

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

August 12, 2021 ~ 6:00 p.m.

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

Library Board Present: Crockett Bohannon (8/0); Nicole Benjamin (11/0 – City);
 Richard Maladecki (8/1); Lizannette Tam (8/0)

Library Board Absent: Danielle Levien (11/1 - City)

Administration Present: Mary Anne Hodel; Steve Powell; Kris Shoemaker; Ricardo Viera;
 Bethany Stone; Danielle King; Lynette Schimpf;
 Milinda Neusaenger

- 21-098 I. **Call to Order**
 President Bohannon called the meeting to order at 6:00 p.m.
- 21-099 II. **Public Comment Policy & Procedures**
- 21-100 III. **Approval of Minutes: Library Board of Trustees Meeting
 July 8, 2021**
 Vice President Benjamin, seconded by Trustee Tam, moved to approve the minutes of the July 8, 2021 Library Board of Trustees Meeting. Motion carried 4-0.
- 21-101 IV. **Staff Presentation: BizKids ~ Tony Orengo & Michael Linden**
- 21-102 V. **Financial Statements and Summaries: July 2021**
 CFO Shoemaker addressed the Board regarding the budget, ad valorem taxes and internet rebate. He also highlighted recent donations. Window World of Orlando donated \$50,000 for the Summer Reading Program. OCLS received \$47,000 from the John F. Varian Trust, the trust was earmarked for someone else and was bequeathed to OCLS after the person passed away. Orange County resident Carol Coble donated her estate to OCLS and the money is stipulated to support the Materials Access to Your Library (MAYL) service. Ms. Coble was an avid user of the MAYL service and the total donated is \$500,000. He stated that OCLS is very fortunate to receive these donations.
- 21-103 VI. **Dashboard: July 2021**
 COO Powell reported that the Horizon West book drop opened on July 31st and that the Lake Nona book drop is popular. He further stated that the Melrose On-Demand online orientation is now available and that 46 new members have signed up since going live. He praised the Melrose Staff who worked hard for this service to be realized. The Orientation was a team effort and was created by Marko Torres, Gabriel Soltren, Robert Jakab, Juan Rivera, Colleen Hooks, Cassie Shivers, and Melissa Lawrence. The Orange Crate 3.0 program, featuring preschoolers, doubled in size this year and there were 93 subscribers – 44 for the Basics program and 49 for the Seasons program. The program received positive feedback via email, phone calls, and social media. Kris Woodson, the Special Services Assistant Manager, was responsible for the 3.0 program and her efforts should be commended.

- 21-104 VII. **Action Items:**
- 21-105 **Consent Agenda Items:**
Trustee Tam, seconded by Vice President Benjamin, moved to approve the items on the Consent Agenda. Motion carried 4-0.
- 21-106 **Proposed Strategic Plan: FY 2022 – 2024**
The Board adopted the updated Library Strategic Plan for FY 2022 to FY 2024.
- 21-107 **Board Meeting Schedule: FY 2022**
The Board approved the Library Board of Trustees Meeting Schedule for FY 2022.
- 21-108 **South Trail Lease Renewal**
The Board authorized staff to execute the Third (3rd) Amendment to the Lease Agreement with Orange Blossom Associates for the lease of the South Trail Branch location.
- 21-109 **South Creek Restroom Refurbishment Contract**
The Board approved the project budget of \$250,000; they approved the waiving of the Payment and Performance Bonds (as allowed in F.S. 255.05); and they approved staff to execute the Notice to Proceed with Gomez Construction Company for the project
- 21-110 **Signature Authority**
The Board re-confirmed the signature authority to the Library's Director/CEO, Chief Financial Officer and Chief Operations Officer.
- 21-111 VIII. **Discussion and Possible Action Items**
President Bohannon asked Human Resources Director Yvonne Hartley for an update regarding the search for a new Director. Ms. Hartley stated that there have been some promising candidates who have applied and that the position has been reposted so that it appears at the top of job listings. Applications will be sent to the search committee and the committee meeting will be on September 29th. The Board asked that they receive updates about the Director Search for the next few months. The updates will be provided during the Financial Reports.
- President Bohannon also asked for an update regarding the future branch projects. CFO Shoemaker reported that staff have been meeting with City and County staff. City Project Manager Alan Oyler has met with OCLS staff regarding the library standards for the future Lake Nona branch. He also stated that approval from the Greater Orlando Aviation Authority (GOAA), is still needed for the Lake Nona branch to move forward as a sub-tenant in the City's planned Government Center. He reported that OCLS staff are moving forward with plans to hire an architect and contractor for the Horizon West branch. He hopes to have these contracts ready for approval at the January 2022 Board Meeting. He informed the Board that finalized leases for both locations are about 6 to 12 months away. He stated he will provide the Board a monthly update during his Financial Reports.
- President Bohannon stated he has received phone calls from Lake Nona residents thanking the Board for the approval to build a library in Lake Nona. He wanted to clarify that the Board voted in favor of entering a partnership with the City and the County to facilitate library projects in Horizon West and Lake Nona.
- 21-112 IX. **Information**
- 21-113 **Director's Report**
The Summer Reading Program has concluded for 2021. The Summer Reading Program is a huge undertaking, and this our second year of holding under COVID 19 conditions has made it all the more challenging. So many of our staff are involved in this effort. And this year we were so lucky to have \$50,000 for prizes donated by Window World of Orlando.

They have been such a strong supporter of the program! We have been really lucky to have them and we are ever so grateful for their strong support. Thank you to Natalie Houston and her support team in Children's, all the branches, all the SRP liaisons, IT support, and Marketing and Public Relations for their promotional pieces. It was a big effort but one that showed off our fine staff and the spirit of cooperation that made the whole effort so stupendous!

In light of the increasing transmission of the Covid 19 delta variant, we have had to make some changes to the schedule we had previously planned in our operations:

- Staff are now required to wear masks and to get the vaccine. Customers are encouraged to wear masks.
- Books and Beyond will not appear in print until January 2022, instead of October 2021 as we had previously planned.
- We are not planning any in person events now until January 2022. If Covid incidences abate, we can and will add new in person programs.
- We are shooting now for January 2022 for meeting room bookings and study room bookings.
- We had planned on opening on Sundays in October, but we will hold off on that for now. Perhaps that will happen in November 2021.
- Six more Melrose in the Mix performances in the audio studio will be scheduled for airing on UCF, but with no audiences.

I recently attended the memorial service for Mr. Kendrick Melrose at the end of July. It was held on his birthday. He passed away in 2020 but due to Covid there had been no service. The memorial service was very simple. What was surprising was all the individuals who told of the help and assistance Mr. Melrose provided to so many organizations and what a supporter he was of so many individuals in their individual challenges. I know of so many individuals here in Orlando who have really benefitted from the Melrose Center classes and studios. Many others at the service told of 3 million given for a leadership institute in Princeton, New Jersey and 2 million for another program in Minneapolis and 4 million for yet another organization. So many millions given away in 2, 3 and 4 million dollars! It was astounding to me how many people and organizations he helped, all in his own quiet way. It really was amazing to hear all the stories. OCLS is so grateful for the gift he provided this library. Now I realize our gift was only a small part of all that this amazing individual did in his life.

21-114

Public Comment: Non-Agenda Items

Sue Marshall – No Answer

Christopher – No Answer

Lucy Redzeposki – spoke in favor of a library in the Lake Nona area.

X. Adjournment

Trustee Maladecki, seconded by Trustee Tam, moved to adjourn the meeting. Motion carried 4-0. President Bohannon adjourned the meeting at 6:40 p.m.

Next Meeting Dates:

September 9, 2021 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- October 14, 2021 ~ 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.