

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
September 9, 2009
Eatonville Public Library
200 East Kennedy Boulevard
Eatonville, Florida 32751
407.835.READ (7323)

- 09-124 I. **Call to Order**
- Library Board Present: James Tyson (9/1); Sara Brady (9/3); Guy Houk (9/1); Richard Maladecki (9/2)
- Library Board Absent: Ted Maines (9/2)
- 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

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

- 09-125 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 .

- 09-126 III. **Approval of Minutes:**
- **Finance Committee Meeting Minutes ~ August 10, 2009**
Trustee Brady, seconded by Vice President Houk, moved to approve the August 10, 2009 Finance Committee Meeting Minutes. Motion carried 4-0.
 - **Library Board of Trustees Meeting ~ August 13, 2009**
Vice President Houk, seconded by Trustee Brady, moved to approve the minutes of the August 13, 2009 Library Board of Trustees Meeting. Motion carried 4-0.
- 09-127 IV. **Staff Presentations:**
- **Eatonville Branch Presentation ~ Patrice Florence-Walker**
 - **Summer Reading Program ~ Heather Pippin & Natalie Houston**

- 09-128 V. **Financial Statements and Summaries: August 2009**
Comptroller Tessier gave the Board an update on the voluntary separation incentive program.
- 09-129 VI. **Statistics and Summaries: August 2009**
Assistant Director Moss highlighted that downloads of digital products have doubled from the same time last year.
- 09-130 VII. **Action Items**
- 09-131 **Consent Agenda**
- 09-132 **Annual Plan of Service ~ FY 2010**
Vice President Houk, seconded Trustee Maladecki, moved to approve the Annual Plan of Service for FY 2010. Motion carried 4-0.
- 09-133 III. **Discussion and Possible Action Items**
- 09-134 IX. **Information**
- 09-135 **Director's Report**
•A few months ago, the Library formed a Pandemic Team to begin making plans for the H1N1 virus and a strategy in the event there is a severe outbreak in our communities. The group looked at operations through various stages of an outbreak and have developed a range of contingency plans. Part of the preparation is educating employees about the virus itself and the Library's plans should closings be necessary. Recently the Library posted the flu.gov widget and a Q&A document about the H1N1 virus on the Orange Peel, providing easy access to the latest information.

•The Library's Governing Board has tentatively approved our Fiscal Year 2010 Budget (October 1, 2009 through September 30, 2010). For the FY 2010 Budget, tax revenues are down 11% and projections are that they will be down another 5% in FY 2011 (October 1, 2010- September 30, 2011).

•The Library's FY 2010 Budget Hearings to the Governing Board are scheduled for September 15th and September 22nd at the Orange County Administration Building.
- 09-136 **Adult Literacy League Agreement**
- 09-137 **OCLS as an Employer Survey ~ 2009 Results**
- 09-138 **Public Comment: Non-Agenda Items**
- X. **Adjournment**
President Tyson adjourned the meeting at 7:33 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.