

MEETING MINUTES
ORANGE COUNTY LIBRARY SYSTEM BOARD OF TRUSTEES

November 12, 2020 ~ 6:00 p.m.

Orlando Public Library
101 East Central Boulevard
Orlando, Florida 32801

And

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Library Board Present: Crockett Bohannon (9/0); Nicole Benjamin (2/0 – City)*;
Danielle Levien (2/0 - City); Richard Maladecki (10/0)*;
Marucci Guzmán (10/2) (*Virtual)

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

- 20-133 I. **Call to Order**
- 20-134 II. **Public Comment Policy & Procedures**
- 20-135 **Library Board of Trustees Meetings During the COVID-19 Pandemic**
Trustee Levien, seconded by Trustee Maladecki, moved to approve the COVID-19 meeting resolution. Motion carried 5-0.
- 20-136 III. **Approval of Minutes: Library Board of Trustees Meeting October 8, 2020; Horizon West Parcel Tours**
Trustee Guzmán, seconded by Trustee Levien, moved to approve the minutes for the October Library Board of Trustees Meeting and for the Horizon West Parcel Tours. Motion carried 5-0.
- 20-137 IV. **Staff Presentation: Melrose Center Update ~ Jim Myers**
- 20-138 V. **Financial Statements and Summaries: October 2020**
CFO Shoemaker briefed the Board about the various renovation projects.

- 20-139 VI. **Dashboard: October 2020**
COO Powell reported that online events and services are very popular as is the MAYL home delivery service. He also clarified the difference between classes and events, classes are technology classes and everything else is considered an event.
- 20-140 VII. **Action Items:**
- 20-141 **Horizon West Parcel Selection: Director Hodel**
Director Hodel stated that the Board needs to choose between the two properties in the Horizon West area that OCLS has had an “intent to buy” with Orange County for over a year now. In order to be fair to the County, Staff would like the Board to choose one of the properties so the library can move forward with additional fact finding and the County could release the other remaining property.
- There are two potential locations in Horizon West: The East site has 3 ponds, is located adjacent to the park, and is close to a middle school. The West site has one pond, is on a steep hill with a view of the 429 and is close to the town’s commercial center.
- Staff and the Board have visited both sites, and the Board has had the opportunity to walk on and experience the properties first-hand. Both sites have advantages and disadvantages. The East site at 19 acres near Tiny Road has 12.13 buildable acres according to the appraisal report and will be more costly to develop the land for the building initially, due to the ponds.
- The West site, at 9 acres has 7.41 buildable acres according to the appraisal report. The West parcel will be less expensive to develop but has its own challenges, due to the slope and noise levels from the increasing traffic on the 429. However, the site is very visible and is across the street from the park. The estimated differential in costs between the two parcels is between \$1,570,000 and \$1,870,000. Over 40 years, that amounts to a differential of between \$39,250 per year to \$46,750 per year, at today’s dollars.
- Discussion ensued regarding the two parcels, the pros and cons of both and the opportunity to expand in the future. It was determined there is a greater opportunity to expand outside events on the East side parcel. Trustee Maladecki expressed his interest in the West side parcel, as it is less expensive. The Board continued to discuss the possibility of outdoor events due to the new reality of living with a pandemic. Trustee Levien, seconded by Vice President Benjamin, moved to approve the choice of the East side parcel. President Bohannon called a roll call vote with President Bohannon, Vice President Benjamin and Trustees Guzmán, Levien voting Aye and Trustee Maladecki voting Nay. Motion carried 4-1.
- 20-141.1 **Personal Time Off**
President Bohannon presented the idea of offering additional personal time off (PTO), to Staff. He indicated he was looking for a way to help Staff when dealing with the COVID-19 virus and the possibility of being quarantined or closing a location temporarily. President Bohannon stated he has talked to Director Hodel and that there is room in the budget to offer additional PTO to staff and it would cost approximately \$200,000. He stated that the entire Staff is exceptional and have handled this pandemic very well. Discussion ensued regarding the amount to be offered either on a scale based on employment status or offer the same amount across the board. A PTO bank was discussed as well. The Board agreed that they need to be good stewards to the budget and Staff and asked that a survey of other agencies be conducted to determine if they have offered similar benefits. This information will be culled and shared with the Board.
- 20-142 VIII. **Discussion and Possible Action Items**
- 20-143 IX. **Information**

20-144

Director's Report

Ten library locations served as Early Voting sites from October 18- November 1, 2020. In addition, the Fairview Shores and Southwest branches served as polling locations for precincts on election day on November 3rd. 137,089 out of the 652,430 Orange County voters, voted in one of our library locations, representing **21% of voters across the county**. To put this in comparison, in 2016 only 79,371 residents voted in one of our library locations. We were very fortunate that our elections experience with early voting and our two locations as actual polling places went extremely smoothly this year.

Together with Valencia at Lake Nona, we have settled on a drop box location near the Valencia building. While an indoor location would have been preferred, Valencia's regularly scheduled closings for exams and intersessions as well as being currently closed until May 2021 meant that an indoor location would not have been particularly convenient for Lake Nona residents. We will be ordering the box and have it customized with our name and logo. There may have to be some site work at the location. Our attorney has drafted and parties have seen a memo of understanding regarding the drop box. We have a price for the delivery service to clear the drop box and bring the materials to the Main library for processing 6 days a week. There will be no pickup service on Sunday. The price for now is \$10,920 annually. Like all things, I expect that price to creep up in the future with inflation. In all, I expect it to be about 6 months or so before it can be operational. When it is all completed, I expect the price tag to be around \$15,000 plus the ongoing charges for the pickup service.

As with so many other things this year, our traditional Staff Day had to be revamped. All of the learning sessions for staff had to be held virtually. Each staff member had the opportunity to attend four sessions, from a wide array of choices. Some of these were: Japanese book binding, library resources for families in need, easy origami for programming, mixed reality app development basics, home audio and media production essentials, engaging school age kids in virtual events, how embracing every child ready to read cultivates community engagement and reading. Congratulations to Human Resources and the staff day committee for meeting and delivering another wonderful staff day/week experience this year!

We did incorporate our annual award for the Employee of the Year into the virtual Staff Week. This year's award goes to Chand Persaud from Winter Garden Branch, who was surprised yesterday with the actual announcement and award. This is the library's highest award and was so richly deserved by Chand. Our two runners up were Cynthia Velasco and Collen Hooks. Congratulations to these three extraordinary employees! The branch winning the Best display award was Winter Garden Branch.

Flu shots for staff are available for library employees this Friday, the 13th Nov. If they cannot make it to the Main library that day, they can go to any Centra Care location with their ID badge for the flu shot.

I wanted to introduce you to the Library's history display on the 5th floor. Marketing and Public Relations did a superb job putting together a collection of photos on colorful panels that are mounted on the hallway walls leading to the InfoPower training room on the 5th floor. The Library's 100-year history is depicted on these panels. Many thanks to Ben Garcia, our Lead Graphic Designer for working so long and hard to pull this display together!

20-145

Public Comment: Non-Agenda Items

The four individuals listed below signed up to address the Board regarding opening a Library in the Lake Nona area:

Ashley Cisneros Mejia

Christopher Hertel

Marta Northcutt

Mibsan Mathew

Trustee Levien, seconded by Trustee Maladecki, moved to adjourn the meeting.
Motion carried 5-0. President Bohannon adjourned the meeting at 8:03 p.m.

X. **Adjournment**

Next Meeting Dates: December 9, 2020 ~ **WEDNESDAY**; Orlando Public Library; 101 East Central Boulevard; Orlando, Florida 32801 --- January 14, 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.