

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

April 11, 2024 ~ 6:00 p.m.

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

Library Board Present: Crockett Bohannon (4/0); Nicole Benjamin (7/1 – City); Ashley Cisneros Mejia (7/0 – City); Venessa Tomlin (3/1)

Library Board Absent: Sharon Smoley (4/2)

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

- 24-046 I. **Call to Order**
 President Bohannon called the meeting to order at 6:01 p.m.
- 24-047 II. **Public Comment Policy & Procedures**
- 24-048 III. **Approval of Minutes: Library Board of Trustees Meeting – March 14, 2024**
 Vice President Benjamin, seconded by Trustee Cisneros Mejia, moved to approve the minutes for the March 14, 2024 Library Board of Trustees meeting. Motion carried 4-0.
- 24-049 IV. **Staff Presentation: WKMG Video – the Art of Storytelling: Erin Sullivan**
- 24-050 V. **Financial Statements and Summaries: March 2024**
 Chief Financial Officer Shoemaker reported that the renovations of the 3rd floor meeting rooms and hallway have been completed. He also reported that the Melrose sound booth project has also been completed and the final Inspection was conducted and the Certificate of Occupancy was received in March 2024.
- 24-051 VI. **Dashboard: March 2024 – Bethany Stone**
 Chief Operating Officer Stone shared some highlights from March usage around the system. It was a very strong month that saw gains over 2023 in almost every service area. Library door count was up over 20% and along with the increased visitors, physical item circulation (physical items checked out from the library) also increased by almost 10%. In addition, new card registration increased by 12%.

In March, there were over 1300 events offered with an attendance of just under 41,000. Of those attending, 33,460 attended an in-person event and 7,285 attended an event presented offsite.

Digital checkouts were up 20% over last March with just under 300,000 checkouts. That is an average of 9,635 per day – it's important to show its continued growth and another way the Library is reaching residents without the need to visit one of the locations. It's a perfect example of the library's tagline and demonstrates to library customers how the library will meet you there.

On March 23, customers Kamila and Carlos Resto received their READING Paws certificates and reading medallions for participating in 12 of OCLS's monthly READING Paws events for the 2023 calendar year. The Reading Paws facilitator Sheila Roberts shared that the siblings are already well on their way to participating

in as many events in 2024. She also shared that she is happy to see Carlos' hesitancy to read dramatically improve, as well as his comfort with the dogs Halo and Doc.

COO Stone also shared a video that Media Production Specialist, Jesse Draus created highlighting OCLS' longest-serving staff member, Liz Powell. Liz currently works as a circulation clerk at the South Trail Branch. She recently received her 55-year certificate, which was presented to her by Director Powell. Liz was hired in 1968 and has worked under 5 library directors. For a little perspective – in the Library's 100-year history, there have only been 6 library directors at OCLS.

24-052 VII.

**Action Items – Consent Agenda:
OCLS Network Hardware Refresh: Thomas Beaver**

Vice President Benjamin, seconded by Trustee Tomlin moved to approve the purchase of network hardware to update the library's Data Center and Orlando Public Library from SHI at an estimated cost of \$229,772, a contingency of \$11,500, and a not-to-exceed budget of \$241,272, and to authorize staff to issue purchase orders to complete the project. Motion carried 4-0.

24-053

**Non-Consent Agenda:
Guaranteed Maximum Price and Project Budget Approval for the Construction of the Horizon West Branch: Danielle King**

Chief of Neighborhood Services King presented the GMP and Project Budget for the Horizon West construction to the Board. She stated that due diligence was done to assess the figures are indeed in line with similar projects. Brief discussion ensued regarding the budget and the project. Vice President Benjamin, seconded by Trustee Cisneros Mejia, moved to approve the Guaranteed Maximum Price with H.J. High Construction Company at an estimated cost of \$18,300,000, to approve the Horizon West Branch Construction Budget of \$27,275,000, and to authorize the Director/CEO to execute the Guaranteed Maximum Price contract with H.J. High Construction Company. Motion carried 4-0.

President Bohannon highly praised staff for doing such a tremendous job to keep the Horizon West branch project moving forward. He also thanked the Board, former Board Members, Borelli + Partners Architects, HJ High Construction, and all of the Orange County Commissioners for their support of the project.

24-054 VIII.

Discussion and Possible Action Items

24-055 IX.

Information

24-056

Strategic Plan FY 2024: 2nd Quarter Update

The strategic plan is a successful work in progress so far this year. Thanks to everyone's hard work, every objective but one (smart home integration), made steps forward during the last quarter. Director Powell thanked all staff for their efforts.

24-057

Director's Goals FY 2024: 2nd Quarter Update – Sharon Smoley

This agenda item has been tabled until next month.

24-058

Director's Report

On March 30th, 107 customers gathered in the Melrose Center to participate in the Women in the Arts Expo. Attendees, which included artists, arts administrators, and representatives from various arts organizations, networked and learned about the different roles in the art scene. Katherine Page, the Curator of Art and Education at the Mennello Museum of American Art, joined the dynamic discussion to share insights about her work as a curator and educator. Other art organizations in

attendance included the Orlando Museum of Art, Art & History Museums of Maitland, Rollins Museum of Art, and the Hannibal Square Heritage Center, among others.

During March, OCLS hosted multiple staff retreats as part of the Strategic Planning process. Retreats were open to all staff, and they were offered in both virtual and in-person formats so staff could gather as much feedback as possible about the work OCLS does and how it is done. There was a fantastic turnout at the retreats, with 129 staff attending 1 of 8 in-person sessions and 171 attending the virtual session, for a total of 300 participants in all. We conducted one of the retreats in Spanish, to make them accessible to staff who preferred to have that option. We had 11 staff attend the Spanish-language retreat, and we received feedback that they were very appreciative to have been included.

The Library of Things program is growing. Beginning on April 1, cardholders could check out Citizen Science Kits, which contain everything needed to gather data for a specific science project. The kits encourage participation in the scientific method and allow families to contribute to real-world research by sharing their findings with scientific organizations. There are four different kits available for checkout: Exploring Biodiversity; Measuring Light in the Night; Observing Pollinators; and ZomBee Hunting. The launch of the kits coincides with Citizen Science Month.

OCLS celebrated National Library Week (April 7 – 14). Every year, the American Library Association encourages libraries to highlight what they do to bring value to their communities during this week. Every day of the week, the Marketing and Public Relations Department posted a new blog about a library service or initiative to help showcase the work at OCLS. Staff shared messages on social media and will close the week with an exciting author event – New York Times bestselling author Lauren Groff will be at the Southwest Branch the evening of April 12 for the annual Southwest Author Series presented by the Rotary Club of Dr. Phillips. Staff are happy to report that the event is completely sold out.

And finally, a friendly reminder that the Strategic Plan Board Retreat is on April 13 from 10:00 am to 1:00 pm in the Albertson Room.

24-059

Public Comment: Non-Agenda Items

X. Adjournment

Vice President Benjamin, seconded by Trustee Tomlin, moved to adjourn the meeting. Motion carried 4-0. President Bohannon adjourned the meeting at 6:36 p.m.

Next Meeting Dates: May 2, 2024 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- June 13, 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.