

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

**August 11, 2022 ~ 6:00 p.m.**

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

Library Board Present: Crockett Bohannon (8/0); Nicole Benjamin (11/2 – City);  
 Danielle Levien (11/3 - City); Lizannette Tam (8/0)

Library Board Absent: Richard Maladecki (8/2)

Administration Present: Steve Powell; Kris Shoemaker; Danielle King; Bethany Stone;  
 Yvonne Hartley; Erin Sullivan; Lynette Schimpf;  
 Milinda Neusaenger

- 22-107 I. **Call to Order**  
 President Bohannon called the meeting to order at 6:00 p.m.
- 22-108 II. **Public Comment Policy & Procedures**
- 22-109 III. **Approval of Minutes:**  
**Library Board of Trustees Meeting – July 14, 2022**  
**Director Search Committee Meeting – July 14, 2022**  
**Director Search Committee Meetings – July 21, 2022**  
**Director Search Committee Meetings – July 22, 2022**  
 Trustee Tam, seconded by Vice President Benjamin, moved to approve the minutes for the July 2022 meetings. Motion carried 4-0.
- 22-110 IV. **Staff Presentation: 100 Year Celebration Update:**  
**Erin Sullivan & Lynette Schimpf**
- 22-111 V. **Financial Statements and Summaries: July 2022**  
 CFO Shoemaker briefed the Board regarding the July financial reports. He also reported that the Melrose lighting project materials are in and the work will begin after Labor Day and the North Orange roofing project will begin at the same time.
- 22-112 VI. **Dashboard: July 2022 – Bethany Stone**  
 CBO Stone reported that children’s materials accounted for 50% of all items checked out in July. She also reported that the door count is up 40% and that in-person events are up as well and this can account for the door count increase.
- 22-113 VII. **Action Items:**
- 22-114 **Final Budget FY 2022 – 2023: Kris Shoemaker**  
 Vice President Benjamin, seconded by Trustee Levien, moved to approve the revised FY 2022-2023 Operating, Capital Projects, Sinking/EARR and Permanent Fund budgets and to recommend to the Governing Board that the Library District’s millage rate be maintained at .3748 for FY 2022-2023. Motion carried 4-0.
- 22-115 **Board Meeting Schedule: FY 2023**  
 Trustee Levien, seconded by Trustee Tam, moved to approve the FY 2023 Board Meeting schedule. Motion carried 4-0.

22-116 VIII. **Discussion and Possible Action Items**22-117 **Director Search Update: Yvonne Hartley**

CHRO Hartley reported that significant progress has been made and three candidates will move forward. In alphabetical order they are as follows: Heidi Daniel, Corrine Hill and Steve Powell. The candidates will participate in various meetings with the Administration Team, Managers and Staff on August 19<sup>th</sup> and will interview all day with the Board on the 20<sup>th</sup>.

22-118 **Staff Survey Update: Yvonne Hartley**

At the July meeting CHRO Hartley gave a report on the annual staff survey, and tonight she gave additional information that was requested – specifically regarding the Librarian work group, which results were lower than the other groups. She stated that 20 Librarians had taken the survey and that represents 6.4% of staff. Some of the reasons for the lower results are varied – effects of Covid, work schedules and pay. She further stated that open communication with managers is effective, and that the *Librarians as Learning Leaders* group meets quarterly and is a proactive initiative. She also reported that a compensation survey and committee are being implemented. Brief discussion ensued.

22-119 IX. **Information**22-120 **Interim Director's Report**

On July 18th, the Orlando City Council approved the lease for the Lake Nona Branch library, and on July 26th, the Orange County Board of County Commissioners approved the lease for the Horizon West Branch. Now that all parties have signed off on these leases, we can move forward with plans to design and build both branches.

Early voting for the Primary Election started on August 8th, and this year 10 branches (Alafaya, Chickasaw, Fairview Shores, Hiawassee, South Creek, Southeast, Southwest, Washington Park, West Oaks, and Winter Garden) are serving as early voting locations from August 8th through August 21st. These branches will also serve as early voting locations for the General Election from October 24th through November 6th.

In addition, Southwest, Southeast, and Fairview Shores will serve as polling locations for assigned precincts on Election Day. Primary Election Day is August 23rd, and General Election Day is November 8th.

Please join me in congratulating Zully Escobar, Winter Garden Branch Manager, for being accepted to the Sunshine State Library Leadership Institute, Year 17. The goal of the Institute is to “assist in preparing library leaders to provide the highest quality library services to the citizens of Florida, in the most effective and innovative manner, in order to meet today’s needs and tomorrow’s challenges.” We wish Zully the best of luck in this 10-month program.

Cindy Long, Administrator of the USDA Food and Nutrition Service, along with staff from the USDA, Orange County Public Schools Food & Nutrition Services, and Florida Department of Agriculture, visited the South Creek Branch on July 12 to observe the Summer BreakSpot lunch program. The team toured the OCPS food bus, talked with participating families, and interviewed library staff about the importance of the summer lunch program. The USDA plans to create a video story on the program which will be aired sometime in the fall. This summer, over 10,000 meals were served at six OCLS locations, and we are very grateful to have this partnership with OCPS, which works with the USDA to provide this much-needed program to the community.

Library customer 10-year-old Samuel Bracho was featured in Florida’s Spanish-language newspaper La Prensa on July 28, highlighting his Samuel’s Great Desserts business.

Samuel started his business after participating in BizKids at OCLS and being inspired to become an entrepreneur. This year, his family has had financial difficulties, so Samuel has been using his earnings to help his parents pay for things the family needs around the house.

And finally, I want to thank all staff for the tremendous effort they put into this year's Summer Reading and Adult Summer Reading Programs. They went above and beyond the call of duty to transition these programs back to in-person and delivered an outstanding summer of reading, programs, and classes. You'll get to hear all about it at next month's board meeting.

22-121

**Public Comment: Non-Agenda Items**

X. **Adjournment**

Trustee Levien, seconded by Vice President Benjamin, moved to adjourn the meeting. Motion carried 4-0. President Bohannon adjourned the meeting at 6:41 p.m.

**Next Meeting Dates:**

**September 8, 2022 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- October 2022 TBD.**

**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.**