

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

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

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

Library Board Present: Crockett Bohannon (7/0); Nicole Benjamin (10/1 – City); Ashley Cisneros Mejia (10/0 – City); Sharon Smoley (7/4)

Library Board Absent: Venessa Tomlin (6/2)

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

Administration Absent: Erica Grant

- 24-086 I. **Call to Order**  
 President Bohannon called the meeting to order at 6:00 p.m.
- 24-087 II. **Public Comment Policy & Procedures**
- 24-088 III. **Approval of Minutes: June 13, 2024 Library Board of Trustees Meeting**  
 Vice President Benjamin, seconded by Trustee Cisneros-Mejia, moved to approve the minutes for the June 13, 2024 Library Board of Trustees Meeting. Motion carried 4-0.
- 24-089 IV. **Staff Presentation: FY 2024-2025 Budget: Steve Powell**  
 Library Director / CEO Powell presented the FY 2024-2025 budget overview to the Board.
- 24-090 V. **Financial Statements and Summaries: June 2024**  
 CFO Shoemaker reported that the financials are in good shape for the final quarter of the fiscal year. He further noted that that just over two million has been spent on the Horizon West project thus far.
- 24-091 VI. **Dashboard: June 2024 – Sara Gonzalez**  
 Chief of Lifelong Learning, Sara Gonzalez, shared some highlights from the Dashboard. In June, there was a 7% increase in public computer usage (23,067 vs 21,552 last June), a 4% increase in card registrations, and a 1% (1.42) increase in door count.

Digital checkouts continue to be strong at over 14% (13.84) higher than last May, which is an average daily checkout amount of 9,908. Overdrive continued to be the highest used resource with 216,446 checkouts for the month. Hoopla was up 24% over last June with 38,091 checkouts.

Event attendance was up 16% (15.64%) over last year. Staff offered a total of 1,498 events with a total attendance of 63,457. Out of those numbers, 58,596 were for in-person and 4,866 were for offsite events. Class attendance is also up by nearly 12% (11.72%) compared to last year.

CLL Gonzalez stated that the Melrose Gallery welcomed 34 visitors on June 27<sup>th</sup> to the opening of the newest art show, “Nights from Earth by Andi Cates.” The exhibit encourages viewers to take a moment to feel small in the universe, to turn off their

lights, to go outside and to spend some time with the stars. The photos were taken by Melrose Customer Service Lead, Andi Cates, and the exhibit was curated by Melrose Photography Instructors Pedro Berrios and Bre Nax. The photos will be on display through October 31st on the second floor.

*Summer at Your Library* is having a record-breaking year of sign-ups for kids with 4,300 children participating so far. (Last year, there were just under 3,500 participants.)

Thanks to a generous donation from Friends of the Library, staff were able to purchase books to give away at all locations for any child who signed up for the program. The books are available in English and Spanish, cover all age ranges, a wide variety of topics, and are available while supplies last or until July 13<sup>th</sup>- which is when staff start handing out goody bags to kids who have read at least 300 minutes. If they complete 600 minutes of reading by the end of the program, they can be entered into a virtual grand prize drawing. There are amazing programs all week long at all locations including Lake Nona and Horizon West. There is also a wonderful SAYL program for adults with classes and programs at all branches and opportunities for adults to read, write book reviews, and be entered to win prizes.

The Summer at Your Library program concludes on July 28<sup>th</sup> and staff will give the Board an update on the total participation later this fall.

- 24-092 VII. **Action Items – Consent Agenda:**  
Vice President Benjamin, seconded by Trustee Cisneros Mejia, moved to approve the items on the Consent Agenda. Motion carried 4-0.
- 24-093 **Southeast Branch Library Lease Extension: Bethany Stone**  
The Board voted to approve the terms of the fifth renewal of the Southeast Branch Lease Agreement and to authorize staff to execute the fifth renewal of the Lease Agreement with Nisan Realty.
- 24-094 **Construction Manager at Risk Contract for Orlando Public Library First Floor Renovation Project: Kris Shoemaker**  
The Board voted to approve the CMAR Services Contract for Pre-construction Services with Gomez Construction in the amount of \$129,735; to approve a contingency fee of \$10,265 and a CMAR Pre-construction Services Budget of \$140,000; and to authorize the Library Director/CEO to execute a CMAR Pre-construction Services Contract with Gomez Construction.
- 24-095 **Approval to Serve Alcohol at Romance, Wine, & Chocolate Event: Bethany Stone**  
The Board voted to approve the serving of alcoholic beverages in accordance with the Board-approved policy at the event on September 20, 2024, at the Chickasaw Branch.
- 24-096 **Action Item – Non-Consent Agenda:**
- 24-097 **Rules of Conduct: Brian Haynes**  
Orlando Public Library Customer Service Manager Hayes, presented to the Board the proposed changes and updates to the Rules of Conduct. Brief discussion ensued and the Board verified that the Library's counsel has reviewed the changes. Trustee Smoley, seconded by Trustee Cisneros Mejia, moved to approve the proposed the revised Rules of Conduct. Motion carried 4-0.

24-098 VIII. **Discussion and Possible Action Items**24-099 **Strategic Plan: Lynette Schimpf & Amanda Standerfer**

Chief Project Officer Schimpf and Fast Forward Libraries Consultant Amanda Standerfer, reviewed the new Strategic Plan with the Board. They announced that the Plan will be brought to the Board for approval and that once approved, the Plan should be ready for implementation in October 2024.

24-100 IX. **Information**24-101 **Director's Goals FY 2024: 3<sup>rd</sup> Quarter Update**

President Bohannon stated he reviewed the Director's Goals and the Strategic Plan update with Director Powell and that everything is on target, except the goal to enact a new HR system, which is delayed.

24-102 **Strategic Plan FY 2024: 3<sup>rd</sup> Quarter Update**

As evidenced by the numerous pages in the board packet, all staff are putting considerable time and effort into fulfilling the goals and objectives of the plan. Director Powell thanked all staff very much for their efforts towards fulfilling the library's mission and changing lives.

24-103 **Director's Report**

Over the past several weeks, Director Powell, COO Bethany Stone, and CFO Kris Shoemaker met with the library's governing board members to review some of the highlights of the previous fiscal year and to present the proposed 2024-2025 fiscal year budget. Director Powell was happy to report that all of the meetings went well, and that the governing board expressed support for the Library's programs and initiatives.

In mid-June, it was announced that Orange County Library System is the recipient of a John Cotton Dana Award, presented by the American Library Association, EBSCO, and the H.W. Wilson Foundation. The award is given at the American Library Association's annual conference to recognize outstanding library public relations campaigns. Winners receive a certificate and a \$10,000 cash prize from the H.W. Wilson Foundation. OCLS was recognized for its *Proud Past, Bright Future* campaign, which boosted the library's profile in the community during the 100 Year Celebration in 2023.

During May and June, the Marketing and Public Relations Department worked with Orange County utilities to include library fliers in bills mailed to customers. The simple double-sided sheet included QR codes for library card signup on one side and *Summer at Your Library* registration on the other, so it was able to be relevant to both cardholders and people who have not yet signed up for a card. Due to a technical error with Google Analytics, staff were unable to capture stats for May, but during the month of June, the QR codes were used more than 225 times to access card signup and summer-program resources.

There is a new sculpture in one of the front windows of the Orlando Public Library. OCLS is partnering with City Arts Factory and the Downtown Arts District to host the piece, which is part of their Vacant to Vibrant program, and is working to fill unexpected places around downtown Orlando with art installations. The sculpture, *Sk8iator*, is made of discarded skateboards and features the positive message that, "Just because you may be broken now, it does not mean that you will still be broken in the future."

24-104

**Public Comment: Non-Agenda Items**

X. **Adjournment**

Vice President Benjamin, seconded by Trustee Cisneros Mejia, moved to adjourn the meeting. Motion carried 4-0. President Bohannon adjourned the meeting at 7:12 p.m.

**Next Meeting Dates: August 8, 2024 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 - -- September 12, 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.