

**MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
October 10, 2013
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.READ (7323)**

Library Board Present: Ted Maines (9/0); Lisa Franchina (9/0); Marucci Guzmán Beard (9/1)

Library Board Absent: Lucas Boyce (9/3); Hernan Tagliani (4/1)

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

- 13-134 I. **Call to Order**
President Maines called the meeting to order at 7:03 p.m.
- II. **Public Comment Policy**
- 13-135 III. **Approval of Minutes: Library Board of Trustees Meeting ~ September 11, 2013**
Vice President Franchina, seconded by Trustee Guzmán Beard, moved to approve the minutes for the September 11, 2013 Library Board of Trustees Meeting.
Motion carried 3-0
- 13-136 IV. **Staff Presentations: Kelly Pepo & Danielle King**
 - **Movies on the Go: Hoopla & Freegal Movies at OCLS**
 - **Popular and In Demand: What TV Series Look Like Today**
 - **Body and Books Channel 6 News Video: Mary Anne Hodel**
- 13-137 V. **Financial Statements and Summaries: September 2013**
Comptroller Tessier stated that the final budget hearing with the Governing Board held on September 24, 2013 went well.
- 13-138 VI. **Statistics and Summaries: September 2013**
 - **September 2013 and Year End FY 2013**
 - **Circulation Year End FY 2013**
 - **Mystery Shopper – Location Reports Year End FY 2013**
- 13-139 VII. **Action Items**
- 13-140 **Election of Board Officers and Committee Appointments**
The election of Board Officers and committee appointments was tabled until next month.
- 13-140.1 **Gratuities and Gift Policy Revision**
Vice President Franchina, seconded by Trustee Guzmán Beard, moved to approve the revised Gratuities and Gift Policy; which requires all Trustees and Employees to sign the Policy, and requires all new Trustees and Employees to sign the Policy at time of swearing in for Trustees and the time of hire for Employees, and requires electronic storage of Employees'

digitally signed Policy with Human Resources and the filing of Board signatures accordingly in Board Trustee files. Motion carried 3-0.

- 13-141 **Ratification of Bargaining Unit Contract: Bob Tessier**
 Vice President Franchina, seconded by Trustee Guzmán Beard, moved to approve the Collective Bargaining Agreement economic articles between Orange County Library System and the Service Employees International Union / Florida Public Services Union and to authorize the Director to execute the documents necessary to implement the new economic articles. Motion carried 3-0.
- 13-142 **Simulation Equipment Purchase Authorization: Debbie Moss**
 Vice President Franchina, seconded by Trustee Guzmán Beard, moved to approve the purchase of simulator equipment for the Dorothy Lumley Melrose Center for Technology, Innovation & Creativity in the amount not to exceed \$113,305. Motion carried 3-0.
- 13-143 VIII. **Discussion and Possible Action Items**
- 13-144 **Director's Evaluation & Personnel Committee Meeting: Vice President Franchina**
 Vice President Franchina chaired the Personnel Committee. She reported that the Committee met on October 7, 2013. Committee Chair Franchina had tapped President Maines and Trustee Tagliani to evaluate Director Hodel's performance for the past year. The entire Committee agreed that Director Hodel's performance in the past year has been absolutely outstanding. The Committee's recommendation for an overall performance rating is *Far Exceeds Requirements*, and further they recommended to the full Board that Director Hodel receive a 6% salary increase and an additional 40 hours of vacation.
- Director Hodel stated that she is very appreciative of the Board's confidence in her and their generous offer of compensation. She stated that this year's threshold is a 3% salary increase for staff members who earn *Far Exceeds Requirements* rating. They also receive 40 hours of additional vacation time. She further stated that it would be out of balance for her if she accepted a 6% increase and instead felt it was best and fair if she accepted a 3% salary increase consistent with the rest of the staff. Director Hodel also praised the entire staff for being so amazing. She added that it is an honor to work with so many talented people! Committee Chair Franchina said she will honor Director Hodel's wishes and amend the Committee's recommendation to give Director Hodel a 3% salary increase and an additional 40 hours of vacation.
- Trustee Guzmán Beard, seconded by Vice President Franchina, moved to rate Director Hodel's overall performance as *Far Exceeds Requirements*, to award Director Hodel a 3% salary increase retroactive back to the pay period beginning September 22, 2013 and to award Director Hodel 40 hours of additional vacation based on her overall *Far Exceeds Requirements* rating. Motion carried 3-0.
- President Maines thanked Director Hodel for everything and he stated that the entire Library Staff is wonderful and that is reflective of her leadership.
- Trustee Guzmán Beard, seconded by Vice President Franchina moved to accept the Personnel Committee Meeting Minutes. Motion carried 3-0.
- 13-145 **Strategic Plan FY 2013: 4th Quarter Update: President Maines**
 President Maines reported that the FY 2013 Strategic Plan and results was very extensive and and the staff was successful in reaching the goals with their accomplishments made for the year.

13-146 **Director's Goals FY 2013: 4th Quarter Update: Vice President Franchina**
Vice President Franchina reported that Director Hodel continues to be very busy and did an excellent job attaining her goals for the year.

13-146.1 **Strategic Direction Update: Wendi Bost**
Branch Administrator Bost reported that plans are in the works to hold a community meeting at the Chickasaw property in order to get input from residents living in the surrounding area of Chickasaw.

13-147 IX. **Information**

13-148 **Dorothy Lumley Melrose Center for Technology, Innovation & Creativity Update: Debbie Moss**
As requested, Assistant Director Moss previewed furniture, carpet and fabric selections with the Board. She also briefed the Board about plans for the grand opening.

13-149 **Director's Report**
•Janine Farver, Executive Director of the Florida Humanities Council praised library staff for their superb, enthusiastic and engaged work with the Prime Time Program that was offered at several OCLS locations. Many thanks to everyone who continues to make this program a success! We are extremely grateful to the Florida Humanities Council for trusting us to do a good job with their funds!

• The Library hosted the Orlando Police Department in a staff safety presentation. It was attended by 24 staff from Main. We have done safety seminars previously for staff in the Branches.

•Director Hodel invited the Board to participate in Staff Day on November 11, 2013. Activities are planned for the entire day and will kick off around 9:00 a.m. at Main. Staff will check in earlier with their managers. Plans include some fun learning and training experiences and the Board is most welcome to join in all or part of the day. All library locations will be closed in observation of Veteran's Day.

13-150 **Public Comment: Non-Agenda Items**

X. **Adjournment**

Trustee Guzmán Beard, seconded by Vice President Franchina, moved to adjourn the meeting. Motion carried 3-0. President Maines adjourned the meeting at 8:14 p.m.

Next Meeting Dates: --- November 14, 2013; Edgewater Branch Library; 5049 Edgewater Drive; Orlando, Florida 32810 --- December 11, 2013; 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.