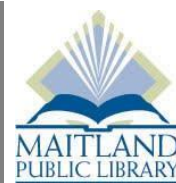


## Maitland Public Library Board of Trustees

Wednesday, September 20, 2023  
7:30 pm



ATTENDANCE: The following members were present: Dr. Steve Lee, President; Ms. Marilyn Sandoz, Vice President; Ms. Maria Hannon, Secretary; Mr. Andrew Harrison, Treasurer; Mr. Bob Allen, Chairman; Mr. Frank Allen, Vice Chairman; Mr. Dave Baker, Trustee; Ms. Liz Doyle, Trustee; Ms. Laurie Fuller, Trustee; Ms. Mary-Jeanine Ibarguen, Trustee; Ms. Kristen Johnson, Trustee; Mr. Kay Yeuell, Trustee

- The following members were present via Zoom: 0
- Staff Present: Ms. Jenn Bishop, Executive Assistant; Ms. Stacie Larson, Director
- Staff present via Zoom: 0
- The following members were excused: Mayor John Lowndes, Ex-Officio; Dr. Scot French, Trustee;
- The following members were not present or excused: 0
- Members of the public attending: 0

MEETING CALLED TO ORDER AT 7:30 PM by Mr. B. Allen

Mr. B. Allen introduced the new board member trustee, Ms. Laurie Fuller. She is very excited to join the board.

- Consent Agenda: With no questions or concerns from the board, all items on the Consent Agenda were accepted.

FRIENDS REPORT: Ms. Sandoz reported that a bookstore patron had purchased 300 books recently. The FoL found a new source to pass on excess books. Mr. B. Allen thanked the Friends for covering the costs of building a new website for the library. Dr. Lee inquired the costs of maintaining the new website. Ms. Larson reported that the costs would be \$3500/yearly (\$2000 for the website and \$1500 for the additional calendar). Ms. Larson chose a company that specifically designs websites for libraries. The total cost of the website was \$15,000.00. It should be up and running within 4-6 months.

LIBRARIAN'S REPORT is attached. It was emailed to board members. Highlights were shared by Ms. Larson.

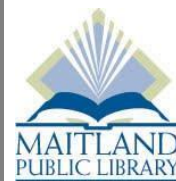
- The library is having issues sending emails to Gmail & Outlook accounts. All bcc emails to these addresses bounce back.
- Adult & youth events for Astronomy Week '24 are currently being planned
- Ms. Daniels has been named Interim Editor for FL Libraries
- Mr. B Allen inquired as to how board members could voice their suggestions to those overseeing the new library building project. Ms. Larson referred all emails to the project manager, Karina Clune, via email - [KClune@itsmymaitland.com](mailto:KClune@itsmymaitland.com)
- There is a public hearing on 10/23/24 at 6:30 regarding the new building. The 2nd hearing on 11/13/23 will be the final vote on concepts.
- Ms. Larson stated that all senior citizen programming will be held in the new library building.

FINANCE REPORT is attached. It was emailed to board members. Mr. Harrison reported that the committee has not met.

NOMINATING COMMITTEE: Minutes from the last meeting are attached. These minutes were emailed to board members.

## Maitland Public Library Board of Trustees

Wednesday, September 20, 2023  
7:30 pm



Mr. B. Allen recommended opening new committees for the new year at the October meeting. Ms. Larson reported that Mayor Lowndes has requested to be removed as ex-officio of the board. Due to Sunshine Laws, he feels that attending board meetings would be a conflict for him as he shares a fence with a current board member.

Old Business: There was no old business presented.

Public Period: Mr. B. Allen opened the Public Period. There being no one who wished to be heard, Mr. B. Allen closed the Public Period.

Discussion Items:

- **New Library Construction** - Ms. Larson covered this in her Librarian's Report. She also stated that she liked Concept A, because the sight lines are better.

Decision Items:

- **Elect Chairperson of the Board** - Mr. Harrison motioned that the board elect Mr. B. Allen as Chairman of the Board. This was seconded by Dr. Lee and voted unanimously by all in attendance.
- **Elect Vice Chairperson of the Board** - Mr. F. Allen motioned that the board elect Ms. Johnson as Vice-Chairwoman of the Board. This was seconded by Mr. Harrison and voted unanimously by all in attendance.
- **Reappoint Director** - Mr. Harrison motioned that Ms. Larson be reappointed as Director of the Library at a salary of \$79,028.40. This was seconded by Ms. Doyle and voted unanimously by all in attendance. Mr. F. Allen stated "the whole city is fortunate to have Ms. Larson" as Director of the Library.
- **Closure Dates** - Ms. Larson presented three changes to the library closing date calendar: Juneteenth, New Year's Eve and Cleaning Day.
  - Ms. Ibarquen motioned that Juneteenth be added to the list of closing dates on the calendar. This was seconded by Ms. Johnson and was voted unanimously by all in attendance.
  - Mr. Harrison motioned that if New Year's Eve should fall on a Sunday, the library should remain closed for the day. This was seconded by Dr. Lee and voted unanimously by all in attendance.
  - Mr. Harrison motioned that Cleaning Day should be renamed "In Service Day" and should remain on the list of library closing dates. This was seconded by Mr. Yeuell and was voted unanimously by all in attendance.

Dates to remember:

## Maitland Public Library Board of Trustees

Wednesday, September 20, 2023  
7:30 pm



- 
- October 18, 2023, 7:30pm Monthly Meeting
  - October 21, 2023, 2pm-4pm Storybook Tea
  - October 23, 2023, 6:30pm City Council Meeting
  - November 13, 2023, 6:30pm City Council Meeting

MEETING ADJOURNED: A motion was made by Ms. Sandoz at 8:22 pm to end the meeting. This was seconded by Mr. Yeuell and accepted unanimously by all members in attendance.

Minutes submitted by *Maria Hannon*, secretary