

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

June 13, 2024 ~ 6:00 p.m.

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

Library Board Present: Crockett Bohannon (6/0); Nicole Benjamin (9/1 – City); Ashley Cisneros Mejia (9/0 – City); Venessa Tomlin (5/1)

Library Board Absent: Sharon Smoley (6/4)

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

Administration Absent: Steve Powell

- 24-072 I. **Call to Order**
 President Bohannon called the meeting to order at 6:02 p.m.
- 24-073 II. **Public Comment Policy & Procedures**
- 24-074 III. **Approval of Minutes: May 2, 2024 Library Board of Trustees Meeting**
 Vice President Benjamin, seconded by Trustee Tomlin, moved to approve the minutes for the May 2, 2024 Library Board of Trustees meeting. Motion carried 4-0.
- 24-075 IV. **Staff Presentation: Marketing & Public Relations Department: Jenn Schock and Leigh Andrus**
- 24-076 V. **Financial Statements and Summaries: May 2024**
 Chief Financial Officer Kris Shoemaker reported that the OPL meeting rooms have exceeded the budgeted revenues even though two rooms were closed for renovations. He also reported that for the fourth year, Window World has donated \$50,000 to help support the Summer At Your Library program and staff are very appreciative of their continued support.
- 24-077 VI. **Dashboard: May 2024 – Leasha Tavernier**
 Chief of Neighborhood Services Tavernier reported the following:
- In May, there was an 11% increase in public computer usage, a 10% increase in card registrations, and a 9% increase in door count.
 - Digital checkouts continue to be strong which were over 15% higher than last May, which is an average daily checkout amount of 9,736. Overdrive and Hoopla use was up 18% over last year and Hoopla had a record-setting month with 38,437 checkouts.
 - Event attendance was up 18% over last year. A total of 1,305 events was offered with a total attendance of 36,743. Out of those numbers, 30,666 were for in-person and 6,077 were for offsite events. Class attendance is also up by 34% compared to last year.
 - CNS Tavernier shared a story that highlights a long-standing library partnership. For many years OCLS has collaborated with local Head Starts by providing storytime events and book giveaways funded through the Friends of the Library. This year, OCLS purchased 1,590 books to distribute to each child enrolled in Head Start. Throughout April and May, the Community Engagement Department visited all 23 Head Starts to present storytimes and deliver the book entitled *10*

Wiggly, Wiggly Caterpillars. On April 24th FOL board member Fred Harvey attended the event and helped hand out the books. Head Start is a federally funded program that has been around for nearly 60 years. It was created to provide education, health and social services for preschool-aged children in low-income families. In this program, children receive an essential educational head start before entering their elementary school years. Staff are happy and proud of the contributions OCLS makes to support this beneficial program.

- The next story highlights how important the day-to-day assistance provided by our frontline staff can be to a person. At one of our branches, a clerk Nathalie served a customer who needed assistance with scanning, emailing, and uploading documents. The customer appeared to be very upset when she approached Nathalie. Nathalie gently asked her to take a deep breath and the customer was able to explain that she needed to provide documents to her lawyer. Nathalie assisted her through the process, and the customer was so grateful that she hugged Nathalie. Sometime later, Nathalie was at Walmart with her sister. The customer saw Nathalie's sister and mistaking her for Nathalie, hugged the sister who graciously accepted the hug. Nathalie then rejoined her sister, and the customer apologized, expressing her sincere gratitude to Nathalie for assisting her that day.

- 24-078 VII. **Action Items – Consent Agenda:**
Vice President Benjamin, seconded by Trustee Cisneros Mejia, moved to approve the two items on the Consent Agenda. Motion carried 4-0.
- 24-079 **Hiawassee Lease Extension: Leasha Tavernier**
The Board approved the terms of the second renewal of the Lease Agreement and to authorize staff to execute the second renewal of the Lease Agreement with Highland Lakes Center, LLC.
- 24-080 **Orlando Public Library First Floor Renovation Project Design Services Contract: Kris Shoemaker**
The Board approved the Design Services Contract with Borrelli + Partners in the amount of \$1,095,182 and approved a contingency fee of \$90,416 for the Design Services Budget of \$1,200,000 and they authorized the Library Director/CEO to execute a Design Services Contract with Borrelli + Partners.
- 24-081 VIII. **Discussion and Possible Action Items**
- 24-082 IX. **Information**
- 24-083 **Preliminary Orange County Library District Annual Budget for FY 2024-2025**
- 24-084 **Director's Report**
Assistant Director & COO Bethany Stone reported the following:
- OCLS has been working with the American Heart Association (AHA) to develop Cardiac Emergency Response Plan (CERP) protocols, which document specific steps to reduce death from cardiac arrest should someone in one of the library buildings have a heart-health crisis. In addition to a written plan, more than 50 OCLS staff members were certified in the AHA HeartSaver® Total curriculum, which includes First Aid, CPR and AED training. The AHA donated \$43,659.51 to OCLS, which was used to purchase 19 AEDs for all library locations. We would like to thank the American Heart Association for this generous donation and to their commitment to saving lives in the community.
 - On May 18, the Orlando Public Library held the annual Orlando Book Festival, a daylong celebration of books. More than 280 attendees enjoyed a day of panels,

writing workshops, book signings and a presentation from keynote speaker Tayari Jones, bestselling author of *An American Marriage*.

- On May 23rd, 138 customers joined *New York Times* best-selling authors Christina Lauren (a combined pen name of Christina Hobbs and Lauren Billings, who write contemporary fiction, teen fiction and romance novels) to celebrate the release of their new book, *The Paradise Problem*. The after-hours event, Meet the Author: Christina Lauren, was co-hosted by Writers Block bookstore.
- The annual Summer at Your Library program is underway. It began on June 1, with an event at Orlando Public Library featuring PBS Kids Mega Wow! Host Katie Nguyen, who brought an afternoon of science and discovery to 185 kids and parents who are ready for a summer of adventure at the library. This year, thanks to generous donations from the Friends of the Orange County Library System and Window World, every child who signs up for the Summer Reading Challenge will receive a free book to take home. Hopefully, the effort will promote literacy and a love of books in the kids in the community, and staff are very grateful to the Friends and Window World for their support.

24-085

Public Comment: Non-Agenda Items

X. Adjournment

Vice President Benjamin, seconded by Trustee Tomlin, moved to adjourn the meeting. Motion carried 4-0. President Bohannon adjourned the meeting at 6:27 p.m.

Next Meeting Dates: July 11, 2024 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- August 8, 2024 ~ 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.