

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

July 8, 2021 ~ 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);
 Danielle Levien (10/0 - City); Lizannette Tam (7/0)

Library Board Absent: Richard Maladecki (7/1)

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

- 21-081 I. **Call to Order**
 President Bohannon called the meeting to order at 6:06 p.m.
- 21-082 II. **Public Comment Policy & Procedures**
- 21-083 III. **Approval of Minutes: Library Board of Trustees Meeting
 June 10, 2021**
 Vice President Benjamin, seconded by Trustee Tam, moved to approve the minutes for the June 10, 2021 Library Board of Trustees Meeting. Motion carried 4-0.
- 21-084 IV. **Staff Presentation: None**
- 21-085 V. **Financial Statements and Summaries: June 2021**
 CFO Shoemaker gave the Board an overview of the June 2021 financial reports.
- 21-086 VI. **Dashboard: June 2021**
 COO Powell reported that the OCLC Wise project is moving forward and the latest software version is up and running. The customer and item data transfer are on track. Once the data is loaded, full system testing will be conducted and a yes or no decision for go-live can hopefully be made on September 1st. He also highlighted some of the projects and events staff delivered between June 1, 2020, and May 31, 2021, to provide quality resources to customers. Some of the highlights are as follows: Summer Reading 2020, community involvement, partnering with schools, language learning, Citizenship Inspired, and Genealogy, the Biz Kids Club, overall classes and events attendance, Melrose Center, and a summary of physical and digital resources used. He also reported service level changes. The Children’s Library at Main is completely open, all branches returned tables and chairs, public computer sessions have been increased to three a day, and the audio, photo, and video studios, sound booths, and simulators are open in the Melrose Center. He also added that the Main Library Fourth Floor will open for browsing on July 12th and that the Horizon West book drop is scheduled to be available beginning August 1, 2021. The dashboard talking points focused on the Net Promoter Score and the Mystery Shopper Score and how those scores consistently exceed their targets and prove that OCLS staff are delivering the best possible customer service.
- 21-087 VII. **Action Items:**
- 21-088 **Final Budget FY 2021 – 2022**
 CFO Shoemaker gave the Board a final review of the FY 2022 Budget. He indicated that in the future OCLS may need to request a millage increase to fund the operating costs of

the two anticipated branches and Staff stated this will be an uphill struggle. Trustee Tam, seconded by Trustee Levien, moved to approve the FY 2021-2022 Operating, Capital Projects, Sinking and Permanent Fund Budgets and to recommend to the Governing Board that the Library District's millage rate be maintained at 0.3748 for FY 2021-22. Motion carried 4-0.

21-089

Hiawassee Restroom Project Contract

Trustee Tam, seconded by Trustee Levien, moved to approve the project budget of \$250,000; to approve waiving of the Payment and Performance Bonds (as allowed in F.S. 255.05); and to approve staff to execute the Notice to Proceed with Johnson Laux Construction Company for the project. Motion carried 4-0.

21-090

New Director Search

Vice President Benjamin, seconded by Trustee Tam, moved to approve the starting salary range as provided at the July 8, 2021 Board of Trustees Meeting as a guideline; to provide President Crockett Bohannon approval to negotiate the new CEO / Director's starting salary based on their qualifications; and to provide President Crockett Bohannon authority to exceed the starting salary guideline based on the selected candidate's qualifications. Motion carried 4-0.

21-091

Horizon West and Lake Nona Libraries – Orange County & City of Orlando Real Estate Departments

Ashley Cisneros Mejia – spoke in favor of a library in Lake Nona.
Raaya Rehman – spoke in favor of a library in Lake Nona.
Phelycia Marsh – spoke in favor of a library in Lake Nona.
Kevin Kendrick – spoke in favor of a library in Lake Nona.
Justin Sabitsch – spoke in favor of a library in Lake Nona.
Wendy Bray – spoke in favor of a library in Lake Nona.
Tammy Esteves – spoke in favor of a library in Lake Nona.
Chadwick Hardee – spoke in favor of a library in Lake Nona.
Michelle Patrick – spoke in favor of a library in Horizon West.

Laurie Botts, Manager of the City of Orlando Real Estate Department and Alex Feinman, Assistant Manager of the Orange County Real Estate Department, presented their proposed plan to the Library Board. They proposed that a portion of the Tiny Road parcel in Horizon West could be leased by OCLS instead of purchasing the entire 17 acres. OCLS would enter into a ground lease and construct the library facility, parking lot and infrastructure. This property is currently owned jointly by the City of Orlando and Orange County, with the County planning to open a park that will be adjacent to the library property. They further proposed that in Lake Nona, the City of Orlando would shoulder the costs of constructing the library building, parking and infrastructure and then lease the library facility to OCLS at market value. The library would be a part of the upcoming Southeast Orlando Government Center. Ms. Botts and Mr. Feinman indicated that the plan should allow OCLS to be in a position financially to build both locations. However, cost estimates, surveys and appraisals were not available this early in the proposed plan. Financial information regarding the plan is forthcoming. The necessary documents and reports will need to be prepared before negotiations would begin with all three parties. The presenters estimate it will take six months to a year to have the leases ready. Once the Board approves the anticipated documents for the plan, the Orange County and City of Orlando Commissioners will also need to approve the various agreements to bring the plan to fruition.

Orange County Commissioner Maribel Gomez Codero thanked everyone for the great effort of all involved who created this plan.

Lee Perry, Assistant to Orange County Commissioner Nicole Wilson, stated she is very impressed with all of the services that are offered by OCLS and is so glad the library is thriving.

Discussion ensued with President Bohannon proposing a motion to direct staff to pursue working with Orange County and the City of Orlando for libraries at both locations, Horizon West and Lake Nona. President Bohannon stated that this motion does not conflict with or rescind previous actions taken by the Board. The Board discussed the plan and the various responsibilities of the three entities. Once OCLS enters a land lease, then building a Horizon West library can begin. OCLS will bear the cost to build the facility, parking lot and infrastructure for the Horizon West location. President Bohannon reiterated the Board's previous commitment to build a library in Horizon West. The County will continue with the plan to build a park adjacent to the Horizon West location. The City of Orlando will build a library to specifications in the Southeast Community Center on Dowden Road in Lake Nona. When it is completed, the City will lease the building to OCLS and OCLS will be responsible for the fixtures and furnishings inside the library. Ms. Botts indicated that the City owns the land on Dowden Road, but it is controlled by the Greater Orlando Aviation Authority (GOAA), and the City will need to get their approval of OCLS as a sub-tenant. The Board asked what will happen if a millage rate increase request to fund the operating costs of the two anticipated branches is denied. CFO Shoemaker stated that adjustments would have to be made elsewhere in the budget.

City of Orlando Commissioner Jim Gray thanked everyone involved in coming together to devise a viable plan to build a library in Horizon West and Lake Nona.

The Board looks forward to receiving the finalized leases and documentation in the future. Trustee Levien, seconded by Vice President Benjamin, moved to direct staff to pursue working with Orange County and the City of Orlando for libraries at both locations: Horizon West and Lake Nona. Motion carried 4-0. President Bohannon reiterated that this motion does not conflict with or rescind previous actions taken by the Board.

21-092 VIII. **Discussion and Possible Action Items**

21-093 **Director's Goals FY 2021 3rd Quarter Update: Trustee Danielle Levien**

Trustee Levien previously met virtually 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: the Main Library roof is in need of repair; creating a more robust plan for the mystery shopper program; 285 virtual classes were provided with over 34,000 attendees; over 21,300 craft kits have been distributed for virtual events; and partnering with WKMG to highlight library resources in news segments; and library card applications in Haitian Creole and Spanish have been updated.

21-094 **Strategic Plan FY 2021 3rd Quarter Update**

Director Hodel reported that progress on the Strategic Plan is on target and that everything is going well and OCLS did really well with awarded grants. She thanked the terrific Library Staff who have turned into grant writers.

21-095 IX. **Information**

21-096 **Director's Report**

Director Hodel announced that the Library's Social Worker, Andre Morris, will be giving the Staff Presentation next month.

21-097 **Public Comment: Non-Agenda Items**

Trustee Levien, seconded by Trustee Tam, moved to adjourn the meeting Motion carried 4-0. President Bohannon adjourned the meeting at 8:14 p.m.

X. Adjournment

Next Meeting Dates:

August 12, 2021 ~ Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- September 9, 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.