

**ORANGE COUNTY LIBRARY SYSTEM
PERSONNEL COMMITTEE MEETING MINUTES
September 16, 2015
Palm Room, 3rd Floor
Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801**

Personnel Committee Members Present: Lisa Franchina, Vice President - OCLS Board of Trustees & Chair, Personnel Committee
Ted Maines, President - OCLS Board of Trustees
Crockett Bohannon, President - Friends of the Library

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

Prior to the meeting, the following information was distributed to each member of the Personnel Committee:

- Director's Report at End of Year 2015
- Grants, Awards, Donations and Fundraiser Report (FY 2004 - 2015)
- FY 2015 4th Quarter Report on Director's Goals
- FY 2015 4th Quarter Report on Strategic Plan

The purpose of the meeting, which was called to order at 12:05pm, 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 Chickasaw Branch, Genealogy, Electronically Preserving Obituaries as Cultural Heritage (EPOCH), E-Pulp, DVD vault projects were specifically mentioned as highlights of the year. The Committee recognized Ms. Hodel for her outstanding communication skills, including communicating the Library's strategic plan to both the Library Board and staff. The Committee complimented Ms. Hodel for the library being on the cutting edge and for positioning it to be the library of the future. In summary, the Committee indicated that Ms. Hodel's enthusiasm is contagious, they were proud of the work that the Library does, and indicated that we were fortunate to have Ms. Hodel as Director.

Ms. Hodel indicated that she loved her job, had a terrific staff, and it was a privilege to lead them. 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 3.5% raise to Ms. Hodel effective with the pay period beginning October 4, 2015.
3. Consistent with the FY 2016 Compensation Plan for staff, award Ms. Hodel 40 hours of additional vacation based on her overall Far Exceeds Requirements rating.