

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
December 8, 2010
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.READ (7323)

10-171

I. Call to Order

Library Board Present: Richard Maladecki (11/0); Ted Maines (11/2); Sara Brady (11/1); Guy Houk (11/1)

Library Board Absent: James Tyson (11/3)

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

President Maladecki called the meeting to order at 7:00 p.m.

10-172

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.

10-173

III. Approval of Minutes: Library Board of Trustees Meeting ~ November 10, 2010

Vice President Maines, seconded by Trustee Brady, moved to approve the minutes for the November 10, 2010 Library Board of Trustees Meeting. Motion carried 3-0.

10-174

Board Recognition of Employee of the Year ~ Kim Peters

Kim Peters is a valued member of the Reference Central team. In the almost 10 years Kim has been with OCLS, her colleagues have come to rely on her expansive knowledge. Kim goes above and beyond on a daily basis to provide the highest caliber of customer service. She tirelessly promotes OCLS programs, products, services and events to every customer. Kim continually seeks opportunities to improve the OCLS experience for customers, consistently suggesting ways to make it easier for customers to access resources or obtain materials. She is enthusiastic about creating a fun work environment and suggests, coordinates and contributes greatly to departmental

celebrations. Kim's genuine concern for her colleagues is inspiring! You can count on her for anything, and most especially for a smile and an encouraging word.

In the 1970's Kim worked at Channel 24, which then held their board meetings at the library, when Mr. Glenn Miller was the Library Director. With that initial exposure to the library, Kim decided she wanted to work at the library one day. Kim started with OCLS in 2001, as a Circulation Clerk at North Orange. When there was an opening for a Reference Clerk in the Genealogy / Law Department, Kim jumped at the chance and has been there ever since. She is an avid genealogist and major contributor of content to Orlando Memory.

Kim is truly an outstanding employee who goes above and beyond, truly exceeding expectations! Congratulations Kim!

10-175

Board Recognition of Retiring Human Resources Manager ~ Carla Fountain

For the last 19 years, Carla Fountain, SPHR, has been the Orange County Library System's Human Resources Manager and the primary advisor to the library on personnel issues and programs. She has overseen and managed programs such as the Health, Safety & Wellness program, the Staff Development Day, and the Health Insurance Committee just to name a few. These are programs designed to have a positive impact on all of the Library District's employees.

Ms. Fountain has over 20 years of human resource experience in the public and private sector. Prior to joining OCLS, she worked in Human Resources management for the Hertz Corporation. She initially joined OCLS as the Employee Relations Manager and was later promoted to Human Resources Manager as the system grew larger and personnel issues became more complex. She is a member of the Society for Human Resource Management.

Ms. Fountain received a Bachelor of Arts in Psychology from the University of Central Florida. She is certified by the Society for Human Resource Management (SHRM) as a Senior Professional in Human Resources (SPHR).

She is looking forward to taking on new adventures after retiring from OCLS.

10-176

Introduction of New Human Resources Manager ~ Janet Madden

On Monday, November 15, 2010 Janet Madden started as the new incoming Human Resources Manager. Janet's background in Human Resources includes management roles at Brevard Community College and United Space Alliance (the prime NASA Contractor for the Space Shuttle and International Space Station) and a Master of Science in Industrial/Organizational Psychology. Please join in welcoming Janet to OCLS!

10-177

IV. **Staff Presentation: The Right Service at the Right Time ~ Sheri Chambers**

10-178

V. **Financial Statements and Summaries: November 2010**

The OCLS Finance Department, under the direction of Robert Tessier, has been awarded the Certificate of Achievement for Excellence in Financial Reporting for FY 2009. The certificate is presented by the Government Finance Officers Association of the United States and Canada to systems whose comprehensive annual financial reports (CAFR's) achieve the highest standards in government accounting and financial reporting.

President Maladecki presented the award to Comptroller Tessier and applauded his superb leadership and attention to detail and thanked the entire Finance Department for their industriousness and dedication to excellence.

10-179 VI. **Statistics and Summaries: November 2010**

Assistant Director Moss informed the Board of some changes made to the monthly statistical dashboard based on comments and suggestions at last month's meeting.

Trustee Houk arrived at 7:25 p.m.

10-180 VII. **Action Items**

10-181 **Resolution to Honor James Tyson**

Trustee Brady, seconded by Trustee Houk, moved to authorize a \$300 book endowment to recognize and honor James B. Tyson for his dedication and hard work while serving on the Library Board of Trustees from 2003 to 2010. His commitment to the Library Values of Respect, Excellence and Integrity and his steadfast support has enabled the Library to make great strides in being an important and integral part of the community while providing Information, Imagination and Inspiration. Motion carried 4-0.

President Maladecki asked the Administration to invite Mr. Tyson to attend the January 2011 Board Meeting.

10-182 **Annual Plan of Service FY 2011**

Trustee Houk, seconded by Vice President Maines, moved to approve the FY 2011 Annual Plan of Service. Motion carried 4-0.

10-183 III. **Discussion and Possible Action Items**

10-184 **Parameters Relative to Chickasaw Location**

Comptroller Tessier presented a PowerPoint overview of the various options available for the Chickasaw location, which include selling or leasing the property or moving the Herndon Branch operation to the Chickasaw location. Discussion ensued regarding these options and the ramifications of each. The owner of a charter school has expressed interest in leasing the property. The Board asked for the Administration to provide demographic data regarding the patrons using the Herndon Branch and the impact of a potential move, to provide additional information about the school, and to further pursue the option of leasing to the school. The Library's Real Estate Agent, Michael Battey of C.B. Richard Ellis, provided some information about the school and will assist in the fact finding for future presentation to the Board.

10-185 IX. **Information**

10-186 **Director's Report**

- The draft of the FY 2011 Director's Goals is included for the Board's review and input.

- The American Heart Association has awarded OCLS with the Gold level status as a Start! Fit-Friendly Company! The AHA awards this honor to companies that promote a wellness culture by providing support to employees and implementing physical, nutritional and cultural changes.

- Natalie Houston has had her article “Best Practices: Improving Teen Services” accepted for publication in the YALSA Winter 2010 Issue. Congratulations Natalie!
- Plans are progressing nicely for the *March Against Bullying* effort the Library is holding in March. Displays are up at Main and the branches of library materials focused on this topic. We are looking for financial help for the programs we are pursuing. We have Michelle Lee Puppets on hold for a number of dates, pending funding.
- The Library has just been awarded a grant from Sylvan Dell Publishing which includes a free license for one year to use materials on their website. These materials include 55 e-books, interactive math and reading quizzes, crafts for children’s programs, teaching activities and more.
- Later in this month, those employees represented by the SEIU will be receiving ballots from the Florida Public Employees Relations Commission to vote on whether to continue their representation by the SEIU.

The Board asked for additional time to provide input and feedback regarding Director Hodel’s FY 2011 Goals. It will be an agenda item for the January 19, 2011 Meeting.

Vice President Maines applauded Director Hodel for her quick involvement and leadership when OCLS was asked to be a strategic partner with the Holocaust Center in a program to prevent bullying among students. Each library location now has a display of books and a bibliography has been written in order to bring awareness of the problem to the forefront.

10-187

Public Comment: Non-Agenda Items

X. Adjournment

President Maladecki adjourned the meeting at 8:14 p.m.

Next Meeting Dates: --- January 19, 2011 ~ Southwest Branch Library; 7255 Della Drive; Orlando, Florida 32819 --- February 10, 2011 ~ 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.