

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

**August 8, 2024 ~ 6:00 p.m.**

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

Library Board Present: Crockett Bohannon (8/0);  
 Ashley Cisneros Mejia (11/0 – City);  
 Venessa Tomlin (7/2); Sharon Smoley (8/4)

Library Board Absent: Nicole Benjamin (11/2 – City)

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

- 24-105 I. **Call to Order**  
 President Bohannon called the meeting to order at 6:00 p.m.
- 24-106 II. **Public Comment Policy & Procedures**
- 24-107 III. **Approval of Minutes:**  
**July 11, 2024 Library Board of Trustees Meeting**  
**July 19, 2024 Library Board Online Emergency Workshop**  
 Trustee Smoley, seconded by Trustee Cisneros Mejia, moved to approve the minutes from the July 2024 Library Board meetings. Motion carried 4-0.
- 24-108 IV. **Staff Presentation: Final Budget Changes: Steve Powell**  
 Library Director / CEO Powell reviewed the minor changes that were made to the FY2024-2025 Budget that was presented at the May Board Meeting. He further stated that the budget recommendations to the Governing Board will not change.
- 24-109 V. **Financial Statements and Summaries: July 2024**  
 CFO Shoemaker, reviewed highlights of the July 2024 Financial Statements and reported that the Lake Nona Project is 93% funded and the Horizon West Project is moving along and that expenses will increase as the Project progresses.
- 24-110 VI. **Dashboard: July 2024 – Erica Grant**  
 Chief of Neighborhood Services Grant, reviewed various service measurements with the Board, including:
- In July, there was a 5% increase in door count, a 3% increase in new library card registrations, and a 9% increase in computer services.
- Digital checkouts are 10% higher than last July. Overdrive continues to be the highest used resource with 221,100 checkouts for the month. Hoopla set a new monthly record in July with 39,851 checkouts.
- Event attendance was up by 10% compared to last year. In July 2024, there were 1,507 events offered with an attendance of 61,067. Of these, 4,191 people attended 153 offsite events. Last year, the library offered 1,473 events with an attendance of 55,390.

Class attendance is also up by 28% compared to last year. This year, there were 1,071 classes offered with an attendance of 5,267. In July 2023, there were 997 classes, with an attendance of 4,117.

CNS Grant shared two stories that highlight the impact that the staff has on the community:

The Community Engagement team participated in Leu Gardens' second "Fairy Nights" event in July. The team brought activities for adults and children and shared information about the library. The OUC book bike, adorned with fairy lights, was also present, allowing attendees to register for library cards and check out items.

One of the activities of the evening encouraged children to write a letter to a fairy of their choice and place it in a magical mailbox. After saying some magical words and tapping a wand, they moved to a second mailbox to receive a reply via fairy mail.

The day after the event, a mom who attended with her daughter contacted the library with a glowing message. She said, "You are amazing! The librarians at the Leu Gardens event last night were magical. My six-year-old daughter was completely amazed that fairies were writing to her. Please keep teaching sleight of hand as a core competency in library science. Trickster librarian is a variant I have never encountered before, and I need more of this in my life."

The team also received positive feedback from the Leu Gardens contact. They said, "Everyone with OCLS was amazing. I think my favorite part are the letters. It's just fun to watch." The heartfelt feedback highlights the enchanting impact of the event and underscores the library's commitment to creating magical experiences that inspire and delight the community.

She also shared a comment from a Southeast customer who has been attending the technology classes offered in Spanish. The customer refers to the class as a Spanish Immersion Technology class, though it is a technology class conducted in Spanish.

The customer wrote, "I have taken Spanish Immersion Technology classes, extensively during the summer, with Profesora Brenda Santana. Certainly, at my age of 78, I thought I knew how to listen. However, after attending each class, I have finally discovered that I have developed the following skills: (1) Listening attentively for details. (2) Navigating online instruction. (3) Improving Spanish comprehension and expression. Furthermore, just to sit for an hour and to control the equipment, without any intimidation, is a privilege. I am grateful I have conquered the fear. For that reason, we are never too old to learn new things, especially in this fast-moving technological world. Hopefully, other retirees and schools, would learn and hear, about this free Spanish Immersion Course. What a lifetime gift I have received from Profesora Santana. I sincerely thank her, for her selflessness in helping me and other participants, to acquire the confidence, to continue developing skills in Spanish. Thank you again, Profesora Santana."

This touching testimonial highlights the profound impact of the technology classes and underscores the value of lifelong learning. It serves as an inspiring reminder that it's never too late to acquire new skills and embrace challenges.

24-111 VII. **Action Items – Consent Agenda**

Trustee Smoley requested to pull agenda item #24-112 from the Consent Agenda for discussion. President Bohannon also requested to pull agenda item #24-114 from the Consent Agenda for discussion.

Trustee Smoley, seconded by Trustee Tomlin, moved to approve the remaining items, #24-113 and #24-115, on the Consent Agenda. Motion carried 4-0.

24-112

**Orlando Public Library Roofing Contractor Ranking Approval:  
Kris Shoemaker**

Trustee Smoley pulled this item from the Consent Agenda for discussion.

Trustee Smoley questioned the use of an RFQ, (Request for Qualifications) rather than an RFP, (Request for Proposal) for the selection of a roofing contractor.

Discussion ensued regarding the differing processes and staff offered to bring the issue back to the Board with an evaluation by an outside estimator. President Bohannon stated he would be interested in what Guy Haggard, the library's construction counsel at GrayRobinson, thinks and that he would like a deeper understanding of the RFQ process.

Trustee Smoley, seconded by Trustee Cisneros Mejia, moved to table the agenda item and have a presentation with pricing for the top two vendors before making a decision. Motion carried 4-0.

24-113

**Approval of Library Budget for FY 2024-2025: Steve Powell**

The Board approved the final FY 2024-2025 Operating, Capital Projects, Sinking, and Permanent Fund budgets. The Board also recommends to the Governing Board that the Library District's millage rate be maintained at 0.3748 for FY 2024-2025.

24-114

**Approval of Strategic Plan for FY 2025 to FY 2029: Steve Powell**

President Bohannon pulled this item from the Consent Agenda for discussion.

President Bohannon indicated that he was looking for the Strategic Plan to include more detail. Staff stated that the action items to achieve the goals will be discussed within each location, branch, and department so that managers can provide their staff the opportunity to be involved in the success of the Plan and OCLS. These action items will be implemented and help all staff to be successful with the Plan. Also, the Board will be given monthly progress reports so that they are kept up to date.

Trustee Smoley, seconded by Trustee Tomlin, moved to approve the Strategic Plan as presented. Motion carried 4-0.

24-115

**Approval of Board Meeting Schedule for FY 2024-2025**

The Board approved the FY 2024-2025 Board Meeting Schedule.

24-116

**Action Item – Non-Consent Agenda**

24-117

**Approval of North Orange Branch Remediation Project: Steve Powell**

There was brief discussion regarding the remediation project. Trustee Tomlin, seconded by Trustee Cisneros Mejia, moved to approve the North Orange Branch Remediation Project Budget of \$429,137 and to authorize staff to execute contracts as necessary to complete the work. Motion carried 4-0.

24-118 VIII.

**Discussion and Possible Action Items**

24-119

**Statistics Dashboard Proposed Changes: Steve Powell**

Director Powell stated that the proposed, more streamlined Dashboard will provide the Board with a better glance of the metrics that are most used to measure the success of OCLS.

The Board requested information comparing OCLS to like-sized library systems in the country. Director Powell stated that peer comparison can be provided, however, the information available is dated.

24-120

**Director’s Report Proposed Changes: Steve Powell**

Director Powell shared with the Board that the monthly Director’s Report will now include the Strategic Plan monthly updates, and this will replace the MPR snapshot and notes about the events provided. He further said that this will not be a growing document, but a monthly highlight.

24-121 IX.

**Information**

24-122

**Holiday Schedule for FY 2024-2025**

24-123

**Horizon West Update: Danielle King**

Chief of Neighborhood Services King, shared that the site permits for the Horizon West Project have been approved by Orange County and the hope is that site work will begin in the near future.

24-123.1

**Lake Nona Update: Bethany Stone**

COO Stone reported that the City of Orlando has submitted the Lake Nona Project to their permitting department and a new City Project Manager has been assigned. The Project was approved by the City’s review committee and approval from the Greater Orlando Aviation Authority, (GOAA) is forthcoming.

24-124

**Director’s Report**

Summer at Your Library 2024 is now complete. It officially ended on July 28, and all 15 library locations hosted End of Summer Celebrations, drawing more than 1,500 people to wrap up the season with us.

Earlier this month, the first author OCLS will bring to Orlando for the inaugural Lillian Louise Pharr Endowment Fund author series was announced. *New York Times* bestselling author John Green will come to the Dr. Phillips Center on January 24, 2025, as the first featured author. This event is made possible thanks to the generous bequest of former Orlando tennis star Roger Pharr, who left more than a million dollars to the Friends of the Library when he passed away in 2022. He requested that the Friends use the money to help the library create a literary series in the name of his mother. We look forward to hosting Green, who grew up in Orlando. Tickets for the event go on sale September 9.

Ten OCLS branches are hosting early voting for the 2024 primary election. From Monday, August 5, through Sunday, August 18, Alafaya, Chickasaw, Fairview Shores, Hiawassee, South Creek, Southeast, Southwest, Washington Park, West Oaks, and Winter Garden will be open for voting daily from 9 a.m. to 7 p.m.

OCLS has been asked once again to participate in the annual Mayor’s Toy Drive organized by Orange County. Last year was the first year OCLS participated, and the county appreciated the assistance. This year, OCLS will once again accept toy donations at all 15 locations during the drive, which lasts from November 1 through December 9. All toys collected are donated to families in need and are distributed through the county’s Neighborhood Centers for Families.

The Mary Anne Hodel Friends of the Library Bookstore is closed for a refresh. The store will get new carpeting and paint, as well as a fresh layout. Refresh work begins August 12 and is expected to be completed by August 26. Staff are also consolidating the retail operations, bringing the inventory from the gift shop into the

bookstore, to give customers a one-stop-shop for used books, novelties, and library merchandise. The plan is to reopen to the public at the end of August.

Due to the unexpected closure of the North Orange Branch due to water intrusion, staff have ordered a standalone book drop, which will be installed this coming Monday outside the branch. This gives customers a convenient way to return materials until staff can remediate and reopen North Orange to the public.

A book drop has been ordered to be placed at Fashion Square Mall, for customers who miss the convenience of returning items to the Herndon Branch, which closed in 2020.

24-125

**Public Comment: Non-Agenda Items**

Trustee Tomlin, seconded by Trustee Cisneros Mejia, moved to adjourn the meeting. Motion carried 4-0. President Bohannon adjourned the meeting at 7:43 p.m.

X. **Adjournment**

**Next Meeting Dates: September 12, 2024 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- October 10, 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.