

**MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
November 7, 2012
Hiawassee Branch Library
7391 West Colonial Drive
Orlando, Florida 32818
407.835.READ (7323)**

- 12-164 I. **Call to Order**
 Library Board Present: Ted Maines (11/1); Lucas Boyce (11/2); Lisa Franchina (11/0)
 Library Board Absent: Richard Maladecki (11/1); Guy Houk (11/2);
 Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier; Wendi Bost; Craig Wilkins; Milinda Neusaenger

President Maines called the meeting to order at 7:03 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.

- 12-165 III. **Approval of Minutes: Library Board of Trustees Meeting ~ October 11, 2012**
 Trustee Franchina, seconded by Trustee Boyce, moved to approve the minutes for the October 11, 2012 Library Board of Trustee Meeting. Motion carried 3-0
- 12-166 IV. **Staff Presentations:**
 ➤ **Hiawassee Welcome ~ Ken Gibert & Ashley Taylor**
 ➤ **Zinio Magazine Service ~ Sheri Chambers & Cassie Shivers**
- 12-167 V. **Financial Statements and Summaries: October 2012**
- 12-168 VI. **Statistics and Summaries: October 2012**
- 12-169 VII. **Action Items: None**

12-170 VIII. **Discussion and Possible Action Items**12-171 **Proposed Director's Goals ~ FY 2013: Mary Anne Hodel**

Brief discussion ensued regarding the Director's proposed goals for FY 2013. The Board thought the goals were appropriate and on target. Trustee Franchina, seconded by Trustee Boyce, moved to approve the Director's Goals for FY 2013. Motion carried 3-0.

12-172 IX. **Information**12-173 **Library Tales: Craig Wilkins**

Public Relations Administrator Tracy Zampagloine introduced a short video created as part of the Urban Library Council's "Telling Your Library Story" project.

12-174 **Demonstration Kitchen: Debbie Moss**

Brief discussion ensued regarding the concept of a possible demonstration kitchen at the Main Library.

12-175 **Board Meeting Packets**

Brief discussion ensued regarding the method of delivery of the Board packets to the Trustees. In addition to regular delivery, a link to the electronic copy of the Board packets will also be emailed to the Board.

12-176 **Director's Report**

■The Fall 2012 4th grade License to Learn Library card contest started after the Labor Day and ended on November 2, 2012.

Library card applications were delivered to over 700 4th grade classes in 119 Orange County Public Schools. Teachers distributed applications to their students who did not have library cards and then collected them after parents filled them out. Teachers then sent contest entry forms to the OCLS along with completed library card applications. Library staff processed applications and sent cards directly to kids.

We had **44 schools** participating with **97 4th grade classes**. **19 classes had 100% kids** who either already had cards or applied for cards during the contest. **460 new applications were submitted**.

Every teacher who submitted an application will receive a thank-you gift (library pencils, folders, and sticky notes with OCLS logo as well as some coupons for local businesses that they can give out to kids.) Teachers who had classes with 100% participation are entered in the prize drawing. Tonight we will draw 3 entry forms. Each winner will receive \$20 worth of gift certificates to Flipper's Pizzeria and 2 passes to the Mennello Museum of American Art.

In a random draw, the Board pulled the names of the winners:
Metrowest Elementary - Denise Jarquin
Meadow Woods Elementary - Michelle Cardoso
Lawton Chiles Elementary - June Brown

■From October 27th through November 3rd, 7 Orange County Library System locations hosted early voting. In Florida early voting may only take place at Supervisor of Election Offices that are fully functional and have been operating for at least a year and public library locations. This process is a challenge as our facilities are not readily equipped to

support the number of people and parking needs associated with early voting. We work closely with the Supervisor of Elections and work months in advance to support their technical needs, electronic/telephonic needs and staffing needs. We set up our locations with additional trash cans, flagging our property lines, additional supplies such as toilet paper, caution tape and trash bags. This year the Supervisor of Elections did provide much needed parking assistance at 5 of our facilities. OCLS staff are scheduled on site to monitor our facilities and resources during extended hours. OCLS hosted 67% of all early voters in Orange County. Over 132,000 people entered these facilities during early voting and staff take the opportunity to try promote library resources. OCLS use tends to drop during these times. A special thanks to the managers and staff at these locations as well as our Facilities & Operations team and Purchasing team who provided support.

Many thanks to Wendi Bost who coordinates our efforts with the Supervisor of Elections!

Location	Total Voters @ OCLS
Alafaya	17,860
South Creek	10,961
West Oaks	14,957
Southwest	14,294
Southeast	11,531
Washington Park	8,474
Main	7,796
Total	85,873
% of all Early Voters County Wide	67.31%

12-177

Public Comment: Non-Agenda Items

X. Adjournment

Trustee Franchina, seconded by Trustee Boyce, moved to adjourn the meeting. Motion carried 3-0. President Maines adjourned the meeting at 7:50 p.m.

Next Meeting Dates: --- December 13, 2012 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- January 10, 2013 ~ Alafaya Branch Library; 12000 East Colonial Drive; Orlando, Florida 32826.

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.