

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

January 14, 2021 ~ 6:00 p.m.

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

And

Join Zoom Meeting

<https://zoom.us/j/97777934946>

Meeting ID: 977 7793 4946

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Library Board Present: Crockett Bohannon (1/0); Nicole Benjamin (4/0 – City);
Danielle Levien (4/0 - City); Richard Maladecki (1/0);
Lizannette Tam (1/0)

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

- 21-001 I. **Call to Order**
President Bohannon called the meeting to order at 6:01 p.m.
- 21-001.1 **Oath of Office: Lizannette Tam**
President Bohannon swore in Lizannette Tam as the newest member of the Library Board of Trustees.
- 21-002 II. **Public Comment Policy & Procedures**
- 21-003 III. **Approval of Minutes: Library Board of Trustees Meeting December 9, 2020**
Trustee Levien, seconded by Trustee Tam, moved to approve the minutes for the December 9, 2020 Library Board of Trustees Meeting. Motion carried 5-0.
- 21-004 IV. **Staff Presentation: Random Fandom ~ Carey Major**
- 21-005 V. **Financial Statements and Summaries: December 2020**

CFO Shoemaker reported to the Board that the North Orange and West Oaks Branch renovations are complete and came in under budget. The Alafaya Branch renovation will begin next.

21-006 VI.

Dashboard: December 2020

COO Powell reported to the Board that due to the holidays there is nothing to report regarding the Wise project. He also announced that all locations received 100% Mystery Shopper scores.

21-007 VII.

Action Items:

21-007.1

Resolution Honoring Debbie Tour Upon Her Retirement

The following was offered by Trustee Maladecki and supported by Trustee Levien:

1. Whereas Debbie Tour came to the Library in October 1993 and has dedicated 27 years working with the Orange County Library System and has continuously embodied the values of the System: Creativity, Integrity, Respect, Collaboration, Learning, Excellence and Service;
2. Whereas Debbie Tour has served OCLS as the Department Head for Questline, as the Department Head for Circulation, as the Department Head for Acquisitions, and in her latest role serving as the Chief of Lifelong Learning;
3. Whereas Debbie Tour has sought to ensure that customers of the Library received the highest quality service;
4. Whereas Debbie Tour provided steady and sound guidance and strong leadership as the Library system grew and developed over the many years she served it;
5. Whereas Debbie Tour was the champion of the system's librarians, serving as the moderator and growth conductor for the system wide group, Librarians as Learning Leaders, taking command of the issues confronting public librarianship in today's world and introducing our staff librarians to new ideas and possible innovations, and putting her special touches on many of the new programs to attract more members of the community to the library;
6. Whereas Debbie Tour made a point of making a personal connection with her employees, was an extraordinary mentor and trainer of many managers and staff members in the system, and treated every person with respect;
7. Whereas Debbie Tour was a steadfast supporter and member of the Friends of the Library, contributing to their efforts to support the Library
8. Whereas Debbie Tour demonstrated the library purpose of Learn, Grow, Connect in all her interactions with customers, staff and community members;
9. Whereas her legacy is one of service and commitment both to the Library and to the community;

Now be it resolved that the Orange County Library System Board of Trustees publicly recognizes, honors, thanks, and congratulates Debbie Tour for her excellent and steadfast service to the Orange County Library System. The Board wishes her well upon her retirement and the next chapter in her life.

AYES: 5

NAYS: 0

- 21-008 **Board Meetings During Covid-19**
 Vice President Benjamin, seconded by Trustee Tam, moved to declare “extraordinary circumstances due to the Covid-19 pandemic” and provide for up to two (2) Orange County Library District Board of Trustee members to participate and vote by electronic means for the February 2021, March 2021 and April 2021 slated Board of Trustees Meetings, if there is an in-person quorum for each of the noted meetings. Motion carried 5-0.
- 21-009 **Horizon West: Vote to Commit to Purchase Parcel**
 Christopher Hertel – Orange County resident - spoke against the purchase of a parcel in Horizon West.
 Ishu Martinez – Orange County resident - spoke against the purchase of a parcel in Horizon West.
- Trustee Levien, seconded by Vice President Benjamin, moved to authorize staff to do all things necessary to negotiate for the purchase of the selected parcel and to bring the negotiated document(s) back to the Board for approval at a future board meeting. The Board discussed the commitment to purchase the available property in Horizon West as well as the need of a library location in the Lake Nona area. The discussion included that the Library is not choosing one community over another and that the property in Horizon West is available, while one has not been identified in the Lake Nona area. It is cost prohibitive to simultaneously pursue a library in both areas. Director Hodel stated that once this commitment to purchase is made, then an updated appraisal will be conducted and a contract will be brought to the Board for approval in the future. Motion carried 5-0.
- 21-010 **Personal Time Off: Director Hodel**
 Vice President Benjamin, seconded by Trustee Levien, moved to approve personal time off for all staff for half a week's PTO at a cost of approximately \$200,000, less than 1% of the budget. Discussion ensued regarding the extra PTO for staff. The Board was informed that the county and city do not recommend the extra PTO. It was acknowledged that the county and city are not open to the public at this time, while OCLS is open and face to face with the public. Further discussion ensued about the use of the extra PTO and how this would mitigate future burdens on staff with regards to the pandemic. President Bohannon held a roll call vote and the motion carried 5-0.
- 21-011 VIII. **Discussion and Possible Action Items**
- 21-012 **Director’s Goals FY 2021: 1st Quarter Update ~ Trustee Danielle Levien**
 Trustee Levien previously met via Zoom with Director Hodel regarding her goals. She reported to the Board that Director Hodel is on target with her goals and that there are many projects that are in the works, such as: keeping staff up to date with technology, virtual fieldtrips, online classes and events. Also, staff are working with Entravision to market OCLS to the Hispanic community.
- 21-013 **Strategic Plan FY 2021: 1st Quarter Update**
 Director Hodel reported that the Strategic Plan is on point. She stated that the facilities upgrades are going well and under budget. She also reported that the Marketing and Public Relations Department staff are working on marketing to millennials, new residents and the Hispanic community. She also stated that the Materials Access to your Library (MAYL), service is very popular and is something other libraries do not provide. Brief discussion ensued.
- 21-014 IX. **Information**
- 21-015 **Director’s Report**
- Lynette Schimpf has been chosen as the new Chief of Lifelong Learning.

- The Library is most happy to announce we have received \$50,000 from Window World for the support of this year's Summer Reading Program. We are delighted and most grateful for their wonderful contribution. Our SRP logo advertising this year's program is shown on the screen as an acknowledgement of their thoughtful gift! Thank you Window World! And thanks to Marketing and Public Relations and Ben Garcia for the clever and entertaining graphic depiction of the SRP logo!
- West Oaks Branch, which was renovated this year as part of the strategic plan is now back open and looks fabulous! Congratulations to Brian Dornbush and Facilities and Operations for coordinating the contract so ably completed by Johnson Laux Construction contractors.
- The Library is applying for a grant for \$5,000 for funding for "English for US Citizenship. It is part of the American Dream Literacy Initiative Grant: A project of the American Library Association & the Dollar General Literacy Association. Many thanks to Danielle King on her efforts to submit this grant, along with her team members.
- The Library has been awarded \$64,689.00 from the State Library in their role as dispenser of federal Cares funding to the states. It will be used for purchase of PPE and electronic equipment like cameras, microphones and portable lighting to improve the quality of our Zoom classes and programs in the coming months. We have assembled a listing of all the equipment that we are purchasing under the grant. Many thanks to Ricardo Viera for organizing this big effort! We will need to develop an assessment tool to measure user satisfaction with the new equipment. We are going to add two questions about improvements in the technical presentations and the equipment used at virtual events and classes and to our Library Program Feedback survey, Class Evaluation Survey, and Youth Program Surveys to meet this requirement.
- It has come to my attention that messages have been sent out to the board on the diversity training segments on Sum Total that still must be completed by the Board. I just wanted to remind the board members that this requirement was something that this Board mandated back at the 9 July 2020. The motion was made by Mr. Maladecki and the Board approved it unanimously that all Board members must take the same mandated training as staff on the Diversity and Bias training. Congratulations go to Trustee Benjamin on her speedy completion of all the segments of this requirement.
- We have assembled a wonderful array of programs coming up for next month of programs celebrating African American history month. There is a wide choice of programs for adults, children and families! I certainly hope that our customers will find something wonderful to suit their tastes! Thank you to Christine Lindler and her team and Youth Services for assembling such a rich array of programs for us to enjoy!
- The Orlando Public Library has an exhibition on display on the first floor that has been created by present and former employees of Orlando's theme park attractions. It will be up until 24 February and I think you will be amazed at the variety and excellence of the artwork displayed. The local artists whose works are displayed have the opportunity to sell their works through the Friends of the Library. Many of them have been laid off due to COVID-19. I urge our customers to see the pieces themselves. There is a printed catalog that depicts all the works. The catalog is available on the first floor. Inside the catalog is a very well done centerfold that relays a bit of the library's Disney collection, written by our renowned Reference Librarian Jane Tracy. I think you will enjoy it.
- The Library is thankful to the West Orange Times for its publicity about the Library breaking a new record for digital book checkouts in 2020. OCLS announced that the **1.7 million checkouts** "illustrates the continued growth and importance of library digital lending of ebooks and audiobooks, especially in a year with building closures due to the global pandemic." The library system joins 102 other public library systems worldwide that surpassed one million checkouts. It has provided readers 24/7 access to ebooks and audiobooks for several years through OverDrive and its Libby reading app. "It's such an honor to be part of this list once again," said Mary Anne Hodel, library director and CEO of OCLS. "An educated community is an empowered community, and I can't think of a

better way for people to empower themselves than through reading. Thank you to the dedicated ebook and audiobook lovers in our community who helped us reach this milestone.” The top circulating genre was romance. The catalog also includes thrillers, biographies and children/young adult. Orange County readers can access the OneDrive-powered digital library with a valid library card. Compatible devices include Apple, Android, Chromebook and Kindle.

The Board asked Staff for a report on the Melrose Center and the possibility of reopening it.

20-016

Public Comment: Non-Agenda Items

Ashley Cisneros Mejia - Orange County resident - spoke in favor of a library in Lake Nona

Raphael Jackson – Orange County resident – No Answer

Cecilia Gonzalez - Orange County resident – spoke in favor of a library in Lake Nona

Rhys Lynn - Orange County resident – No Answer

Liliana Pickens – Osceola County resident – spoke in favor of a library in Lake Nona

Melissa Salaman - Orange County resident – No Answer

Marta Northcutt - Orange County resident - spoke in favor of a library in Lake Nona

Isa Vogel – Orange County resident – No Answer

X. **Adjournment**

Trustee Benjamin, seconded by Trustee Maladecki, moved to adjourn the meeting. Motion carried 5-0. President Bohannon adjourned the meeting at 7:48 p.m.

Next Meeting Dates: February 11, 2021 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 – March 11, 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.