

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

December 11, 2025 6:00 p.m.

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

Library Board Present: Crockett Bohannon (10/1); Nicole Benjamin (2/1 – City); Ashley Cisneros Mejia (2/0 – City); Venessa Tomlin (10/1)

Library Board Absent: Sharon Smoley (10/4)

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

Administration Absent: Lynette Schimpf; Erin Sullivan

- 25-174 I. Call to Order**
 President Bohannon called the meeting to order at 6:04 p.m.
- 25-175 II. Public Comment Policy & Procedures**
- 25-176 III. Approval of Minutes: October 9, 2025 Library Board of Trustees Meeting**
 Vice President Benjamin, seconded by Trustee Tomlin, moved to approve the minutes for the October 9, 2025 Library Board of Trustees Meeting.
 Motion carried 3-0.
- 25-177 IV. Staff Presentations:**
- **Horizon West Branch: Danielle King**
 - **Lake Nona Branch: Bethany Stone**
- Trustee Cisneros-Mejia arrived at 6:13 p.m.
- 25-178 V. Financial Statements and Summaries: November 2025: Kris Shoemaker**
 Chief Financial Officer Shoemaker reported that 60% of the Horizon West Branch Library project budget has been spent.
- 25-179 VI. Dashboard: November 2025: Leasha Tavernier**
 Chief of Neighborhood Services Tavernier reported that some numbers are down compared to last year and that this was expected due to a few contributing factors in November. The South Trail branch closed for improvements and there were several key positions open or in the early process of onboarding during the month.
- Checkouts were up 1% over last November. Digital checkouts continue to increase over last year, with November having a 10% increase.
 In the spotlight this month is internet access. Computer sessions are up 7% over last November and Wi-Fi sessions were up 269%. The dramatic increase in Wi-Fi usage is because OCLS moved to a new Wi-Fi control and reporting system. The new system counts sessions differently. Whereas previously, it counted one session per visit per person, the new system counts a new session at each access point as a person moves throughout the building. This is the default

setting, and staff are currently exploring other ways to pull reporting from the new system that may be more closely aligned with previous reporting.

Ms. Tavernier shared some customer feedback from a child and parent in a card they sent to the Southwest Branch: *Ms. Debra, I appreciate the nice homeschool classes that you teach. I also like the fun activities. My favorite activity was planting seeds and learning about parts of a plant. My okra has already sprouted. Thank you for being a great teacher. Debra, I just wanted to sincerely thank you for creating such engaging and fun learning experiences for the homeschool kids. We both look forward to the class time each week. We appreciate you!*

25-180

Annual Plan Update: November 2025: Leasha Tavernier

Staff continue to make progress in each of the primary goals of the strategic plan. Ms. Tavernier shared one item in the primary goal of *Be Empowered*:

On Saturday, November 22nd, the Staff Association successfully completed its volunteer project at Second Harvest Food Bank with a total of twenty volunteers participating. Staff members assisted with sorting, organizing, and preparing food donations for distribution throughout the community. The event was well received, and the volunteer team represented the library with professionalism and enthusiasm.

25-181

VII. Action Items: Consent Agenda

Vice President Benjamin, seconded by Trustee Tomlin, moved to approve the items on the Consent Agenda. Motion carried 4-0.

25-182

Young Adult Collection Relocation: Bethany Stone

The Board approved the Young Adult Collection Relocation project budget of \$414,320, which includes a \$27,105 contingency.

25-183

Bookmobile Lease Space Renovation Project: Danielle King

The Board authorized the Director/CEO to execute a contract with Ruby Builders in the amount of \$389,178 for general contractor work and they approved the project budget of \$524,250, which includes a \$34,297 contingency.

25-184

VIII. Action Items: Non-Consent Agenda

25-185

Election of Board Officers and Committee Appointments

President Bohannon tabled committee appointments until next month.

Vice President Benjamin, seconded by Trustee Tomlin, nominated President Bohannon to continue as President. Motion carried 4-0.

President Bohannon, seconded by Trustee Tomlin, nominated Vice President Benjamin to continue as Vice President. Motion carried 4-0.

25-186

Policies Realignment: Bethany Stone

Chief Operating Officer Stone briefed the Board about the new categories and guidelines for library policies. In order to streamline governance and ensure compliance, staff propose dividing policies into three categories:

1. Board-Approved Policies – Strategic and governance-level policies requiring board approval (e.g., Rules of Conduct, Purchasing Policy).

2. Legally-Guided Policies – Policies mandated by federal or state law that do not require board approval but will be reported to the board (e.g., ADA Grievance Procedure, Harassment Policy).

3. Operational Policies – Internal procedures and workflows managed by staff (e.g., Meeting Room Policy, Lost and Found Policy).

Vice President Benjamin, seconded by Trustee Cisneros-Mejia moved to approve the proposed updated policy governance framework and to authorize staff to implement the review calendar and manage non-board policies accordingly. Motion carried 4-0.

25-187

Master Plan Consultants Ranking: Steve Powell

Director Powell informed the Board about the need of a master plan to ensure that library facilities are safe, accessible, and adaptable to evolving technologies and service models. The plan will also ensure that the library system's resources, facilities, and technology are allocated effectively to address the evolving needs of the expanding community. He gave an overview of the potential master plan consultants ranking and he explained that of the four, the consultant Group 4 Architecture ranked highest and that they have successfully completed similar projects for thirty-three other library systems. He further stated that the Cincinnati Public Library staff are very happy with the work Group 4 Architecture did for them. Brief discussion ensued. Vice President Benjamin, seconded by Trustee Tomlin moved to approve the following ranking of the Consultants:

1. Group 4 Architecture
2. LITTLE & ReThinking Libraries
3. Long & Associates
4. A Margaret Sullivan Studios

The Board also authorized staff to negotiate a contract with the ranked firms in said order. Motion carried 4-0.

25-188

IX. Discussion and Possible Action Items

25-189

X. Information

25-190

Director's Report

Staff Development Day

On November 11th the library held the annual Staff Development Day at OPL. Aligned with the strategic goal to empower staff to develop skills that help them feel better equipped for their roles at OCLS, the day offered training on topics like serving customers with disabilities, combating burnout, and developing leadership skills. The theme for the day was Nintendo, and staff really got into the spirit, sporting Nintendo character costumes, t-shirts and gear. Kudos to the hard-working Training and Development team for putting together such a positive and productive day.

OCPS Teach-In

During American Education Week, OCLS staff from many locations participated in the Orange County Public Schools' annual Teach-In month, sharing career experiences with students in classrooms across the district. Their participation helps OCLS to be more connected to both educators and students in the school district.

Friends of the Library

The Friends of the Orange County Library System launched their Annual Appeal in late November, raising over \$10,000 in the first three weeks toward their \$30,000 goal. The campaign continues through the year-end to help the Friends raise money to support library programs and initiatives.

Friendsgiving

The Development Team welcomed 30 Friends members for snacks, games and a book swap in the Albertson Room during a November Friendsgiving event. The goal is to create a culture of engagement and community among Friends members, strengthening their connection to OCLS.

OCLS App

As of November 30, the OCLS app had more than 30,000 downloads in the Apple and Android app stores. The app also boasted a 5-star rating in the Apple app store, where several customers left positive comments about its usefulness and convenience. "The app is so helpful!" one customer wrote. "Books are expensive, and unless I plan on re-reading, I have no reason to purchase them. This app lets you know if it's available on Libby (my favorite e-book platform) or on hoopla (not so much of a fan) or is available to be sent to you. It's an easy, simple process. Thank you, OCLS!"

In October, staff worked with Orange County Mayor Jerry Demings' office to produce [a video showcasing](#) the convenience of the OCLS app.

25-191

Public Comment: Non-Agenda Items

Mr. Junior Correa and his daughter addressed the Board regarding the importance of access to accelerated reading (AR) books. They stated that she reads these books and they are labeled AR books at the Alafaya branch, but not at all locations.

XI. Adjournment

Vice President Benjamin, seconded by Trustee Tomlin, moved to adjourn the meeting. Motion carried 4-0. President Bohannon adjourned the meeting at 6:54 p.m.

Next Meeting Dates:

January 8, 2026: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801;
February 12, 2026: Orlando Public Library, 101 East Central Boulevard, Orlando, Florida 32801

Section 286.0105, Florida Statutes, states that if a person decides to appeal any decision made by a board, agency, or commission with respect to any matter considered at a meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

La Sección 286.0105 de los Estatutos de la Florida establece que si una persona decide apelar cualquier decisión tomada por una junta, agencia o comisión con respecto a cualquier asunto considerado en una reunión o audiencia, necesitará un registro de los procedimientos y que, para tal fin, es posible que deba asegurarse de que se haga un registro literal de los procedimientos. cuyo expediente incluye los testimonios y las pruebas en que se basará la apelación.

Seksyon 286.0105, Lwa Florida, deklare ke si yon moun deside fè apèl kont nenpòt desizyon ki te pran pa yon tablo, ajans, oswa komisyon ki gen rapò ak nenpòt pwoblèm konsidere nan yon reyinyon oswa yon odyans, li pral bezwen yon dosye sou pwosedi yo, e ke, pou rezon sa yo, li ka bezwen asire ke yon dosye vèbal nan pwosedi yo fèt, ki dosye gen ladan temwayaj ak prèv ki montre apèl la dwe baze.

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Si tiene problemas de audición o del habla, puede comunicarse con los números de teléfono anteriores marcando 711.

Orange County pa fè diskriminasyon sou baz ras, koulè, orijin nasyonal, sèks, laj, relijyon, andikap oswa sitiyaasyon fanmi. Moun ki gen kesyon oswa enkyetid konsènan non diskriminasyon, moun ki bezwen asistans espesyal dapre Lwa Ameriken andikape yo (ADA), ak moun ki bezwen asistans nan lang (gratis) ta dwe kontakte Kowòdonatè Tit VI/Nondiscrimination nan access@ocfl.net oswa lè yo rele 3-1-1 (407-836-3111). Si w gen pwoblèm pou tande oswa pou w pale, ou ka kontakte nimewo telefòn ki anwo yo lè w konpoze 711.