

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
May 9, 2013
West Oaks Branch Library
1821 East Silver Star Road
Ocoee, Florida 34761
407.835.READ (7323)

Library Board Present: Ted Maines (4/0); Lucas Boyce (4/0); Lisa Franchina (4/0);
Marucci Guzmán Beard (4/0)

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

13-052

I. **Call to Order**

President Maines called the meeting to order 7:11 p.m.

President Maines asked for nominations to fill the Vice President position. Trustee Boyce, seconded by Trustee Guzmán Beard, nominated Trustee Franchina as Vice President. Motion carried 4-0.

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.

13-052.1

Board to Honor Richard J. Maladecki

President Maines and the Board honored Richard J. Maladecki for his wonderful service on the Library Board and his steadfast support of OCLS. President Maines presented Mr. Maladecki with an engraved crystal book recognizing his service on the Library Board.

13-053

III. **Approval of Minutes: Library Board of Trustees Meeting ~
March 14, 2013**

Vice President Franchina, seconded by Trustee Guzmán Beard, moved to approve the minutes for the March 14, 2013 Library Board of Trustees Meeting. Motion carried 4-0.

- 13-054 IV. **Presentations:**
- **West Oaks Welcome ~ Gregg Gronlund**
 - **Sunshine Laws, Public Records & Ethics ~ Tom Wilkes, Gray Robinson**
The Library's attorney, Mr. Tom Wilkes, gave an overview of the Sunshine Laws, Public Records and the Code of Ethics.
 - **Crummer Graduate School at Rollins College ~ Student Project**
Jordan Voght and Jennifer Feldman presented a short film that markets the library to the community.
 - **Benchmarking ~ Tracy Zampaglione**
Public Relations Administrator Tracy Zampaglione reported on Library Benchmarks, a voluntary self-assessment program developed by the International City/County Management Association to help libraries best serve patrons. The report showed that the library system is meeting or exceeding all of the benchmarks set forth in adding value to the community, engaging area decision makers and managing its operation.
 - **Customer Service ~ Craig Wilkins**
Public Service Administrator Craig Wilkins gave an overview of the methods by which the Library gathers feedback on customer service.
- 13-055 V. **Financial Statements and Summaries:**
- **March 2013**
 - **April 2013**
- Comptroller Tessier stated that the part time health care plan summarized in the Board Packet complies with the Affordable Care Act.
- 13-056 VI. **Statistics and Summaries:**
- **March 2013**
 - **April 2013**
- Assistant Director Moss reported small increases for door, circulation and registration measures for April 2013.
- 13-057 VII. **Action Items: Consent Agenda**
- Vice President Franchina, seconded by Trustee Boyce, moved to approve the items on the Consent Agenda. Motion carried 4-0.
- 13-058 **Resolution to Honor Library Board of Trustee Dr. Guy Houk**
- The Board authorized the expenditure of \$300.00 to establish a Friends of the Library Book Endowment in the name of Trustee, Dr. Guy Houk.
- 13-059 **Closure of the Library System for Staff Development Day**
- The Board authorized the Administration to close the Library to the public for Library Staff Development Day on Monday, November 11, 2013. The date for the closing will be scheduled so as to have minimum impact on the public's use of library facilities.

13-060 **Collective Bargaining Agreement**
The Board approved the 2013 Collective Bargaining Agreement between Orange County Library System and the Service Employees International Union/Florida Public Services Union.

13-061 VIII. **Discussion and Possible Action Items**

13-062 **Strategic Direction: Wendi Bost**
Public Service Administrator Wendi Bost gave an overview of possible concepts to re-imagine library services and some facilities. The Board was very enthused with the idea of reinventing some of the library facilities and collections. The Board was also very interested in resuming the renovation project of the Chickasaw property. Brief discussion ensued.

Trustee Boyce, seconded by Trustee Guzmán Beard, moved to authorize staff to resume the renovation of the Chickasaw property that had been put on hold. Motion carried 4-0.

Trustee Boyce, seconded by Vice President Franchina, moved to authorize staff to develop a plan to update some of the branch facilities. Motion carried 4-0.

13-063 **Director's Goals FY 2013 ~ 2nd Quarter Update: President Maines**
President Maines reported that Director Hodel's progress regarding her goals is robust and on target.

13-064 **Strategic Plan FY 2013 ~ 2nd Quarter Update: President Maines**
President Maines stated that the staff continued to do a great job staying on task with the Strategic Plan.

13-065 IX. **Information**

13-066 **Dorothy Lumley Melrose Center for Technology, Innovation & Creativity Update: Debbie Moss**

13-067 **Director's Reports**
➤ **April 2013**
➤ **May 2013**
OCLS has submitted Target Early Literacy Grants for this year. Eleven grants were submitted, for \$2,000 each. That would be a potential \$22,000 in funding for our Kindergarten Readiness series, Get Ready for K.

President Maines stated that access at the Orange County Courthouse to *the Right Service at the Right Time* would be a great service to individuals in need of applying for the available services.

13-068 **Public Comment: Non-Agenda Items**

X. **Adjournment**

Vice President Franchina, seconded by Trustee Guzmán Beard, moved to adjourn the meeting. Motion carried 4-0.

President Maines adjourned the meeting at 8:56 p.m.

Next Meeting Dates: --- June 13, 2013 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- July 11, 2013 ~ Southeast Branch Library; 5575 South Semoran Boulevard; Orlando, Florida 32822.

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.