

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES
October 9, 2014
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801
407.835.READ (7323)

Library Board Present: Ted Maines (1/0 - City); Lisa Franchina (10/1); Lucas Boyce (10/3); Marucci Guzmán Beard (10/2); Hernan Tagliani (1/0 - City)

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

14-141 I. **Call to Order**

President Maines called the meeting to order at 7:00 p.m.

II. **Public Comment Policy & Procedures**

14-142 III. **Approval of Minutes:**

Library Board of Trustees Meeting ~ September 10, 2014

Vice President Franchina, seconded by Trustee Tagliani, moved to approve the minutes for the Library Board of Trustees Meeting held on September 10, 2014. Motion carried 5-0.

Personnel Committee Meeting Minutes ~ September 23, 2014

Vice President Franchina, seconded by Trustee Guzmán Beard moved to approve the minutes for the Personnel Committee Meeting held on September 23, 2014. Motion carried 5-0.

14-143 IV. **Staff Presentation: Summer Reading Program ~ Vera Gubnitskaia**

14-144 V. **Financial Statements and Summaries: September 2014**

14-145 VI. **Statistics and Summaries: September 2014**

- **September 2014 and Year End FY 2014**
- **Circulation Year End FY 2014**
- **Mystery Shopper – Location Reports Year End FY 2014**

14-146 VII. **Action Items:**

14-147 **Election of Board Officers and Committee Appointments**

President: President Maines was nominated by Vice President Franchina and seconded Trustee Boyce. Motion carried 5-0.

Vice President: Vice President Franchina was nominated by Trustee Boyce and seconded by Trustee Guzmán Beard. Motion carried 5-0.

Trustee Boyce, seconded by Vice President Franchina, moved to keep the committee chairs the same for the upcoming FY 2015 year. Motion carried 5-0.

The committee chairs are as follows:

Finance Committee: Ted Maines

Marketing Committee: Hernan Tagliani

Partnership Committee: Marucci Guzmán Beard

Personnel Committee: Lisa Franchina

Planning Committee: Lucas Boyce

- 14-148 **Rules of Conduct Revision: Debbie Moss**
Vice President Franchina, seconded by Trustee Tagliani, moved to approve the revision to the Rules of Conduct. Motion carried 5-0.
- 14-149 VIII. **Discussion and Possible Action Items**
- 14-150 **Director's Evaluation & Personnel Committee Meeting: Vice President Lisa Franchina**
Vice President Franchina chaired the Personnel Committee. She reported that the Committee met on September 23, 2014. Committee Chair Franchina had tapped President Maines and Friends of the Library President Crockett Bohannon for the Personnel Committee in order to evaluate Director Hodel's performance for FY 2014. Vice President Franchina and Friends President Crockett Bohannon met and agreed that Director Hodel's performance in the past year has been exemplary and outstanding. The Committee made the following recommendations to the full Board:
1. Rate Ms. Hodel's overall performance as Far Exceeds Requirements.
 2. Award a 3% raise to Ms. Hodel retroactive back to the pay period beginning September 21, 2014.
 3. Consistent with the FY 2015 Compensation Plan for non-bargaining unit staff, award Ms. Hodel 40 hours of additional vacation based on her overall Far Exceeds Requirements rating.
- Vice President Franchina, seconded by Trustee Boyce moved to approve the Personnel Committee's recommendations. Motion carried 5-0.
- Director Hodel stated that she is very appreciative of the Board's confidence in her and their generous offer of compensation. Director Hodel also praised the entire staff for being so amazing. She further added that it is an honor to work with so many talented people!
- 14-151 **Director's Goals FY 2014: 4th Quarter Update: Vice President Lisa Franchina**
Vice President Franchina summarized Director Hodel's FY 2014 progress in the above agenda item #14-150.
- 14-152 **Strategic Plan FY 2014: 4th Quarter Update: Trustee Lucas Boyce**
Trustee Boyce reviewed the progress that has been made during FY 2014. He especially highlighted the huge popularity of the Melrose Center, the Cuisine Corner, and the Summer Reading Program. He applauded staff for their hard work and continued success with partnerships, technology classes, programs, and the ability to always find something new to offer.
- 14-153 IX. **Information**
- 14-154 **Dorothy Lumley Melrose Center for Technology, Innovation & Creativity Update: Debbie Moss**
Assistant Director Moss reported that there has been excitement and positive feedback about the Melrose Award and the upcoming first anniversary of the Center.

14-155

Director's Report

● *Sunshine Storytime: A Sensory Experience* was well attended on September 27th at the Main library. This was a program designed for children who prefer small group activities or have sensory, social or developmental challenges. All of the families stayed for the entire program and expressed their gratitude that OCLS offered something specific for their children. A member of the UCF Center for Autism and Related Disabilities sent an email stating that the presenter and the program were great.

● We have a new service that we are trying out. It is called BluuBeam. It involves little blue discs with radio beacons. By downloading the app BLUUBEAM to one's phone, messages are sent to the phone about the item that has the BLUUBEAM. We are experimenting with this service at Main, Southeast, and Alafaya. More on this at a later meeting.

● The Winter Garden branch kicked off the Redbox "Outside the Box" grant program with the Little Picasso program, held on Friday October 3. The event was held on the front porch of the library with 28 children and 22 adults in attendance (50 total). The branch librarian prepared rolls of craft paper and finger paints for the kids to show their artistic skills. With kids' music playing, they had a great time putting their personal touches to the banner. Two pop-up tents and a large umbrella were used alongside by the bike trail and were provided by the grant. Congratulations to August Calabrese and his Winter Garden team!

● OCLS has contracted with the market research firm Mindspot to conduct a study to better understand our customer base and to increase library usage. The first phase of their work took place with in-person interviews conducted at Main, Alafaya, Hiawassee, Southeast, Southwest and Winter Garden. We were told all went well and there was a high participation rate in the surveys. The first batch of emails were sent to a small group of about 300 people to solicit as participants in an online Focus Group. We will be provided credentials to observe the online Focus Group activity live from the backend.

14-156

Public Comment: Non-Agenda Items**X. Adjournment**

Vice President Franchina, seconded by Trustee Tagliani, moved to adjourn the meeting. Motion carried 5-0. President Maines adjourned the meeting at 7:39 p.m.

Next Meeting Dates: November 13, 2014; Hiawassee Branch; 7391 West Colonial Drive; Orlando, Florida 32801 --- WEDNESDAY, December 10, 2014: 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.