

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

December 12, 2024 ~ 6:00 p.m.

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

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

Library Board Absent: Nicole Benjamin (2/1 – City)

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

Administration Absent: Erin Sullivan

- 24-161 I. **Call to Order**
President Bohannon called the meeting to order at 6:00 p.m.
- 24-162 II. **Public Comment Policy & Procedures**
- 24-163 III. **Approval of Minutes: November 14, 2024 Library Board of Trustees Meeting**
Trustee Tomlin, seconded by Trustee Cisneros Mejia, moved to approve the minutes for the November 14, 2024 Library Board of Trustees Meeting. Motion carried 4-0.
- 24-164 IV. **Staff Presentation: Staff Day: Colleen Hooks**
- 24-165 V. **Financial Statements and Summaries: November 2024**
CFO Shoemaker reviewed the financial reports for November, as well as the ongoing North Orange, Horizon West, and Lake Nona branch projects.
- 24-166 VI. **Dashboard: November 2024 – Leasha Tavernier**
Chief of Neighborhood Services Tavernier reported that in November the door count was up 40%, card registrations are up 24%, and checkouts are up 2%. These increases are attributed in large part to early voting and the election day. Ten locations were early voting sites, and although only three locations were voting precincts on election day, there are always extra visits at early voting sites on election day. The increases in card registrations and checkouts indicate that people new to the library got cards and that they, along with existing customers, took advantage of the physical items that OCLS has to offer.

Events and classes offerings were down 42%, and attendance was down 6% and this was expected. Early voting again had an impact on events since staff did not plan classes or programs the first few days of the month and on election day (November 1-3 and 5). Additionally, last year OCLS celebrated the 100 Year Anniversary and had extra programming planned in relation to that, including the signature author event, Neil Gaiman in Conversation with Art Spiegelman, which had an attendance of 1,603. With those factors, it was expected the numbers for this year would be down in comparison with last year.

The spotlight this month is internet access. Computer sessions are down 1%, but Wi-Fi use is up 5%. This is not surprising as staff are seeing a trend of more

people coming into locations with their own devices. If the two numbers are combined and then compared to last year, the total usage is higher for 2024. OCLS didn't lose users, what they were using just changed.

Included in the dashboard is a customer comment regarding a recent event: *I'm so glad the Chickasaw Branch hosted the Comrades and Coffee event. The staff was amazingly kind and 100% in on caring for these veterans. They listened intently as each veteran shared their story. Many who spoke had no place to go, and this helped fill a void for them. THANK YOU to the Chickasaw staff!* The event was for local veterans, as well as friends and family, to meet and connect with each other and based on the comment, that clearly happened. There were 12 in attendance and it was so well received that another one has been scheduled on February 13th.

24-167

Strategic Plan: November 2024 – Leasha Tavernier

Chief of Neighborhood Services Tavernier highlighted some of the latest progress of the Strategic Plan:

Be Welcoming:

The OPL Circulation Department staff developed a Drive-Up Window initiative for re-opening the OPL Drive-Up Window. On November 18th, the Drive-Up Window officially reopened during business hours 7 days a week and operations have been running smoothly.

Be Connected:

Community Engagement staff partnered with multiple health and wellness organizations to reach out to the community. They hosted the second annual Halloween-themed Arnold Palmer Take-Over Day, complete with a broadcast of original stories and all-day activities available for patients and their friends. This event connected with 268 people. They also joined the True Health Community Resource Fair, connecting with 96 attendees by offering crafting opportunities and information on library resources. They also attended Yoga Fest by Heartfulness Orlando, bringing the book bike, library information, and information on the Library of Things Blood Pressure kits to 207 attendees.

Be Forward-Thinking:

Teen programming is being refreshed with creative activities. Some examples from this month are Windermere's Dungeons and Dragons sessions, South Creek's "Falling for Heartstopper" and "Let's Crochet: Sunflower Earrings," and Winter Garden's "Let's Paint Miniatures" program for homeschoolers.

Be Empowered:

As part of Staff Development Day, the Employee of the Year award was successfully expanded, recognizing a winner from each department/location and increasing the number of final winners from one to two. We recognized both a customer-facing employee and one who works behind the scenes, ensuring a broader representation of contributions across the organization.

24-168 VII.

Action Items: Consent Agenda

Trustee Tomlin, seconded by Trustee Cisneros Mejia, moved to approve the items on the Consent Agenda. Motion carried 4-0.

24-169

Continuing Construction Manager at Risk Services Contract: Kris Shoemaker

The Board voted to approve the ranking of the firms:

Gomez Construction	96.67
Johnson & Laux	95.00
Ruby Builders	92.83
HJ High Construction	91.00

and to authorize the Director/CEO to negotiate and execute contracts with each of the ranked firms.

24-170 **Continuing Architectural and Structural Engineering Services Contract:**

Kris Shoemaker

The Board voted to approve the ranking of the firms:

Borrelli + Partners	95.00
KMF Architects	92.83
Song & Associates	92.67

and to authorize the Director/CEO to negotiate and execute contracts with each of the ranked firms.

24-171 **Continuing Mechanical, Electrical, and Plumbing Services Contract:**

Kris Shoemaker

The Board voted to approve the ranking of the firms:

TLC Engineering	94.83
C&S Consulting	92.33
Hanson Engineering	86.67

and to Authorize the Director/CEO to negotiate and execute contracts with each of the ranked firms.

24-172 **Action Items: Non-Consent Agenda**

24-173 **Approve the Winter Garden Branch Refresh and Restroom Renovation**

Project: Kris Shoemaker

Trustee Smoley, seconded by Trustee Tomlin, moved to authorize the Director/CEO to execute a contract with Johnson-Laux Construction for \$284,856 and to approve the project of \$588,656 which includes a \$28,031 contingency. Motion carried 4-0.

24-174 **Approve the Purchase to Upgrade Finance Software: Kris Shoemaker**

CFO Shoemaker briefed the Board about the need to upgrade the existing finance software to the Finance Enterprise Software (FES) platform. Brief discussion ensued. Trustee Tomlin, seconded by Trustee Cisneros Mejia, moved to approve the purchase to upgrade to CentralSquare's Finance Enterprise Software and to approve a project budget of \$333,749, which includes CentralSquare's cost of \$311,915 and a 7% contingency of \$21,834 and to authorize the Director/CEO to execute a contract with CentralSquare. Motion carried 4-0.

24-175 **Approve the Orlando Public Library Roof Replacement Project:**

Kris Shoemaker

CFO Shoemaker briefed the Board about the need to replace the existing OPL roof, which is over 20 years old and is nearing the end of its useful life. Bowhead Roofing and the library had extensive negotiations to obtain the agreed-upon price of \$2,801,925. Owner-supplied materials are estimated at \$1,450,000, bringing the roof replacement cost to \$4,251,925. In addition, \$297,675 was allocated for the contingency. Brief discussion ensued.

Trustee Tomlin, seconded by Trustee Cisneros Mejia, moved to authorize the Director/CEO to execute a contract with Bowhead Roofing for \$2,801,925 and to approve the project of \$4,549,600 which includes a \$297,675 contingency. Motion carried 4-0.

24-176 VIII. **Discussion and Possible Action Items**

24-177 IX. **Information**

24-178 **Director's Report**

On December 3, staff participated in the ceremonial groundbreaking for the Lake Nona Branch and Southeast Government Center. Staff joined Mayor Buddy Dyer, Commissioner Jim Gray, GOAA CEO Kevin Thibault and Orlando Police Department Chief Eric Smith at the McCoy Community Park to turn some dirt and share plans with the community for the new facility. Trustee Ashley Cisneros Mejia represented OCLS beautifully, sharing with residents that this library was truly a collaborative effort between elected officials, community leaders and stakeholders who worked together to overcome challenges to bring the Lake Nona Branch to life. Many thanks to Ashley!

At the November Managers Meeting, staff hosted guest presenter Vicki Landon, Administrator for Orange County Arts & Cultural Affairs. The County and City are undergoing a process to update the region's Cultural Plan, and they invited OCLS to participate in the process. An OCLS staff member is on the CANVAS Cultural Plan steering committee, and Ms. Landon came to the meeting to survey managers about OCLS' arts and cultural programming and how the library can be integrated into the CANVAS plan. As OCLS seeks to be more connected to the community, it's vital that staff participate in conversations about the future of the city and county.

The Florida Library Association, the statewide advocacy organization, recently released its preliminary legislative platform for 2025. The primary focuses will be on the State Aid to Libraries Grant Program, the Public Library Construction Grant Program, library cooperative program grants, support for academic libraries, and workforce diploma programs. Two areas of focus that OCLS is very invested in are the workforce diploma program, which helps fund the library's online high school diploma programs, and the Construction Grant Program, for which OCLS currently has two applications submitted for Lake Nona and Horizon West. Every session, FLA hosts a Library Day in Tallahassee, which staff attend. Libraries around the state visit their legislators to ask for support for key library initiatives and the FLA platform. This year's Library Day takes place March 10-11, 2025, but before the session begins, staff are working to get in front of the delegation to prepare legislators with information to support these important initiatives.

The Mayor's Holiday Toy Drive is in full swing, and last week the library's team was on site with the County for the FOX 35 warehouse event, which was featured live on *Good Day Orlando* to promote the drive to the community. The library's participation was highlighted multiple times throughout the warehouse broadcast, to encourage people to drop their donations off at a convenient library location. This is the library's second year participating in the drive and more than 1,000 toys were collected for families in need.

Over the past few weeks, OCLS has received monetary donations from the Musante Family Foundation of Orlando in the amount of \$500, the Society of Catholic Medical Missionaries in Philadelphia in the amount of \$500, and the Third Friday Book Club, Orlando's oldest book club in existence since at least 1954, gave four checks totaling \$925.

As the Board knows, OCLS libraries provide a wide array of offerings for adults interested in learning new skills, or just trying out something new. Recently, WKMG's Crystal Moyer visited Orlando Public Library to take part in a plant clinic, where she talked with people who attended and even tried to cultivate her own green thumb.

24-179

Public Comment: Non-Agenda Items

X. **Adjournment**

Trustee Smoley, seconded by Trustee Tomlin, moved to adjourn the meeting. Motion carried 4-0. President Bohannon adjourned the meeting at 6:51 pm.

**Next Meeting Dates: January 9, 2025 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801
--- February 13, 2025 ~ 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.