

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
March 9, 2011
Southeast Branch Library
5575 South Semoran Boulevard
Orlando, Florida 32812
407.835.READ (7323)

- 11-033 I. **Call to Order**
Library Board Present: Ted Maines (3/0); Guy Houk (3/1); Lucas Boyce (2/0)
Library Board Absent: Richard Maladecki (3/1); Sara Brady (3/1)
Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier; Craig Wilkins; Wendi Bost; Renae Bennett; Eric Atkinson; Milinda Neusaenger
Vice President Maines called the meeting to order at 7:03 p.m.
- 11-034 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.
- 11-035 III. **Approval of Minutes: Library Board of Trustees Meeting ~ February 10, 2011**
Trustee Boyce, seconded by Trustee Houk, moved to approve the minutes for the February 10, 2011 Library Board of Trustees Meeting. Motion carried 3-0.
- 11-036 IV. **Staff Presentations:**
➤ **Southeast Branch ~ Paolo Melillo & Victor Rodriguez**
➤ **Balanced Scorecard ~ Craig Wilkins & Lisa Stewart**
➤ **March Against Bullying ~ Debbie Moss**

11-037 V. **Financial Statements and Summaries: February 2011**
 Comptroller Tessier reported that while the Property Appraiser will not release the FY 2012 property values until the end of May, the State has projected that Orange County values will decline 2.7%.

11-038 VI. **Statistics and Summaries: February 2011**

11-039 VII. **Action Items**
 Trustee Houk requested that Library Administration provide the most complete and thorough information for agenda items.

11-040 **Consent Agenda**
 Trustee Boyce, seconded by Trustee Houk, moved to approve the items on the Consent Agenda. Motion carried 3-0.

11-041 **Telecommunications Contract**
 The Board authorized Staff to execute contracts with Time Warner Telecommunications for Telephone Service and Internet Access and to execute a contract with Bright House Networks for Wide Area Network data communications connections.

11-042 **Appointment of Plan Administrators**
 The Board appointed Mary Anne Hodel, Robert Tessier, and Craig Wilkins as plan administrators for the Defined Contribution Pension Plan; Defined Benefit Pension Plan; Money Purchase Pension Plan; 457(b) Deferred Compensation Plan; and Flexible Benefit Plan. The Board appointed Robert Tessier and Craig Wilkins as plan administrators of the 457(f) Deferred Compensation Plan for the Director.

The Board formally removed Carla Fountain as plan administrator.

The Board approved the stipulation that the plan administrators approved by the Library Board serve in that capacity until their employment with the Library terminates or if removed sooner by the Library Board. Upon termination from employment, the status of plan administrator automatically terminates.

11-043 III. **Discussion and Possible Action Items**

11-044 **My Library, My Story Project ~ Craig Wilkins, Vanessa Neblett & Christine Lindler**
 Assistant Branch Managers Vanessa Neblett and Christine Lindler gave a status report on the library story bank project including information about the branding, webpage, and the collection of user stories.

11-045 IX. **Information**

11-046 **Director's Report**
 Vera Gubnitskaia, Heather Zabriskie, and Natalie Houston have written an article that was accepted for publication in a book about "Bringing the arts into the library." The article is about our ART for Teens series! Way to go! The three are members of the Children's Department.

Two librarians, Ruth Wiley and Jane Tracy have been offering training for the UCF Incubator. Jill Kaufman, the Assistant Director and the Program Manager of the Small Business Development Center at UCF has invited them to participate in the Florida

Small Business Development Center Network's annual conference to be held in Melbourne Florida in June. Ruth and Jane have been asked to give a session on conducting marketing research for SBDC counselors, showing them how the library can help the attendees grow their business. They will be offering some online market research tools to use to conduct research for client companies into their industry, trends, competition, and demographics. They will use a case study approach and walk the attendees in methods to gather and interpret the data. Kudos to Ruth and Jane!!

Trustee Boyce inquired about the average age of cardholders and Assistant Director Moss will look into the figure.

11-047

Public Comment: Non-Agenda Items

X. Adjournment

Vice President Maines adjourned the meeting at 7:51 p.m.

Next Meeting Dates: --- April 14, 2011 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- May 12, 2011 ~ Windermere Branch Library ~ 530 Main Street; Windermere, Florida 34786.

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.