

**MEETING MINUTES**  
**ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES**

**January 18, 2024 ~ 6:00 p.m.**

**Orlando Public Library**  
**101 East Central Boulevard**  
**Orlando, Florida 32801**

Library Board Present: Crockett Bohannon (1/0); Nicole Benjamin (4/1 – City);  
Ashley Cisneros Mejia (4/0 – City)

Library Board Absent: Sharon Smoley (1/1)

Administration Present: Bethany Stone; Kris Shoemaker; Yvonne Hartley; Danielle King;  
Erin Sullivan; Sara Gonzalez; Leasha Tavernier; Erica Grant;  
Milinda Neusaenger

Administration Absent: Steve Powell; Lynette Schimpf

- 24-001 I. **Call to Order**  
President Bohannon called the meeting to order at 6:06 p.m.
- 24-002 II. **Public Comment Policy & Procedures**
- 24-003 III. **Approval of Minutes: Library Board of Trustees Meeting – December 14, 2023**  
Vice President Benjamin, seconded by Trustee Cisneros Mejia, moved to approve the minutes for the December 14, 2023 Library Board of Trustees Meeting. Motion carried 3-0.
- 24-004 IV. **Staff Presentation: 100 Year Celebration Wrap Up: Erin Sullivan**
- 24-005 V. **Financial Statements and Summaries:**
- **September 2023 - Final**
  - **December 2023**
- CFO Shoemaker reviewed the final FY 2023 financial reports as well as the monthly December 2023 reports. He further reported that the Neil Gaiman / Art Spiegelman event brought in over \$42,000 in funds, which will be held in a reserve for future events. He also reported that the renovations of the 3<sup>rd</sup> floor meeting rooms are on track to be completed in April.
- 24-006 VI. **Dashboard: December 2023 – Leasha Tavernier**  
Chief of Neighborhood Services Tavernier shared some highlights from the dashboard. In December, there was a 23% increase in public computer usage, an 11% increase in door count, and a 7% increase in circulation. Digital checkouts continue to be strong with a 26% increase over last December. Overdrive continued to be the highest-used resource making up over 204,000 of the 278,067 checkouts for the month. The Library also set a new Overdrive calendar year usage record with over 2,200,000 checkouts. For comparison, last year was about 55,000 short of 2 million. Staff continue to see the impact of our Community Engagement Department with community event attendance up 1,100% from last year. Staff were able to attend 31 events and reach out to 2,809 people versus 10 events reaching 234 people last December. Event attendance was up over 35% from last year. Staff offered a total of 1,131 events with a total attendance of 28,024. Out of those numbers, 23,854 were for in-person and 4,170 were for offsite events. Class attendance is also up by 18% compared to last year. Ms. Tavernier shared an update about one of the branches that had a unique feature completed in December. The West Oaks Branch had an outdoor mural completed on a wall adjacent to the outdoor garden. The mural, featuring

native plants and a monarch butterfly, was painted by local artist, Ryan Semple. Upon completion, the artist shared a short timelapse video of the work. The mural is the culmination of a yearlong project to enhance the garden and outdoor area of the branch. This included expanding the existing wildflower garden and making changes to get the garden recognized as an Official Certified Wildlife Habitat with the National Wildlife Federation and Florida Wildlife Federation. One can see the certification sign in the garden and the water fountain, which was an addition necessary to qualify for the certification. Additionally, a sidewalk was added along the garden and a permanent Storywalk was added.

24-007 VII.

**Action Item:**

24-008

**Bookmobile Vendor Ranking & Project Approval: Danielle King**

Chief of Neighborhood Services King presented to the Board the proposal to procure a bookmobile. She explained that the Sorosis of Orlando club donated \$100,000 to OCLS for a bookmobile, and that the Library matched the donation. She stated that it will take about two years for the vehicle to be built and delivered. The quote for the project is \$330,000 and with a contingency, staff are requesting \$363,000 for the project. Brief discussion ensued. Vice President Benjamin, seconded by Trustee Cisneros Mejia, voted to approve the bookmobile project; to approve the ranking of the bookmobile vendors as follows: Matthews Specialty Vehicles, Farber Specialty Vehicles and LDV, Inc.; to approve the budget of \$363,000 and to authorize staff to execute a contract with Matthews Specialty Vehicles to design and build the bookmobile. Motion carried 3-0.

24-009 VIII.

**Discussion and Possible Action Items**

President Bohannon announced to the Board that there is a need to reschedule the May 9, 2024 Board meeting. Vice President Benjamin, seconded by Trustee Cisneros Mejia, moved to reschedule the meeting to May 2, 2024. Motion carried 3-0.

24-010 IX.

**Information**

24-011

**Horizon West Update: Danielle King**

Chief of Neighborhood Services King reported that positive progress is being made and that the Horizon West Branch project is moving forward. Staff have been meeting with Borrelli & Partners and H.J. High on a regular basis to discuss the project. The team submitted the 90% construction documents to staff in December, and they are busy finalizing the 100% construction documents. The project is in the permitting phase now and several items have been submitted such as the building/land use permit, environmental resource permit, and gopher tortoise relocation permit.

The next steps include this tentative schedule.

- February 7, 2024- GMP (Guaranteed Maximum Price) draft is expected from HJ High to be sent to the library for review.
- Late February/early March- Once Terracon receives the approved permit, work on the gopher tortoise removal will begin (date based on issue of permit). It will take approximately 2 weeks. H.J. High will install the silt fence after the gopher tortoise removal.
- March 8, 2024- GMP contract will be posted on Library Board of Trustees agenda.
- March 14, 2024- Library Board of Trustees meeting – we will bring the GMP contract to you for approval.
- Following approval, H.J. High will begin the construction process.

The project is still on track with the schedule.

24-012

**Lake Nona Update: Bethany Stone**

COO Stone reported that progress with the Lake Nona project is being made behind the scenes with the City of Orlando and that they are working through design ideas, with GOAA

reviewing the plans. She also reported that Borelli & Partners is still working on construction documents and they will share those when these are ready.

24-013            **Director’s Goals: 1<sup>st</sup> Quarter Update**  
This agenda item has been tabled until next month.

24-014            **Strategic Plan: 1<sup>st</sup> Quarter Update**  
There were no questions regarding the update that was provided in the board packet.

24-015            **Director’s Report**  
COO Stone reported that progress on the new Strategic Plan is moving along with completed surveys received from community leaders and residents. Over 7,200 surveys have been submitted from the community.

She reported that Mayor Demings’ holiday toy drive was a great success with 11,240 toys collected in the community. Of that total, more than 1,700 toys were collected at drop boxes at OCLS locations.

She announced that the Legislative Library Day is January 24<sup>th</sup> and that Director Powell, Chief MPR Officer Sullivan and herself will travel to Tallahassee to speak with the legislature and elected officials regarding library services.

24-016            **Public Comment: Non-Agenda Items**  
Jonathan Blount spoke about the Orlando Public Library building and his thoughts on the condition of the building, and that he is of the opinion that the outside of the building should be painted.

X.            **Adjournment**

Vice President Benjamin, seconded by Trustee Cisneros Mejia, moved to adjourn the meeting. Motion carried 3-0. President Bohannon adjourned the meeting at 7:00 p.m.

**Next Meeting Dates:**

**February 8, 2024 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- March 14, 2024 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801.**

**Florida Statutes section 286.0105: 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.**