

LIBRARY ADVISORY BOARD ADOPTED MINUTES

JANUARY 27, 2025, 5:30 p.m.

Members Present:

C. Sean Loosier, Chair, Sheeba West, Christine Trevett, Raven Arscott, Carole Hinshaw, Hiro Yoshida

Absent: New appointment – Edmund Young

Staff: Christine Patten, Library Services Division Manager, Kathi Efland, Public Services Manager, Richard Durr, Parks and Recreation Director

1. Mr. Loosier called the meeting to order at 5:35 p.m. and noted that there was a quorum for the January 27, 2025, Library Advisory Board Meeting. The motion was made to accept the official minutes from December 2, 2024, by Mr. Loosier, which was seconded by Ms. Arscott and approved by unanimous vote.
2. Ms. Patten reported that Ms. Ellenson termed off the Library Advisory Board at the end of December.
3. Newly appointed Library Advisory Board members were introduced. Mr. Hiro Yoshida was appointed by Commissioner Herr; and Mr. Edmund Young was appointed by Commissioner Zembower. Ms. Patten handed out copies of the County Board Administrative Code for all members.
4. Mr. Durr was introduced, and reported to the board on the fiscal year 2025-2026 budget preparation kick-off. He explained the budget process and hopes that library expansion and other capital improvement plans will be included in the projects funded by the 4th generation sales tax. This is the first time that the Library, Parks and Trails were included in the sale tax. The expansion or building a new library in Oviedo is on the top of the priority list in the Library Master Plan. Board members stated that the Library branches are unfunded, understaffed, with maintenance issues not addressed and noted the lack of technology. Mr. Durr said that it wasn't determined yet what percentage of the sales tax would be allocated for the Library. There will be more information about the Board of County Commissioners' priorities after their retreat on March 15th.
5. Ms. Patten reported that the Impact Fees will be part of a new impact fee study that is required every five years.
6. Ms. Patten reported that a vendor was contracted and has started an ADA Study of the Library buildings and properties. This report is expected to be completed in March or April.
7. The Library Advisory Board discussed the resolution for dedicated funding for the library. At the December Library Advisory Board meeting a resolution was adopted for Dedicated Funding for the Library. Mr. Loosier emailed the resolution to all of the county Commissioners and the County Manager.
8. The Library Advisory Board discussed with Mr. Durr what would be the requirements for the Library to have start a foundation. Mr. Loosier has been talking to the Commissioners about a foundation for the Library and reported that some of the Commissioners were encouraging. The Advisory Board asked Mr. Durr about the steps needed, and how to get traction on creating a foundation. Mr. Durr stated it would not be a conflict of interest if members of the Advisory Board also served on the board of the foundation. Mr. Durr offered to provide the by-laws from the Parks Foundation which was founded about ten years ago. Assistance from an attorney would be helpful to file the articles of incorporation

with the Florida Department of State, Division of Corporations and helpful in understanding the requirements in state statute for non-profit foundations.

9. The Library Advisory Board proposed a draft resolution to add grant writing resources for the Library. Ms. Patten and the board discussed the County Grants Office, which has one employee for the entire county government.
10. Ms. Patten provided an update on the new children's area shelving at the Central Branch. The project is moving forward with an installation date of February 18, 2025.
11. Good of the Order: The next Library Advisory Board Meeting is scheduled for Monday, February 24, 2025, at 5:30 PM in the gallery at the Central Branch.
The Library Advisory Board discussed what it would take to host a gala.
12. Adjournment 6:57 PM