
Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier; Carla Fountain; Craig Wilkins; Wendi Bost; Renae Bennett; Eric Atkinson; Tracy Zampaglione; Kathryn Robinson; Milinda Neusaenger

Vice President Houk called the meeting to order at 7:08 p.m.

- 09-108 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) .

- 09-109 III. **Approval of Minutes: Library Board of Trustees Meeting ~ July 9, 2009**  
Trustee Brady, seconded by Trustee Maines, moved to approve the minutes for the July 9, 2009 Library Board of Trustees Meeting. Motion carried 3-0.
- 09-110 IV. **Staff Presentation: Workforce Central Florida Program ~ Edward Booker**
- 09-111 V. **Financial Statements and Summaries: July 2009**  
Comptroller Tessier gave an overview of the budget projection for the remainder of FY 2009. The projection showed spending about \$2,255,000 below what was budgeted for the fiscal year. Comptroller Tessier reported that the Administration deliberately scaled back on spending where possible in order to increase reserves heading into next fiscal year.

Comptroller Tessier presented a summary of budget projections for FY 2010-2014. While the projections are based on many assumptions, it is clear the direction we are heading will be financially difficult. Further, a policy requiring a minimum reserve requirement would provide less flexibility to the Administration and could result in additional budget cuts.

Through attrition, 48 staff have left the Library since March and these positions have not been replaced. The projected savings for FY 2010 is \$350,000.

Comptroller Tessier then presented a voluntary separation incentive as an option to realize further reductions in salaries to better position the Library financially for FY 2010 when we expect another 5% drop in revenue. The incentive, which would be voluntary, would be 16 weeks of severance pay and would be offered to two groups of employees totaling 54 employees. Comptroller Tessier outlined the financial implications and the process to implement such an incentive.

Comptroller Tessier asked the Library Board to allow the Administration to continue to manage the reserves without a policy and allow the Administration to move forward with the voluntary separation incentive.

Brief discussion ensued. Trustee Maines stated he thought the voluntary incentive was a good idea and better than the possibility of layoffs. Trustee Brady agreed and said that it was a thoughtful plan and prioritizes the issue.

President Tyson arrived at 7:31 p.m.

Vice President Houk, seconded by Trustee Brady, moved to allow the Administration to continue to manage the reserves without a policy. Motion carried 4-0

Trustee Maines, seconded by Vice President Houk moved to allow the Administration to move forward with the voluntary separation incentive. Motion carried 4-0.

09-112 VI. **Statistics and Summaries: July 2009**

09-113 VII. **Action Items**

09-114 **Consent Agenda**

Vice President Houk, seconded by Trustee Brady, moved to approve the items on the Consent Agenda. Motion carried 4-0.

09-115 **Approval of Required Documents for State Aid to Libraries Grant for Fiscal Year ending September 30, 2010**

o **State Aid to Libraries Grant Agreement**

o **Certification of Credentials - Single Library Administrative Head**

The Board approved the required documents for the State Aid to Libraries Grant for the Fiscal Year ending September 30, 2010.

09-116 **Strategic Plan Add On Year: FY 2012**

The Board approved the additional year to the Strategic Plan for FY 2012.

09-117 **Library Board of Trustees Meeting Schedule ~ FY 2010**

The Board approved the Meeting Schedule for the Fiscal Year ending September 30, 2010.

- 09-118                    **Materials Management Policy Revision**  
The Board adopted the revised Materials Management Policy.
- 09-119                    **After Hours Event: Request to Serve Alcohol**  
The Board authorized the servicing of alcoholic beverages in accordance with the Board-approved policy at the after-hours event on Friday, September 11, 2009 at the Orlando Public Library.
- 09-120                    III.    **Discussion and Possible Action Items**
- 09-121                    IX.    **Information**
- 09-122                    **Director's Report**
- The Library has submitted its piece as part of the State Library of Florida's Broadband Federal Stimulus funding request to the Federal Government. We are requesting about \$700,000 worth of equipment (network routers, switches, as well as 242 PCs, replacing those older than 3 years.)
  - Paolo Melillo will be appearing on Spanish talk radio with Lucymar on Monday, August 17<sup>th</sup>. Commissioner Mildred Fernandez was instrumental in getting us access so we could promote the Library's products.
  - The Annual Employee Survey is underway. For the past eight years, OCLS has conducted an anonymous survey of its staff to find out their opinions about their experiences of working at OCLS. Last year 95% of our employees participated.
  - The Director has been featured on the first of the two postings on the ALA Technology blog. Thanks go to Dan Freeman, Online Resources Editor of the ALA for inviting the director to participate.  
<http://www.alatechsource.org/blog/2009/08/guest-post-using-new-technology-to-save-money-and-improve-service.html>
- 09-123                    **Public Comment: Non-Agenda Items**
- David Mesirow – Orange County resident and library cardholder, spoke regarding the public comment three minute time limit, and the Rules of Conduct in relation to the Americans with Disabilities Act. Brief discussion ensued and President Tyson stated that the library has always been sensitive to all customers with disabilities and that the Rules of Conduct have been formulated with the library's council and OCLS is ADA compliant.
- Rufus Hawkins, II – Orange County resident and library cardholder, spoke regarding the appeal of a currently active trespass of a juvenile library customer.
- Donnell Pringle – Orange County resident and library cardholder, spoke regarding the appeal of a currently active trespass of a juvenile library customer.
- Trustee Brady stated that the invitations have gone out for the Evening with the Author – Jeffery Zaslow fundraising event on September 11<sup>th</sup> and encouraged the Board to invite their friends to purchase tickets and attend.
- X.    **Adjournment**  
President Tyson adjourned the meeting at 8:06 p.m.

**Next Meeting Dates: October 7, 2009 ~ Winter Garden Branch Library; 805 East Plant Street; Winter Garden, Florida 34787 --- November 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.**