

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

**July 13 2023 ~ 6:00 p.m.**

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

Library Board Present: Crockett Bohannon (7/0); Nicole Benjamin (10/0 – City);  
Lizannette Tam (7/1); Sharon Smoley (7-1)

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

- 23-079 I. **Call to Order**  
President Bohannon called the meeting to order at 6:04 p.m.
- 23-080 II. **Public Comment Policy & Procedures**
- 23-081 III. **Approval of Minutes: Library Board of Trustees Meeting – June 8, 2023**  
Vice President Benjamin, seconded by Trustee Smoley, moved to approve the minutes for the June 8, 2023 Library Board of Trustees Meeting. Motion carried 4-0.
- 23-082 IV. **Staff Presentation: Battle Bots ~ Josh Murdock & Vanya Walker**
- 23-083 V. **Financial Statements and Summaries: June 2023 Reports**  
CFO Shoemaker reviewed the June financial reports for the Board and stated that overall, the financials are in very good shape. He also stated that by the end of FY 2023-2024, there should be full funding for the Lake Nona project.
- 23-084 VI. **Dashboard – June 2023: Bethany Stone**  
Digital usage continues to soar – June usage was 18% higher than last year resulting in 261,109 digital items downloaded. This equals 8,704 items downloaded a day. Physical items used also increased by 3% for a total of 394,096 items checked out. And new card registrations for the month were up 16% over last year.
- Library computer usage continues to go up – we had 21,552 computer sessions in June. This is up 18% over last year when we had 18,244 sessions. This is in large part because of the barriers that were removed to using public computers. It’s rewarding to see people taking advantage of the resources available to them.
- Summer at your library is off to a great start! Attendance at events is up over 20% from last year, with a total attendance of 54,555. Of those 50,755 were in-person at one of the library locations and 3,800 attended offsite events. So far this summer, 4,684 people have attended one of the technology classes. Staff have attended 36 community events reaching 1,664 people.
- The managers of the Alafaya Branch hosted the first official networking meeting for The Bithlo Link on June 29<sup>th</sup>. The purpose of this association is to assemble contributors that may together meet the needs of the underserved in the Bithlo community. To that end, attendees at the meeting shared information regarding their group's mission and services furnishing assistance regarding education, healthcare, substance abuse, mental health, homelessness, vocational rehabilitation, and legal services. The Alafaya managers highlighted a variety of library resources available to the community, for which attendees expressed significant interest—especially ESOL classes, Wi-Fi Hotspots, employment

search and preparation services, downloadable resources, and the OCPS Summer Food Service Program. One of the attendees asked how she might get a library card and obtained one after the meeting. The Bithlo Link hopes to meet on a regular basis to grow its network of partners to better serve the community of Bithlo. The Orange County Library System can play a significant part in that process.

One of the ESL teachers, Vanessa James, received an unofficial “Best Teacher” award and card from Karen and Pedro, students from Brazil. They said on their card that she was their first teacher in America and they appreciate her so, so much.

23-085 VII. **Action Items:**

23-086 **Request to Serve Alcohol: Danielle King**

Vice President Benjamin, seconded by Trustee Tam, moved to approve the serving of alcoholic beverages in accordance with the Board-approved policy at the author event on September 8, 2023, at the Chickasaw Branch Library. Motion carried 4-0.

23-087 **Server Room A/C Replacement: Kris Shoemaker**

Trustee Smoley, seconded by Trustee Tam, moved to approve the OCLS Server Room HVAC Replacement Project; to approve a not-to-exceed budget of \$185,000 and to authorize staff to issue a purchase order to EMCOR for the project. Motion carried 4-0.

23-088 **Main HVAC Controls: Kris Shoemaker**

Vice President Benjamin, seconded by Trustee Tam, moved to approve the OCLS HVAC Controls Replacement Project; to approve a not-to-exceed budget of \$490,000 and to authorize staff to issue purchase order to Trane USA for the project. Motion carried 4-0.

23-089 VIII. **Discussion and Possible Action Items**

23-090 IX. **Information**

23-091 **Director’s Goals – FY 2023 3<sup>rd</sup> Quarter Update**

President Bohannon reported to the Board that CEO Powell is on track with his goals. He highlighted some of the many achievements such as the continued partnership with Orange County Public Schools, Mayor Demings mentioning OCLS in his county address, and that Mr. Powell was chosen as one of *Orlando Family Magazine’s* Person of the Year. President Bohannon further stated that OUC will sponsor one of the book bikes and that the estate for Roger Pharr donated over 1 million dollars to the Friends of the Library and it is earmarked to support an author series. He also reported that all 1,000 WiFi hotspots are consistently checked out and that blood pressure heart monitoring kits are the first items available for check out through the Library of Things.

23-092 **Strategic Plan – FY 2023 3<sup>rd</sup> Quarter Update**

CEO Powell gave a brief overview of the quarterly update. Objectives in the strategic plan are many and varied and there is just too much to cover here. Staff is putting every effort into making the entire plan a success and as proof he offered that the plan grows by 12 or 14 pages, sometimes more, with each update. He commended and thanked Staff for their efforts.

23-093 **Director’s Report**

When CEO Powell mentioned the library’s staffing levels while discussing the 4% raise, the total of staff had been hovering in the 400-employee range. Well, there is some good news. There are currently at 415 employees, with several others in the pre-onboarding process.

On June 2, Orange County Public Schools' McKinney-Vento Program hosted the third annual Central Florida Homeless Education Summit. OCLS was invited to attend and present information about the services OCLS provides. Two OCLS social workers presented to 21 school staff and community members who provide support for students and families experiencing housing transition.

In June, Learning Central staff attended the Florida City and County Management Association Annual Conference and the National Association of Social Workers Annual Conference to promote Right Service at the Right Time, reaching over 250 participants.

In June, branch outreach staff hosted the inaugural Mother Goose on the Loose program at Nemours Children's Hospital. The literacy-rich workshop aims to benefit families with medically inclined children in the Neonatal Units and will be provided bi-monthly at Nemours.

As mentioned in the past, staff is working on creating a Library of Things – a collection of items that can be checked out of the library that are not books or traditional library materials. The Library of Things Committee rolled out its first thing on June 20, 2023: Blood Pressure Monitoring Kits. OCLS secured materials from the American Heart Association and the HCA Healthcare Foundation to put together the Libraries with Heart Self-Monitoring Blood Pressure Kits. The kits are available for customers at the Hiwassee and South Trail Branches. Each location has 15 kits available for checkout.

Second Harvest Food Bank added the South Trail Branch to the locations receiving shelf-stable breakfast and lunch boxes for distribution to families. This month, Fairview Shores, Chickasaw, and South Trail branches handed out 750 boxes to families in need.

Recently, the Friends of the Orange County Library System were the recipients of an extremely generous donation from the trust of Orlando tennis legend Roger Pharr. When Pharr passed away in 2022, he left the bulk of his estate to the Friends, on the condition that they use the funds to start an endowment for the library in honor of his mother, Lillian Louise Pharr. The trustees agreed that the endowment funds could be spent to help the library establish an author series in her name. We met with the trustees recently, who presented a check for \$1,067,000 to fund the endowment. While we knew this would be a sizable donation, we did not know it would be more than a million! For those who are not familiar with Roger Pharr, he was a well-known tennis player who was active from 1955 through the 1970s. He is recognized as one of the all-time top-ranked players from Florida, and he was a regular presence on the courts at the downtown Orlando Tennis Center. He loved reading and the library, and we learned during the meeting with the trustees that some of the last times he drove his car was to visit the Orlando Public Library. We are grateful to Mr. Pharr and his family for their support of OCLS and the Friends.

On June 26, Chief Marketing and Public Relations Officer Erin Sullivan and CEO Powell were invited to participate in the kickoff for OUC's 100<sup>th</sup> anniversary at City Hall. We have been working with OUC to build a partnership to highlight our mutual anniversaries, and OUC has agreed to sponsor one of our EV book bikes as part of the agreement. During the City Hall kickoff, OCLS was recognized in remarks by OUC executives for its 100 years of service to the community.

CEO Powell reported that he presented the library's fiscal year 2024 budget request to the library governing board and they gave approval to move forward with the budget as proposed. Several members of the board made positive comments about the library and the great work we do in and for the community.

He also thanked Bethany Stone, on the record, handling his duties last month and ensuring that the Board was updated on the budget numbers and updating the budget book that was distributed to the governing board. Bethany, thank you!

23-094

**Public Comment: Non-Agenda Items**

X. **Adjournment**

Trustee Smoley, seconded by Trustee Tam, moved to adjourn the meeting. Motion carried 4-0. President Bohannon adjourned the meeting at 6:48 p.m.

**Next Meeting Dates:**

**August 17, 2023 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- September 14, 2023 ~ 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.**