

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

November 14, 2024 ~ 6:00 p.m.

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

Library Board Present: Crockett Bohannon (11/0); Nicole Benjamin (1/0 – City);  
 Ashley Cisneros Mejia (1/0 – City);  
 Venessa Tomlin (11/2); Sharon Smoley (11/4)

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

- 24-141 I. **Call to Order**  
 President Bohannon called the meeting to order at 6:01 p.m.
- 24-142 II. **Public Comment Policy & Procedures**
- 24-143 III. **Approval of Minutes: September 12, 2024 Library Board of Trustees Meeting**  
 Trustee Smoley, seconded by Trustee Tomlin, moved to approve the minutes of the  
 September 12, 2024 Library Board of Trustees Meeting. Motion carried 5-0.
- 24-144 IV. **Staff Presentations:**  
**Division of Human Resources:**  
**Yvonne Hartley, Neal Persaud and Colleen Hooks**  
**Marketing & Public Relations:**  
**Leigh Andrus and Ingrid Paramapoonya**
- 24-145 V. **Financial Statements and Summaries:**  
**September 2024**  
**October 2024**  
 CFO Shoemaker reviewed the September and October 2024 financial reports, and  
 he reported that 10% of the Horizon West project budget and 32% of the North  
 Orange project budget have been spent.
- 24-146 VI. **Dashboard:**  
**September 2024 – Bethany Stone**  
**October 2024 – Bethany Stone**  
**FY 2024 Circulation & Door Count Report**  
 COO Stone reviewed the September and October reports, as well as the  
 year-end circulation and door count report. She explained that the decrease  
 in September visits and events can be attributed to the North Orange  
 closure and the closure at Fairview Shores for carpet installation. She also  
 reported that in October 10 locations were early voting sites and the door  
 count was up by 75%, with 110,000 additional visitors who may have never been to  
 a library location. Attendance at classes and events were down by design, as  
 these were cancelled at early voting sites. To supplement for the cancellations,  
 virtual and pop-up events were offered. The year-end circulation report showed  
 a 10% increase over last fiscal year, while the year-end door count increased  
 almost 6%.

She also reported that the Community Engagement Department has developed a great partnership with the Arnold Palmer Hospital for Women and Children and the contact there gave the newly formed Department a glowing compliment. It will be great for staff to be able to share the compliment when reaching out to new partners. Brief discussion ensued regarding offsite and outreach events in the community, which help to reach individuals who may not be able to go to a physical location.

- 24-147 VII. **Action Items: Consent Agenda**  
Vice President Benjamin, seconded by Trustee Tomlin, moved to approve the items on the Consent Agenda. Motion carried 5-0.
- 24-148 **Approval of the Annual Plan of Service FY 2025: Steve Powell**  
The Board approved the FY 2024 – 2025 Annual Plan of Service.
- 24-149 **Eatonville Branch Lease Renewal: Erica Grant**  
The Board approved the terms of the second five-year term lease extension with the Town of Eatonville; and authorized staff to execute the second five-year lease extension with the Town of Eatonville; and to authorize staff to execute an amended lease agreement that includes two (2) additional five (5) year renewal options.
- 24-150 **Action Items: Non-Consent Agenda**
- 24-151 **Election of Board Officers and Committee Appointments**  
Trustee Smoley, seconded by Trustee Tomlin, nominated President Bohannon to continue as President. Motion carried 5-0.
- President Bohannon, seconded by Trustee Tomlin, nominated Vice President Benjamin to continue as Vice President. Motion carried 5-0.
- President Bohannon, seconded by Vice President Benjamin, nominated Trustee Smoley to continue as the Personnel Committee chair. Motion carried 5-0.
- 24-152 **Guaranteed Maximum Price and Project Budget Approval for the Construction of the Lake Nona Branch: Bethany Stone**  
COO Stone presented the budget for the Lake Nona branch project. She stated that previously, the Library Board authorized staff to finalize and execute a lease agreement with the City of Orlando for a branch library in the Lake Nona community. A key component of the lease is the option for the library to purchase the city's interest in the library building and stage area, negating the need to pay the City fixed and stage area rent. She also stated that all parties involved have met and completed the design and planning phases of the project and that the final price will not exceed \$25,965,000. The project will be fully funded by the completion of construction in 2026. Brief discussion ensued.
- Trustee Cisneros Mejia, seconded by Trustee Smoley, moved to approve the Lake Nona Branch Construction Project Budget of \$25,965,000 and to authorize Library staff to approve the Guaranteed Maximum Price and total project budget with the City of Orlando. Motion carried 5-0.
- 24-153 **Procurement and Implementation of a Human Resources Information System: Yvonne Hartley and Thomas Beaver**  
Chief Human Resources Officer Hartley and I.T. Services Department Head Beaver reviewed the proposal to purchase a human resources information system to replace the current platforms that are currently used.

Trustee Smoley, seconded by Trustee Tomlin, moved to approve the ranking of the short-listed vendors; to approve a project budget of \$345,667 that includes the Vertosoft/UKG price of \$323,052 and a 7% contingency of \$22,615; and to authorize the Director/CEO to execute a contract with Vertosoft/UKG. Motion carried 5-0.

- 24-154      **Director's Evaluation & Personnel Committee Meeting: Evaluation & Minutes Approval: Sharon Smoley**  
 President Bohannon and Trustee Smoley met with Director Powell and recommended that he receives a far exceed requirements rating for his outstanding job performance during the evaluation period. Trustee Smoley, seconded by Trustee Benjamin, moved to approve Director Powell's evaluation and the committee minutes. Motion carried 5-0.
- 24-155      VIII.      **Discussion and Possible Action Items**  
 The Board talked about lobbying state lawmakers during legislative days in Tallahassee. They learned that GrayRobinson, the Library's general counsel, handles lobbying for OCLS. Director Powell mentioned he would look for contracts related to lobbying and legal services.
- 24-156      IX.      **Information**
- 24-157      **Strategic Plan FY 2024 – 4<sup>th</sup> Quarter Update: Erin Sullivan**  
 Chief Marketing and Public Relations Officer Sullivan gave an overview of the accomplishments and expansion of services that are reflected in the final quarterly report of the FY 2024 Strategic Plan.
- 24-158      **Director's Goals FY 2024 – 4<sup>th</sup> Quarter Update**  
 The Director's Goals were reviewed in-depth at the Personnel Committee Meeting on November 5, 2024, and were not discussed.
- 24-159      **Strategic Plan FY 2025 – October Update**  
 Director Powell gave the following update to the Board:  
**BE WELCOMING**
- Explore opportunities to optimize accessibility.
    - **The Marketing and Public Relations Department met with the OPL Customer Service Department to plan cross-training on meeting room reservations and payment processing, aiming to enhance walk-up reservation and cash payment experiences.**
- BE CONNECTED**
- Support partnerships with health and wellness organizations.
    - **The Community Engagement Department staff met with representatives at Nemours Children's Hospital to discuss staffing updates at the hospital, schedule revisions, and ideas for additional events throughout the coming year.**
    - **Community Engagement connected with the new project lead for the Florida Department of Health (FDOH)-Orange County's Florida Healthy Baby Initiative.**
- BE FORWARD-THINKING**
- Evaluate the digital customer experience.
    - **IT Design & Development staff are finalizing details of a contract with Communico to implement their Connect app.**

**BE EMPOWERED**

- Explore ways to offer professional development opportunities.
  - **Library leadership is evaluating organizational memberships to determine if individual memberships might better serve staff who want to be more involved in a professional organization.**

24-160

**Director's Report**

On October 29, Director Powell was invited to present to the Learning Institute for Elders (LIFE) at UCF, a group that offers lifelong learning opportunities and community experiences for adults aged 50 and up. The LIFE group usually attracts audiences of 200 to 300 people for its presentations, held in the Pegasus Ballroom on the UCF campus. Presentations are also live-streamed to an audience of 100 to 150 people who watch from home. The topic he was asked to cover was Breaking Down Barriers: How a Focus on Outreach and Equity Make Orange County Library System More Accessible to All. He talked about the library's past, and its focus on outreach going all the way back to the first bookmobile and traced the progress to the current effort to bring library programming into the community. It was an incredibly engaged group who had multiple questions after the presentation was complete. Thanks to the Community Engagement Department, which sent staff to host two information tables at the event so people could learn more about OCLS resources, sign up for library cards and engage with us in person.

LIFE at UCF also brought a group of 25 of its members to tour the Orlando Public Library, with an emphasis on Melrose Center resources, on November 7. Approximately half of the group had never come downtown to see this location in person before, and several of them signed up for their first Orange County Library System cards at the end of the tour.

Last week, on Tuesday, November 5, staff launched a new storytime event at the Orlando Executive Airport. Ever since the Herndon Branch closed in 2020, staff have heard from the community that they miss having library events for children nearby. This partnership with the Greater Orlando Airport Authority will bring storytimes for children to the community on the first Tuesday of each month.

A wonderful opportunity to partner with Sally Ride Elementary School was presented recently, thanks to Trustee Ashley Cisneros Mejia. During the week of December 16-20, students from Sally Ride will have the opportunity to talk to astronauts living at the International Space Station. In partnership with Amateur Radio on the ISS, students will get to interview an astronaut for a special event that will be live-streamed throughout the school. OCLS is hoping to stream the event at some locations so the community can watch the interview live. Staff have also teamed up with the school to support space-themed educational programming by bringing a book bike and the Community Engagement Department to the school leading up to the event. Staff will help promote the event to the community, so people are aware of how to watch the interview. This is a unique opportunity to partner with an elementary school where many students come from families with limited incomes.

Yesterday OCLS officially broke ground at Horizon West. It has been a long time coming, and it's great to finally make progress on this branch. There is also a rescheduled date of December 3 for the groundbreaking at Lake Nona.

24-161

**Public Comment: Non-Agenda Items****X. Adjournment**

Vice President Benjamin, seconded by Trustee Tomlin, moved to adjourn the meeting. Motion carried 5-0. President Bohannon adjourned the meeting at 7:43 p.m.

**Next Meeting Dates: December 12, 2024 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- January 9, 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.