

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

May 12, 2022 ~ 6:00 p.m.

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

Library Board Present: Crockett Bohannon (5/0); Nicole Benjamin (8/2 – City);
 Danielle Levien (8/3 - City); Lizannette Tam (5/0)

Library Board Absent: Richard Maladecki (5/1)

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

Administration Absent: Lynette Schimpf

- 22-057 I. **Call to Order**
 President Bohannon called the meeting to order at 5:57 p.m.
- 22-058 II. **Public Comment Policy & Procedures**
- 22-059 III. **Approval of Minutes:**
- **Library Board of Trustees Meeting – April 14, 2022**
 - **Director Search Committee Meeting – April 19, 2022**
- Trustee Tam, seconded by Trustee Levien, moved to approve the meeting minutes for the April 2022 Library Board Meetings. Motion carried 4-0.
- 22-060 IV. **Staff Presentation: Marketing Video – Jesse Draus**
- 22-061 V. **Financial Statements and Summaries: April 2022**
 CFO Shoemaker reported that the passport service is making about \$1,000 a month and that the North Orange Roof and Melrose Stage projects are on hold because of supply chain issues.
- 22-062 VI. **Dashboard: April 2022: Bethany Stone**
 CBO Stone reported that all Mystery Shopper locations received a score of 100% in April. She further stated that Digital Products are up 46%, just under 70,000 users with Instagram accounts accounting for 34% of that. She said that class attendance is up 134% system-wide.
- 22-063 VII. **Action Items:**
- 22-064 **Horizon West Design Contract: Kris Shoemaker**
 CFO Shoemaker briefed the Board regarding the design contract with Borelli + Partners and stated that design for the Horizon West project will start once the lease is signed for the property. Trustee Levien, seconded by Vice President Benjamin, moved to approve the Design Services Contract with Borrelli + Partners in the amount of \$1,554,943.96 and to authorize the Interim Director/CEO and COO to execute the Design Services with Borrelli + Partners. Motion carried 4-0.
- 22-065 **Main Library Chiller Two Rebuild: Kris Shoemaker**
 Trustee Levien, seconded by Trustee Tam, moved to approve the OCLS Chiller #2 Overhaul Service Project, to approve Trane as the vendor to perform the service with a not-

to-exceed design budget of \$135,000 and to authorize the Chief Financial Officer to issue a purchase order for the service. Motion carried 4-0.

22-066

Server Purchase: Ricardo Viera

Trustee Levien, seconded by Trustee Tam, moved to approve the purchase of servers and storage equipment with CDWG with a budget not to exceed \$108,865 and to authorize the Chief Information Officer to issue a purchase order for the purchase. Motion carried 4-0.

22-067

Emergency Connectivity Fund: WiFi Hotspots: Danielle King

CBO King briefed the Board regarding the Emergency Connectivity Fund (ECF), a program administered by USAC with oversight from the Federal Communications Commission (FCC). The FCC has announced that \$7.17 billion has been approved for the ECF program. Eligible schools and libraries can apply for funding to provide tools and services their communities need for remote learning. Wi-Fi hotspots and internet service for the hotspots are eligible for the ECF program. She stated that the Library is seeking funding through the ECF program to purchase 1,000 Wi-Fi hotspot bundles from Premier Wireless and to enter into a service agreement with T-Mobile to offer broadband services, this would help address the digital divide in the community. If the application is approved, the ECF funds would pay for the equipment and the service for 12 months. The Wi-Fi hotspots will be available for qualifying community members to check out with their library card and use for a specific amount of time. These will be available for check out at all 15 OCLS locations. OCLS will also partner with the Orange County Neighborhood Centers for Families (NCF) to arrange events at locations to ensure that the Wi-Fi hotspots are available in areas of the greatest need. Eleven NCFs have been identified as being in areas in most need and have been selected as the locations where events will be held to distribute the Wi-Fi hotspots. Approximately, 10.4% of Orange County households do not have an internet subscription. The Wi-Fi hotspots will help ensure that more individuals' educational needs will not be disrupted due to a lack of internet access. Discussion ensued regarding the equipment and liability for OCLS if someone does not return a device. CBO King stated that the processes for lost devices would need to be discussed. She also stated that other libraries in the program reported a low loss rate and when service from that device is turned off, the hotspots are usually returned. The Board expressed their enthusiasm for the program. Vice President Benjamin, seconded by Trustee Levien, moved to authorize the Interim Library Director/CEO & COO, to execute the Agreement with Premier Wireless to purchase 1,000 hotspots once funding is approved and to authorize the Interim Library Director/CEO & COO to enter into a service agreement with T-Mobile to offer broadband service once funding is approved. Motion carried 4-0.

22-068 VIII.

Discussion and Possible Action Items

22-069

Lake Nona Update: Bethany Stone

CBO Stone reported that the Lake Nona lease with the City of Orlando is close to completion and that some of the finer points are being finalized. She further reported that she served on the committee to choose the design-build team. HJ High and Borrelli + Partners were the team ranked first for the project. Fortunately, the same two firms were selected for both the Lake Nona and Horizon West projects. She reported that staff are looking to expand services in the Lake Nona area with weekly Summer Reading Program events.

22-070

Horizon West Update: Danielle King

CBO King reported that staff have been working with Orange County's real estate staff to finalize the Horizon West lease. She said that staff are negotiating the contract with HJ High Construction for the project. She further stated that staff are also hosting Summer Reading Program events in Horizon West.

- 22-071 **Director Search Update: Yvonne Hartley**
HR Director Hartley briefed the Board about the Search Committee meeting on April 19th with June Garcia and that a draft of the recruitment brochure and been created and that all is on track with the timeline.
- 22-072 IX. **Information**
- 22-073 **Interim Director's Goals FY 2022: 2nd Quarter Update: Danielle Levien**
Trustee Levien reported to the Board that Interim Director Powell is on-track with his goals. She reported that managers will often meet with customers directly regarding their concerns and that only three branches have received less than 90% score in the Mystery Shopper program in the last quarter. She also reported that the library's outreach service has increased with efforts to partner with community and senior centers to offer various services to their clients. She further reported that the library is looking to engage with different local groups such as Leadership Orlando, and that the Local Wanderer program is very popular. She said there is a possibility to have a book bike and offer mobile checkout for community events. She also spoke about plans are being made for OCLS' 100 Year Anniversary and that staff are exploring the need for library fines.
- 22-074 **Interim Director's Report**
Our success continues with the Farmworkers Association. In April, staff from the North Orange Branch visited the Farmworkers Association to present about library services and promote card registration. Members were engaged in the presentation, asking questions throughout, and cheered on two occasions. North Orange staff also visited the RCMA Zellwood Child Development Center during a parent meeting to present about library services and promote card registration, and 18 cards were created for individuals and families. On April 25, staff hosted the first monthly Storytime event for RCMA and brought along 45 copies of *The Way I Feel* board books as gifts for the children.
- On April 19, Youth Services staff hosted a virtual Sunshine State author Q&A session with Gordon Korman, author of *Unteachables* and *Restart*. Five schools participated in the event with a total of 561 students and 26 educators in attendance.
- On April 20, Youth Services staff hosted two virtual Sunshine State author school visits with Adrianna Cuevas, author of *The Total Eclipse of Nestor Lopez*. Eight schools participated in the author's Q&A with a total of 485 students and 28 educators present.
- On April 28, Washington Park hosted an event in partnership with Housd, Community Legal Services of Mid-Florida, and the Lila Mitchell-Ivey Lane Neighborhood Center for Families. Attendees were able to receive no-cost legal consultation, help completing rental assistance applications, and information on services from Catholic Charities. Many attendees expressed gratitude that an event was held in such a centrally located part of Orange County and asked if another would be happening at this location. During the event, an attendee was heard telling other people who were waiting how her mother received assistance at a prior event that prevented her from becoming homeless. Her mother was able to receive legal and rental assistance that prevented an eviction that was already in process. A total of 51 community members attended the event with a total of 30 receiving legal assistance.
- The Orlando Public Library held the annual Orlando Book Festival on April 30. It was the first time since the pandemic that the event was held in person, and it attracted 224 attendees who enjoyed a day of panels, writing workshops, book signings and keynote speaker Tim Dorsey.

During April, customers attended 58 in-person and online sewing, knitting and crochet classes and open labs for a total attendance of 216.

Also last month, 55 virtual field trips were presented to an audience of 5,595 students and educators across Orange County.

Our Local Wanderer program continues to grow, with the help of the \$50,000 IMLS grant we received in 2021. So far in 2022, [From January to April] customers reserved 1,256 tickets to local performances and cultural experiences. The value of those tickets is \$20,130. We are also very excited to announce that after much discussion with the team at Dr. Phillips Center for the Performing Arts, we will be able to offer tickets to select Dr. Phillips Center performances to local wanderers later this month.

During National Library Week, which took place April 3-9, we partnered with WonderWorks to give people who signed up for new library cards, or renewed existing ones, a free ticket to the venue. This popular giveaway, which we have partnered with WonderWorks to offer for several years now, was a success as 1,117 tickets were given away during National Library Week.

Beginning Monday, May 2, 2022, we implemented automatically renewing borrowed books, movies, and more! This allows customers to keep their checked-out materials longer and decreases the likelihood of late fees since any items eligible for renewal will be automatically renewed three days before their due date. In addition, the total number of renewals per item was increased from three to five.

Last summer while working through the holidays and closed days schedule we overlooked Sunday, July 3rd. Typically, when a holiday falls on a Monday the library is closed for two days, Sunday and Monday. Therefore, we have added July 3rd to the closed days schedule.

22-075

Public Comment: Non-Agenda Items

Lucy Redzeposki – Orange County Resident – addressed the Board stating that this meeting was great and she started attending meetings to advocate for a library in Lake Nona. She said that after attending meetings she has so much respect for all that the Board and Staff are doing for the community.

Trustee Levien, seconded by Trustee Tam, moved to adjourn the meeting. Motion carried 4-0. President Bohannon adjourned the meeting at 6:46 p.m.

X. Adjournment

Next Meeting Dates:

June 9, 2022 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- July 14, 2022 ~ 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.