

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
September 15, 2010
West Oaks Branch Library
1821 East Silver Star Road
Ocoee, Florida 34761
407.835.READ (7323)

- 10-120 I. **Call to Order**
Library Board Present: James Tyson (8/1); Ted Maines (8/1); Sara Brady (8/1); Guy Houk (8/1); Richard Maladecki (8/0); Corb Sarchet, Trustee Emeritus

Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier; Carla Fountain; Craig Wilkins; Wendi Bost; Renae Bennett; Tracy Zampaglione; Eric Atkinson; Milinda Neusaenger

President Tyson called the meeting to order at 7:00 p.m.
- 10-121 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 .
- 10-122 III. **Approval of Minutes: Library Board of Trustees Meeting ~ August 12, 2010**
Trustee Maladecki, seconded by Trustee Brady, moved to approve the minutes for the August 12, 2010 Library Board of Trustees Meeting. Motion carried 5-0.

Trustee Emeritus Sarchet joined the meeting and was welcomed by the Board. He commended the Board and the Administration for continuing to provide such quality products that are offered to the community and doing so in such difficult economic times.
- 10-123 IV. **Staff Presentation: Art & Sole Program ~ Bobbie Gonzalez**
- 10-124 V. **Financial Statements and Summaries: August 2010**
- 10-125 VI. **Statistics and Summaries: August 2010**

10-126 VII. **Action Items**

10-127 **Consent Agenda**

Trustee Houk, seconded by Vice President Maines, moved to approve the items on the Consent Agenda. Motion carried 5-0.

10-128 **Investment Policy Statement: Other Post Employment Benefits**

The Board approved the Investment Policy Statement for Other Post Employment Benefit investments.

10-129 **Designated Use of Funds from the Vivian Esch Trust**

The Board voted to maintain the principal from the Vivian Esch trust intact and use annual investment earnings for technology, including hardware, software, services or materials.

10-130 III. **Discussion and Possible Action Items**

10-131 **Drive Up Window Service**

Public Service Administrator Craig Wilkins summarized the dilemma of continuing to offer staff assisted drive up window service with diminished revenues. Discussion ensued regarding the three functions at the drive up windows: materials returns, materials pick up, and payment of fines. The vast majority of drive up window usage is for materials returns, with materials pick up and fine payments only reaching approximately 3%-5% of the total usage. The proposed suspension would be of the materials pick up and fines payment services. The return of materials does not require staff assistance and would continue to be offered using a book drop, retrofitted as needed.

Vice President Maines, seconded by Trustee Brady, moved to authorize Management to suspend staff assisted drive up window service at the Main Library and the Southeast and West Oaks Branches and evaluate the impact. Motion carried 5-0.

10-132 IX. **Information**

10-133 **Director's Report**

Since June, the MAYL appeal has raised **\$13,628**.

Library Administrators Carla Fountain, Craig Wilkins, Renae Bennett, Wendi Bost and Traci Zampaglione and Director Hodel showed up at West Oaks, Alafaya and Southwest branches the day after the Labor Day holiday (typically a very busy day for the branches and helped the branch staff check in and shelve materials.

The Clipping and Saving program at West Oaks this morning was very successful. We had 23 very interested attendees. Thanks to Melisha Kreppein for this program. Thanks for all of the programming help from Com Rel and to Bobbie Gonzalez for coordinating this program.

With one more month to go, the Friends of the Library exceeded their projected yearly revenues of \$191,000. As of August 31st, the FOL reported revenues of \$192,260. The September Book Sale is next week, so hopefully they will wrap up the year with in excess of \$200,000 in revenues.

West Oaks Manager Gregg Gronlund has been very successful in getting West Oaks announcements in Ocoee's Community Gazette. It goes out on Tuesdays & Fridays every week to over 5,000 people. One person signed up for Citizenship Inspired based on this. Ocoee Mayor Scott stopped by last Saturday prior to our Citizenship Inspired program to share his Proclamation on Sept 11th.

10-134

Public Comment: Non-Agenda Items

X. **Adjournment**

President Tyson adjourned the meeting at 7:52 p.m.

Next Meeting Dates: October 13, 2010 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- November 10, 2010 ~ Herndon Branch Library; 4324 East Colonial Drive; Orlando, Florida 32803.

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.