

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
August 11, 2011
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.READ (7323)

- 11-113 I. **Call to Order**
Library Board Present: Richard Maladecki (8/2); Ted Maines (8/1); Guy Houk (8/1); Lucas Boyce (7/1)

Library Board Absent: Sara Brady (8/3)

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

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

- 11-114 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.

- 11-115 III. **Approval of Minutes: Library Board of Trustees Meeting ~ July 21, 2011**
Trustee Houk, seconded by Trustee Boyce, moved to approve the minutes for the July 21, 2011 Library Board of Trustees Meeting. Motion carried 5-0.
- 11-116 IV. **Staff Presentation: Social Media ~ Lynnette Schimpf**
- 11-117 V. **Financial Statements and Summaries: July 2011**
Comptroller Bob Tessier gave a brief presentation regarding the philosophy and usage of Reserves at OCLS. Brief discussion ensued.

- 11-118 VI. **Statistics and Summaries: July 2011**
Assistant Director Debbie Moss reported that physical collection circulation is down while digital collection circulation continues to climb. She further stated that she has been researching the circulation policies of some large, urban library systems. She has found that some of the policies, such as unlimited renewals, are written in such a way as to amplify the statistics. Assistant Director Moss also reported that other Florida library contemporaries are also reporting circulation decreases but without annual comparisons which would help to put the declines in context. Brief discussion ensued.
- 11-119 VII. **Action Items**
- 11-120 **Consent Agenda**
Vice President Maines, seconded by Trustees Brady, moved to approve the items on the Consent Agenda. Motion carried 5-0.
- 11-121 **Library Board of Trustees Meeting Schedule: FY 2012**
The Board approved the Library Board of Trustees Meeting Schedule for the fiscal year ending September 30, 2012.
- 11-122 **Approval of Required Documents for State Aid to Libraries Grant for FY 2012**
 - o **State Aid to Libraries Grant Agreement**
 - o **Certification of Credentials - Single Library Administrative Head**
The Board approved the documents as required by the Florida Department of State, Division of Library and Information Services, in order for the Orange County Library System to be eligible for a State Aid to Libraries Grant for the Fiscal Year ending September 30, 2012.
- 11-123 **Strategic Plan Add-on Year: FY 2014**
The Board approved the additional year to the Strategic Plan for FY 2014.
- 11.123.1 **Non-Consent Agenda**
- 11-124 **Sierra Development Partnership Agreement**
Information Systems Department Head Eric Atkinson summarized the need to upgrade from the current integrated library system (ILS), Millennium, to a more flexible ILS. The current Millennium ILS and the Sierra ILS, are both provided by Innovative Interfaces, Inc. Choosing Sierra will allow for a smooth migration with little re-training, and no loss of historical data. Brief discussion ensued. Trustee Boyce, seconded by Trustee Houk, moved to authorize staff to negotiate and execute a Sierra Development Partner Agreement and authorize the purchase of hardware and migration services for a total contract not to exceed \$206,500. Motion carried 5-0.
- 11-125 III. **Discussion and Possible Action Items**
- 11-126 **Library Tales: Craig Wilkins**
Regina Fascio and Catalino Estevez, regular customers of South Creek and Southeast, each shared their gratitude for OCLS and the *Soy Culto* program.
- 11-127 IX. **Information**
- 11-128 **Director's Report**

In addition to what was presented in the Board Packet, Director Hodel offered the following:

- Concerning the follow up on the Market Trends report given at the last board meeting, a draft letter to ALA was included in your board packet. Does it capture the board's intentions? The Fast Forward group met on August 2, 2011 and a report of that meeting is at your seat. The next meeting of the group is August 16th at 2:30 pm. We will report back to the Board in October of the results of the group.
- We are the recipients of a lizard sculpture, courtesy of Real Estate Research Consultants. We are grateful that they have seen to make this gift to the Library.
- Work will start on moving the gift shop door the 15th of August for the Friends Gift Shop. Wednesday the 17th they will remove the window and install the new door and modify the desk near the new entrance. The Friends will be paying for this improvement to the first floor. There will be appropriate signage indicating as such.
- We have received an inquiry from a potential donor about naming possibilities at the Library. I have had a conversation with the donor and am sending him additional information about potential opportunities.
- Director Hodel has been asked to serve on the Public Library Association Nominating Committee. This is a two year commitment to the association, starting June 2011 to June 2013.
- Director Hodel has been admitted to the Citizen's Police Academy. The first session was Tuesday 8 August 2011 and will continue every Tuesday until mid October.

The Board was in agreement with the draft letter to be sent to the American Libraries Association (ALA) regarding the future of libraries and the desire of OCLS to be included in any national efforts to address the topic. The Board asked Director Hodel to send the letter to the appropriate divisions and offices at ALA.

11-129

Staff Survey Results: 2011 ~ Janet Madden

Human Resources Manager Janet Madden gave a brief summary of the results for the 2011 Staff Survey. She indicated that overall the responses were positive and that there is an area of concern regarding some of the results from the Managers' survey. Director Hodel stated that there is a strategy in place to address the Managers' concerns and that the outcomes will be shared in the near future.

11-130

Public Comment: Non-Agenda Items

X. Adjournment

Vice President Maines, seconded by Trustee Brady, moved to adjourn the meeting. Motion carried 5-0. President Maladecki adjourned the meeting at 8:12 p.m.

Next Meeting Dates: --- September 8, 2011 ~ Alafaya Branch Library; 12000 East Colonial Drive; Orlando, Florida 32826 --- October 2011 ~ To Be Announced.

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.