

**MEETING MINUTES  
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES  
September 11, 2013  
Herndon Branch Library  
4324 East Colonial Drive  
Orlando, Florida 32803  
407.835.READ (7323)**

- 13-113 I. **Call to Order**  
 Library Board Present: Ted Maines (8/0); Lisa Franchina (8/0); Marucci Guzmán Beard (8/1); Hernan Tagliani (3/0)  
  
 Library Board Absent: Lucas Boyce (8/2)  
  
 Administration Present: Mary Anne Hodel; Debbie Moss; Robert Tessier; Wendi Bost; Craig Wilkins; Debbie Tour; Milinda Neusaenger

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](http://www.ocls.info). For more information, contact Milinda Neusaenger at 407.835.7611 or [neusaenger.milinda@ocls.info](mailto:neusaenger.milinda@ocls.info).

- 13-114 III. **Approval of Minutes: Library Board of Trustees Meeting ~ August 8, 2013**  
 Vice President Franchina, seconded by Trustee Tagliani, moved to approve the minutes for the August 8, 2013 Library Board of Trustees Meeting. Motion carried 4-0.
- 13-115 IV. **Staff Presentations:**  
 ➤ **Herndon Welcome: Edward Booker & Betsy Nieves**  
 ➤ **K-Ready App: Sheri Chambers & Amy VanSchaik**
- 13-116 V. **Financial Statements and Summaries: August 2013**
- 13-117 VI. **Statistics and Summaries: August 2013**
- 13-118 VII. **Action Items**
- 13-119 **Consent Agenda**

Vice President Franchina, seconded by Trustee Guzmán Beard, moved to approve the items on the Consent Agenda. Motion carried 4-0.

- 13-120            **Approval of Required Documents for State Aid to Libraries Grant for FY 2014**  
➤ **State Aid to Libraries Grant Agreement**  
➤ **Annual Plan of Service - FY 2014**  
The Board voted to approve the documents required for State Aid to Libraries Grant for FY 2014.
- 13-121            **Strategic Plan Add-On Year ~ FY 2016**  
The Board voted to approve the additional year to the Strategic Plan for FY 2016.
- 13-122            **Public Comment Policy Revision**  
The Board voted to approve the new Public Comment Policy and Procedures.
- 13-123            **After Hours Event: Request to Serve Alcohol**  
The Board voted to authorize the serving of alcoholic beverages in accordance with the Board-approved policy at an afterhours event on Friday, October 18, 2013 at the Orlando Public Library.
- 13-123.1        **Non-Consent Agenda**
- 13-124            **The Melrose Center: Project Budget**  
Vice President Franchina, seconded by Trustee Tagliani moved to approve a \$2,500,000 project budget for the Melrose Center and to authorize staff to approve individual change orders with Skanska in amounts less than \$100,000. For any change orders at or above that amount, Library Board approval would be required. Motion carried 4-0
- 13-125            **The Melrose Center: Change Order with Skanska for Technology Equipment**  
Trustee Tagliani, seconded by Trustee Guzmán Beard, moved to approve a change order in the amount of \$289,853 to Skanska for the purchase and installation of the technology equipment. Motion carried 4-0.
- 13-125.1        **The Melrose Center: Furniture Purchase**  
Brief discussion ensued regarding the furniture and the difference in pricing between the two qualifying bids. Trustee Guzmán Beard, seconded by Vice President Franchina, moved to authorize staff to contract with Empire Office in the amount of \$200,555 for the purchase and installation of the furniture. Motion carried 4-0.  
  
Trustee Guzmán Beard requested additional information on furniture specifications be made available at the next meeting.
- 13-126    VIII.    **Discussion and Possible Action Items**
- 13-127            **Director's Evaluation & Personnel Committee: Vice President Franchina**  
Vice President Franchina asked President Maines and Trustee Tagliani if they would participate on the Personnel Committee in order to conduct Director Hodel's annual evaluation. Both agreed to participate. The Personnel Committee Meeting has been scheduled for 12:00 p.m. October 7, 2013 in the Magnolia Room.
- 13-128            **Strategic Direction Update: Wendi Bost**  
Wendi Bost provided some updates regarding the progress for Chickasaw planning and invited the board to tour the Herndon Branch.

13-129 IX. **Information**13-130 **Dorothy Lumley Melrose Center for Technology, Innovation & Creativity Update:  
Debbie Moss**

Assistant Director Moss summarized recent progress regarding the Melrose Center. She reported that a vendor has been selected to produce the Melrose documentary and that a meeting was held with Orlando Vo-Tech regarding their students using the Melrose Center for post-graduate work. Discussion ensued regarding the festivities for the grand opening.

13-131 **Director's Report**

The volume of holds being processed through our MAYL program has been in a steady decline for a while and has reached a point where changes to staffing levels are necessary. As with previous adjustments, no staff are being laid off but new assignments will be identified for those affected.

13-132 **Closed Days: FY 2014**13-133 **Public Comment: Non-Agenda Items**X. **Adjournment**

Vice President Franchina, seconded by Trustee Tagliani, moved to adjourn the meeting. Motion carried 4-0. President Maines adjourned the meeting at 8:03 p.m.

**Next Meeting Dates: October 10, 2013; Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- November 14, 2013; Edgewater Branch Library; 5049 Edgewater Drive; Orlando, Florida 32810.**

**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.**