

Library & Events Center Task Force



March 6, 2019 at 8:00 a.m.

Chapman Room • City Hall Second Floor
401 South Park Avenue, Winter Park, Florida

1 administrative

- a. Approve minutes (February 6)
- b. Public Comment

2 Informational

- a. Project update

3 action

- a. Recommend deal points for campus operating model
- b. Campus Management job description review

4 new business

5 adjourn

appeals & assistance

"If a person decides to appeal any decision made by the Board with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F. S. 286.0105).

"Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office (407-599-3277) at least 48 hours in advance of the meeting."

Library & Events Center Task Force
February 6, 2019

The meeting was called to order at 8:00 a.m. in the chapman room of city hall.

Members present: Teri Gagliano, Tom McMacken and Sam Stark

Staff Members present: Troy Attaway, Leif Bouffard, Clarissa Howard, Brenda Moody, Michelle Neuner and Kristi Wong

Administrative items

- a. Approve minutes – Sam Stark moved to approve the January 9 minutes as presented; seconded by Tom McMacken; motion carried unanimously.
- b. Public comment –
 - Michael Perelman, Greentree Drive, shared concerns with construction estimates being greater than the budget and suggested having the task force make recommendations. He also suggested that the new campus manager's position should focus primarily on the civic center operations and let the library manager focus on library operations.

Informational Item

- a. Project Update - Ms. Neuner advised of the following:
 - Tree removal started last week in preparation for the demolition (five oak trees and thirty-six palm trees were removed to date);
 - Additional trees will be removed prior to the start of each phase of the project;
 - Budget and value engineering is underway;
 - Interior building demolition is complete and the exterior will follow towards the end of this week.

Action items

- a. Campus Operating Model

Ms. Moody distributed a spreadsheet showing the three different business models, as referenced below:

- 1) Existing model where the library leases from the City;
- 2) New model where the library becomes a contracted organization that manages the library inside the building but the City would take on more building functions such as building maintenance, IT Services, etc.
- 3) In-house model where the library becomes a department of the City.

Ms. Moody and Ms. Neuner explained the differences between each business model and addressed questions related to responsibilities, support from city funds and/or library payments to the city, information relating to other municipalities who use similar models for comparison, efficiencies gained, program enhancements, timeline, recommendations to the commission, etc. Following a brief discussion, a majority of the task force members agreed that business management model 3 is not a viable option. All task force members expressed favor toward business management model 2.

President of the Library Board, Brad Doster offered comments on the different business models. He mentioned that the library board is very much in favor of having the campus manager run the overall operation of the building and the library director should be responsible for handling all library related services. In summary, the library personnel expressed their favor toward business management model 2.

Motion made by Sam Stark that the City meet with the library and come back with a partnership agreement that outlines the terms of a contracted library services partnership with the operational and the financial implications (bullet points/executive summary) and staff to bring back deal points at their March meeting; seconded by Tom McMacken. Mr. Stark clarified that his motion is based upon the contracted library services management model 2. **Motion approved unanimously with a 3-0 vote.** Staff acknowledged the request to provide the bullet points/executive summary prior to their next meeting for review.

b. Campus Management

Human Resource Director, Ms. Wong explained that whatever management model they select should ultimately dictate what the campus manager's job entails. She advised that based upon their feedback from the last meeting, she researched and found a job description from another municipality for an event/venue manager and summarized the highpoints. After obtaining feedback from the task force, Ms. Wong acknowledged the request to revise the job description based upon their recommendation for business management model 2 and email them a copy for their review.

It was noted that the task force is planning to present their recommendation to the City Commission on April 22.

The next meeting was scheduled for March 6, 2019 at 8:00 a.m. in the Chapman Room, City Hall, Second Floor.

The meeting adjourned at 8:45 a.m.