

**MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
October 11, 2012
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.READ (7323)**

12-147

I. Call to Order

Library Board Present: Richard Maladecki (10/0); Ted Maines (10/1); Guy Houk (10/1); Lucas Boyce (10/2); Lisa Franchina (10/0)

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

President Maladecki called the meeting to order at 7:02 p.m. and welcomed everyone to the meeting.

II. Public Comment Policy

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.

12-148

III. Approval of Minutes: Library Board of Trustees Meeting ~ September 13, 2012

Trustee Franchina, seconded by Trustee Houk, moved to approve the minutes for the September 13, 2012 Library Board of Trustees Meeting. Motion carried 4-0.

Trustee Boyce arrived at 7:05 p.m.

12-149

IV. Staff Presentation:

➤ **Staff Association Update ~ Crystal Sullivan**

The Board recognized and thanked each member of the Staff Association for their hard work and dedication to support the Staff at large.

➤ **Summer Reading Program ~ Vera Gubnitskaia**

12-150

V. Financial Statements and Summaries: September 2012 (Preliminary)

➤ **Chickasaw Lease Update**

The Army Reserve Unit is moving in and hopefully will be occupying the space by November.

➤ **DVD Fine Reduction / Income Loss Update**

Paolo Melillo, Manager of Southeast Branch, presented the customers' point of view regarding the reduction in DVD fine rate. He also reviewed the positive impact it has had regarding customer service.

12-151 VI. **Statistics and Summaries: September 2012**

➤ **September 2012 and Year End FY 2012**

➤ **Circulation Year End FY 2012**

➤ **Mystery Shopper – Location Reports Year End FY 2012**

12-152 VII. **Action Items:**

12-153 **Election of Board Officers and Committee Appointments**

President: Vice President Maines was nominated by Trustee Franchina and seconded by Trustee Boyce. Motion carried 5-0.

Vice President: Trustee Houk was nominated by Trustee Boyce and seconded by Trustee Franchina. Motion carried 5-0

Finance Committee Chair: President Maladecki was nominated by Vice President Maines and seconded by Trustee Boyce. Motion carried 5-0

Marketing Committee Chair: Trustee Boyce was nominated by Trustee Maines and seconded by Trustee Franchina. Motion 5-0.

Personnel Committee Chair: Trustee Franchina was nominated by Vice President Maines and seconded by Trustee Houk. Motion carried 5-0.

Planning Committee Chair: Trustee Houk was nominated by Vice President Maines and seconded by Trustee Boyce. Motion carried 5-0.

Partnership Committee Chair: This is an optional committee and the decision was made not to chair it at this time.

12-154 VIII. **Discussion and Possible Action Items**

Director Hodel shared with the Board that local artist and long time library customer CHEN, has offered to donate one of his works of art to OCLS. The Board reviewed the photos of the work and enthusiastically accepted the wonderful donation.

12-155 **Director's Evaluation & Personnel Committee: Ted Maines**

Vice President Maines summarized the Personnel Committee Meeting held on October 5, 2012 and thanked Trustee Franchina and Hernan Tagliani, Vice President of the Friends of the Library, for participating on the committee. Vice President Maines stated that despite an environment of lower tax revenues, no raises for staff, and attrition of staff, there has not been a decline in the quality of services offered to the public or morale of staff. He said that Director Hodel makes the Library look great. He commented that the results of the recent employee survey were very positive, especially since staff had not received raises, and that the results were a reflection of Director Hodel's leadership.

Vice President Maines stated that the Committee thoroughly reviewed the documents provided for the Director's annual evaluation and came to a unanimous decision that Director Hodel far exceeded the job requirements for the review period. The Personnel Committee made the following recommendations to the Library Board:

1. Rate Ms. Hodel's overall performance as Far Exceeds Requirements.
2. Consistent with raises awarded the rest of staff, award a 3% raise to Ms. Hodel retroactive back to the pay period beginning September 23, 2012.

Trustee Boyce, seconded by Trustee Houk, moved to accept the recommendations of the Personnel Committee. Motion carried 5-0.

Trustee Houk, seconded by Trustee Boyce, moved to accept the minutes of the Personnel Committee Meeting held on October 5, 2012. Motion carried 5-0

12-156

Strategic Plan FY 2012: 4th Quarter Update

Trustee Houk summarized the update and reported that great strides have been made and that he is very pleased with the progress made regarding the FY 2012 Strategic Plan.

11-157

Director's Goals FY 2012: 4th Quarter Update

12-158

IX. **Information**

12-159

Library Tales: Craig Wilkins

Herndon Branch Assistant Manager Stephanie Lum presented the story of Mary Mancini and her daughter Victoria, winners of the Disney on Ice prize promotion contest.

12-160

FOL Update: Tracy Zampaglione

Public Relations Administrator Tracy Zampaglione shared with the Board of Trustees that the Friends Fall book sale was a success. The Friends just completed its fiscal year. The group welcomed 122 new members last fiscal year and volunteers donated more than 14,000 hours of service to the library. The FOL raised roughly \$170,000 for the library system last year. Funds supported staff attending and presenting at national conferences. A focus of the new fiscal year will be attracting new members at the higher membership levels.

12-161

Board Meeting Packets

Brief discussion ensued regarding the delivery of the information packets to the Library Board for the monthly Board Meetings. The possibility of electronic delivery was discussed.

12-162

Director's Report

■The Library is participated in the Upstander Day at Lake Eola. Representatives from the Children's Department attended and had the oversized Pledge Against Bullying posters available for the kids to sign.

■Pumpkins will be distributed to all branches and departments for staff to create their own special pumpkin. The Friends Board will judge the entries and award the best one a pizza party. We will have treats for the children at all public service departments on Halloween and staff are encouraged to come in costume on Wednesday the 31st October.

■Director Hodel announced that Renae Bennett will be leaving the Library to pursue another career opportunity. The Library has had her cheery personality, helpful assistance, and professional guidance for over 17 years. Her last day will be Wednesday, October 17th. Renae first came to OCLS as a Substitute Branch Librarian, served as Assistant DRI Administrative Assistant, Assistant Manager of Social Sciences and then as Head of Reference and Information Department. She has served as Branch Manager for the Alafaya Branch before taking on the role of Branch Administrator. She shepherded us through the creation of our new strategic plan and has led Librarians as Learning Leaders for the past couple of years. She recently spearheaded the project to transfer Orlando Memory from Kete to a Drupal platform. I know we want to give her a wonderful send off. Please join me in wishing Renae the very best.

■Director Hodel thanked the Board for being terrific and OCLS staff for being "the Dream Team."

12-163

Public Comment: Non-Agenda Items

X. **Adjournment**

Trustee Franchina, seconded by Vice President Maines, moved to adjourn the meeting. Motion carried 5-0. President Maladecki adjourned the meeting at 8:22 p.m.

Next Meeting Dates: --- November 7, 2012 (Wednesday) ~ Hiawassee Branch Library; 7391 West Colonial Drive; Orlando, Florida 32818 --- December 13, 2012 ~ 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.