

**MEETING MINTUES**  
**ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**  
**December 10, 2009**  
**Orlando Public Library**  
**101 East Central Boulevard**  
**Orlando, Florida 32801**  
**407.835.READ (7323)**

- 09-169 I. **Call to Order**  
Library Board Present: James Tyson (12/2); Sara Brady (12/3); Guy Houk (12/1); Ted Maines (12/2); Richard Maladecki (12/2)
- 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 7:00 p.m.
- 09-170 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).
- 09-171 III. **Approval of Minutes:**  
**Library Board of Trustees Meeting ~ November 11, 2009**  
**Personnel Committee Meeting ~ November 11, 2009**  
Vice President Maines, seconded by Trustee Maladecki, moved to approve the minutes for the November 11, 2009 Library Board of Trustees Meeting and the Personnel Committee Meeting. Motion carried 5-0.
- 09-172 IV. **Staff Presentation: What We Do: Librarians and Technology & Customer Support Specialists ~ Chris Zabriskie & Jason Elbo**  
Chris Zabriskie, Digital Content Specialist, and Jason Elbo, Instructional Technology Specialist, worked on "realistic job previews" that provide an accurate view of work duties conducted by our staff. They presented documentary style interviews of staff members explaining their roles and responsibilities as Librarians and Technology & Customer Support Specialists.

- 09-173 V. **Financial Statements and Summaries: November 2009**  
President Tyson presented the award of excellence for the FY 2008 OCLS Comprehensive Annual Financial Report to Comptroller Tessier.
- 09-174 VI. **Statistics and Summaries: November 2009**  
Trustee Maladecki asked if there has been any feedback regarding the early closing time at Main. Assistant Director Moss explained that only one group had raised an issue with the new time and that OCLS was able to provide accommodations at Herndon for their meetings.
- 09-175 VII. **Action Items**
- 09-176 **Elevator Modernization Project – Main Library: Contractor Selection & Project Budget**  
Trustee Houk, seconded by Trustee Brady, moved to approve the contractor selection and project budget for the public elevator modernization project at the Main Library. Motion carried 5-0.
- 09-177 III. **Discussion and Possible Action Items**
- 09-178 None
- 09-179 IX. **Information**
- 09-180 **Balanced Scorecard Follow-up**
- 09-181 **Director's Report**  
January 9, 2010 is the grand re-opening of the new Hiawassee location.  
  
Staff size is below 400, the first time in a long time. In the future the Administration may need to propose changes in operating hours in order to handle the demands from the public with the reduced staff size on hand. Discussion ensued regarding various workload measurements and tracking.
- 09-182 **Public Comment: Non-Agenda Items**  
President Tyson adjourned the meeting at 7:30 p.m.

## X. **Adjournment**

**Next Meeting Dates:** January 13, 2010 ~ Edgewater Branch Library; 5049 Edgewater Drive; Orlando, Florida 32810 --- February 11, 2010 ~ 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.**