

**MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
PERSONNEL COMMITTEE MEETING
October 7, 2013
3rd Floor Magnolia Room
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.7323**

Personnel Committee Members Present: Lisa Franchina, Vice President - OCLS Board of Trustees & Chair, Personnel Committee
Ted Maines, President - OCLS Board of Trustees
Hernan Tagliani, Trustee - OCLS Board of Trustees

Library Administration Present: Mary Anne Hodel, Library Director / CEO
Robert Tessier, Library Comptroller

The meeting was called to order at 12:00 p.m.

The purpose of the meeting was to conduct the annual performance evaluation of Director Hodel.

The Personnel Committee discussed and evaluated Ms. Hodel's performance for each category listed on the evaluation form: Mission and Strategic Planning, Public Relations, Fundraising and Library Perspective, Steward of Collection, Steward of Capital Resources, Technology Development, Fiscal Responsibility and Stewardship, Employment and Staffing, and Training. In each category as well as the overall rating, the Personnel Committee gave Ms. Hodel the same rating; Far Exceeds Requirements.

The Personnel Committee indicated that it has been an exemplary year for the Library and that Ms. Hodel has done a fantastic job. The Melrose Center was specifically mentioned as one of the highlights of the year. The Personnel Committee indicated that thanks to Ms. Hodel's oversight and leadership, OCLS is the best public library in the State of Florida. Ms. Hodel was quick to praise the Library's great staff and recognized them for getting so much accomplished.

The recommendations of the Personnel Committee to the Library Board of Trustees are summarized as follows:

1. Rate Ms. Hodel's overall performance as Far Exceeds Requirements.
2. Award a 6% raise to Ms. Hodel retroactive back to the pay period beginning September 22, 2013.
3. Consistent with the FY 2014 Compensation Plan for non bargaining unit staff, award Ms. Hodel 40 hours of additional vacation based on her overall Far Exceeds Requirements rating.

Orange County Library System
Library Director/CEO PERFORMANCE DISCUSSION AND EVALUATION

Evaluation Process

OCLS Library Director/CEO is evaluated by referencing progress towards the last fiscal year's organizational goals and the responsibilities defined on the job description. Annually at the October Board Meeting, the Board President will appoint a Personnel Committee for the purpose of conducting the Library Director's annual performance review. The following steps establish the sequence of activities toward that end.

BOARD PERSONNEL COMMITTEE INSTRUCTIONS:

1. Per the terms of the Library Director/CEO's Employment Agreement, "the Board ordinarily conducts an annual performance review of the Library Director in November of each year. To aid the Board in the annual review of her performance, prior to November, the Library Director will provide the Orange County Library Personnel Committee with a written report on the Library's operations and her progress toward accomplishing such goals and objectives as the Board may from time to time direct.

2. The Personnel Committee will ordinarily conduct the annual performance review prior to the November Board Meeting. Such review will consist of:
 - Evaluation Form, completed by the committee
 - Library Director's progress toward accomplishing assigned goals, objectives, and performance criteria provided at the time of the last review and other performance responsibilities as provided in the Library Director's job description
 - Consideration of the Library Director's written report providing a summary of Library operations for the year in review and progress toward accomplishing such goals and objectives as the Board may from time to time direct.

3. The Personnel Committee will (ordinarily) provide its report and recommendation to the full Board at its November meeting. The report will provide an overall description of the Director/CEO's performance as either "satisfactory" (or better) or "unsatisfactory." It will also include a recommendation whether an increase to the annual salary and/or other compensation is merited and, if so, the amount of any such increase and the date on which it will take effect. The Personnel Committee's full report, any relevant documentation, and its recommendation(s) will be included in the Board Packet submitted to the trustees for the month in which the Director/CEO's performance is to be considered (i.e., ordinarily in the November board packet, however, in the event the performance review is delayed, it will be included in the board packet for the month in which the Director/CEO's performance is to be reviewed).

4. The full Board, in conjunction with the Library Director/CEO, will establish goals for the coming year taking into consideration strategic planning and budgets as well as other performance responsibilities from the job description.

Orange County Library System
Library Director/CEO PERFORMANCE DISCUSSION AND EVALUATION

DIMENSIONS OF PERFORMANCE

MISSION and STRATEGIC PLANNING	Does Not Meet Requirements	Needs Improvement	Meets Requirements	Exceeds Requirements	Far Exceeds Requirements
<p>Defines the mission of the Library System and communicates concepts and objectives to the Board of Trustees. Plans long and short term strategies, programs and systems for implementation and communication to staff and the public and directs and motivates the efforts of immediate staff to ensure that activities are targeted toward realization and fulfillment of established mission.</p>					
Rating & Commentary from Personnel Committee					X
<p>Director Hodel does an exemplary job setting goals and following through with planned tasks, while motivating and effectively supervising staff activities aimed at fulfilling the library's mission.</p>					

PUBLIC RELATIONS, FUNDRAISING and LIBRARY PERSPECTIVE	Does Not Meet Requirements	Needs Improvement	Meets Requirements	Exceeds Requirements	Far Exceeds Requirements
<p>Plans implements public relations activities to ensure that the Library, its services and mission are effectively represented to the public. Represents and directs representation of librarianship and the Library System to the public through media communications, appearances at selected events, speaking engagements, membership and participation in community service, civic and professional organizations and other similar activities. Develops and directs fundraising activities that support the Library mission and strategic goals. Maintains current awareness of library science and emerging issues affecting libraries and public access to information, including related perspectives, pending legislation, as well as the public's perception of libraries and their roles. Participates and develops an active presence in the Florida Library Association, American Library Association and subsidiary or affiliated organizations to represent the System and influence others engaged in or interested in matters affecting libraries.</p>					
Rating & Commentary from Personnel Committee					X
<p>Director Hodel has done an outstanding job of promoting the library and all of its assets to the public. Under her leadership the library continues to receive accolades and glowing reviews in the press, highlighting the library's ongoing achievements.</p>					

Orange County Library System
Library Director/CEO PERFORMANCE DISCUSSION AND EVALUATION

DIMENSIONS OF PERFORMANCE

STEWARD OF COLLECTION	Does Not Meet Requirements	Needs Improvement	Meets Requirements	Exceeds Requirements	Far Exceeds Requirements
Establishes the overall goals for the selection, control dissemination, management and maintenance of the Library's collection and direct the accumulation, arrangement and disposition of materials. Ensures that the Library's practices and technology are sufficient and effective in maintaining Resource Library designation status and funding.					
Rating & Commentary from Personnel Committee					X
Director Hodel is an excellent steward of the library's resources. She is relentless in her efforts to maximize the library's funds in order to provide the public with the most relevant, timely, and cutting edge services possible, all while managing the funds in a fiscally responsible manner.					

STEWARD OF CAPITAL RESOURCES	Does Not Meet Requirements	Needs Improvement	Meets Requirements	Exceeds Requirements	Far Exceeds Requirements
Manages the Library's capital resources. Ensures the appropriate construction, renovation, maintenance, location and utilization of the Library's physical facilities and equipment.					
Rating & Commentary from Personnel Committee					X
Director Hodel has done an outstanding job of managing the library's capital resources. This is most recently demonstrated by her supervision of the construction of the Dorothy Lumley Melrose Center for Technology which will surely be the crown jewel of the Orange County Library System, and will serve as a model for other libraries. Even while construction of the Melrose Center is ongoing, under Director Hodel's leadership staff are planning innovative renovations of other branches in order to provide new and improved services to library patrons in a more cutting edge environment.					

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DIMENSIONS OF PERFORMANCE

TECHNOLOGY DEVELOPMENT	Does Not Meet Requirements	Needs Improvement	Meets Requirements	Exceeds Requirements	Far Exceeds Requirements
Maintains current awareness of technological and managerial advances relating to library services. Develops and implements systems to update and enhances library services to the public through the utilization of technological innovations.					
Rating & Commentary from Personnel Committee					X
As stated above, the Orange County Library System continues to be on the cutting edge of its industry and serves as a model to other library systems. The Dorothy Lumley Melrose Centerfor Technology is only the most recent innovation but the Board of Trustees fully expects Director Hodel and her staff to continue and excel in their efforts to make the Orange County Library System stand out among all others.					

FISCAL RESPONSIBILITY & STEWARDSHIP	Does Not Meet Requirements	Needs Improvement	Meets Requirements	Exceeds Requirements	Far Exceeds Requirements
Manages the Library's financial resources. Examines system wide and Division budget proposals, capital funding plans and any related millage adjustment proposals and ensure compliance with fiscal, operating, reserve and growth objectives. Presents or directs the presentation of budgetary issues to Board of Trustees and respond to related inquiries. Ensures proper accounting, reporting and auditing of the Library's financial systems and records. Presents and interprets financial statements and other financial reports to Board of Trustees and other regulatory agencies or organizations and respond to related inquiries. Ensures that all elements of the Library's operations are in compliance with Board of Trustee, Governing Body, State, Federal and Local regulations, legal requirements and mandates.					
Rating & Commentary from Personnel Committee					X
Director Hodel has demonstated outstanding fiscal responsibility and always utilizes the library's resources in the most cost effective manner while contiuing to provide outstanding service to the library's patrons.					

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DIMENSIONS OF PERFORMANCE

EMPLOYMENT and STAFFING	Does Not Meet Requirements	Needs Improvement	Meets Requirements	Exceeds Requirements	Far Exceeds Requirements
<p>Defines, develops and modifies the staffing structure of the Library System including all divisions of responsibility and levels of authority. Ensures that human resource systems including policies, practices, employment, employee relations, compensation and benefits programs are in compliance with regulatory requirements and meet sufficient competitive standards to attract and retain qualified staff. Interviews, hires and trains immediate staff and reviews and authorizes the hiring of other Library staff. Establishes objectives and assignments, reviews and explains work, monitors work quality and assists to resolve operating problems. Explains and enforces Library rules and regulations, interprets and clarifies policy and maintains harmonious employee relations. Establishes standards of performance, appraises performance and authorizes changes in employee status. Monitors and authorizes staffing plans and operating policies and procedures as appropriate within organizational structure.</p>					
Rating & Commentary from Personnel Committee					X
<p>Director Hodel's management of staff is exemplary. Employee surveys show that she is responsive to the needs and concerns of library staff and strives to maintain a satisfactory and harmonious work environment for all library employees. The dedication and excellent work ethic exhibited by staff is a testament to Director Hodel's outstanding leadership.</p>					

TRAINING	Does Not Meet Requirements	Needs Improvement	Meets Requirements	Exceeds Requirements	Far Exceeds Requirements
<p>Establish standards and goals for staff training related to professional, technical and managerial concepts and job requirements. Authorizes implementation plans, related policies and specific programs and monitors results. Establishes management systems and professional precepts and directs the implementation of related programs.</p>					
Rating & Commentary from Personnel Committee					X
<p>Director Hodel is dedicated to ensuring that staff receive the best training available in order for them to achieve significant professional growth while ensuring that the public is served by employees who exemplify the very best that the library industry has to offer.</p>					

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DIMENSIONS OF PERFORMANCE

Overall Rating for Purposes of Merit Based Compensation Plan	Does Not Meet Requirements	Needs Improvement	Meets Requirements	Exceeds Requirements	Far Exceeds Requirements
Comments:					X
<p><i>Director Hodel continues to do an outstanding job of managing the day to day operations of the library, motivating staff to achieve their full potential and continually improve their service to the public, all while succeeding in keeping the Orange County Library System on the cutting edge of the library industry. The Board of Trustees is completely and unequivocally satisfied with Director Hodel's leadership and applauds her outstanding performance. The personnel committee recommends the Board of Trustees approve a 6% salary increase as well as an additional 40 hours of vacation time, retroactively effective September 22, 2013, in order to coincide with the effective date of other staff raises.</i></p>					

BOARD APPROVED MERIT INCREASE %: _____

Effective Date: _____

Personnel Committee Trustee/Signature: _____

Date: _____

Board President Signature: _____

Date: _____