

Maitland Public Library Board of Trustees

Wednesday, November 19, 2025

7:30 pm



ATTENDANCE: The following members were present: Dr. Steve Lee, President; Ms. Erin Baker, Vice President; Ms. Maria Hannon, Secretary; Mr. Frank Allen, Treasurer; Mr. Bob Allen, Chair; Mr. Dave Baker, Trustee; Ms. Patti Brennan, Trustee; Ms. Laurie Fuller, Trustee; Ms. Mary-Jeanine Ibarguen, Trustee; Ms. Cari Rotenberger, Trustee; Ms. Marilyn Sandoz, Trustee

- The following members were present via Zoom: 0
- Staff Present: Ms. Jenn Bishop, Executive Assistant
- Staff present via Zoom: Ms. Stacie Larson, Director
- The following members were excused: Ms. Kristen Johnson, Vice Chair; Ms. Liz Doyle, Trustee
- The following members were not present or excused: 0
- Members of the public attending:

MEETING CALLED TO ORDER AT 7:31 PM by Mr. B. Allen

- Consent Agenda: With no questions or concerns, a motion to accept all items on the Consent Agenda was made by Ms. Brennan, seconded by Mr. D. Baker and voted unanimously by all in attendance.

FRIENDS REPORT: Ms. Sandoz reported that even though many donations continue to come in, the bookstore always needs books in good condition.

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

- Ms. Burgos is on full maternity leave
- A part-time reference librarian to fill Ms. Boyer's vacancy has been hired - Mars D'Amico
- The Fall Festival went well
- The shutdown of Baker & Taylor significantly impacts MPL
- The Center for Health & Well Being will no longer be providing classes in 2026

CONSTRUCTION REPORT: Ms. Larson reported that bi-weekly meetings are over. Design drawings are 95% done and will be submitted to the city at the end of the month. Once approved, bids will begin. There was a question if a dedication plaque would be in place at the new building. Ms. Larson said that was a city decision, not a design decision.

NOMINATING COMMITTEE: Ms. Brennan reported that the committee had nothing to report for the month.

STRATEGIC PLANNING COMMITTEE: Ms. Hannon reported that the committee will meet in January.

EVENTS COMMITTEE: Ms. E. Baker reported that the committee needed an objective in order to plan. Ms. Bishop stated that the new roster of committee members have not met yet. There was discussion as to why the library does not fundraise. After much discussion, general consensus was for the committee to meet and define its purpose.

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FINANCE COMMITTEE: Mr. F. Allen reported that the committee met and discussed how funds are invested. In the past, investments were very conservative. There is an Investment Policy (2018) which allows for CDs, bonds, and up to 25% in stocks. The committee recommends no further changes to how our funds are currently invested.

Old Business: There was no old business presented.

New Business: No new business was 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: There were no items up for discussion.

Decision:

- **Maturing First Horizon CD** - Mr. F. Allen moved that the Certificate of Deposit currently held at First Horizon Bank, which matures in January 2026, be renewed for a term of no less than five months and no more than thirteen months, at the rate that offers the best available return. Upon maturity, the Board will review and determine the next steps for the funds invested there. This was seconded by Dr. Lee and voted unanimously by all in attendance.
- **Clarification of 'minor children' in Borrowing Policy** - Ms. Larson explained the current policy, patrons 16 years of age and older receive an adult library card. She also noted that the current policy has not had any issues. Mr. D. Baker motioned to keep the practice the same. This was seconded by Ms. Brennan and voted unanimously by all in attendance.
- **Staff Gift Card Purchase** - Ms. Bishop explained that all gift cards to staff must be classified as taxable, per the IRS. Dr. Lee motioned the library to give each employee a \$64.10 bonus in the December 11 payroll and authorize JB Bishop to transfer 1315.33 from the Corporation's checking account to the Operating checking account to pay such bonus and associated payroll taxes. This was seconded by Ms. Rotenberger and voted unanimously by all in attendance.

Good of the Order: Mr. B. Allen and Ms. Larson both spoke, separately, with Bryan Stewart from the Foundation. Mr. Stewart informed Mr. B. Allen that the Foundation has not met or held any functions, but will still "follow through." Mr. B. Allen reiterated that the Foundation is independent from the Board.

Ms. Larson followed with her interaction with Mr. Stewart. She informed Mr. Stewart that members of the FOR committee are underwhelmed with the Foundation efforts. Mr. Stewart would welcome volunteers. It was highly suggested for him to reach out to Melissa Edwards.

In closing, Ms. Hannon shared a quote from Stella Waterhouse's librarian's report:

"And so, both old friends and new are helping us to grow and some day, not many years hence we, as an educational intuition, must grow with the town and the schools. We must not always stay within our shell, but enlarge and someday, perhaps, add a wing for reference work and a reading room, and serve a wider field where there is a need for it. That's the work of a library. Let us look forward to it."

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Dates to Remember

- A. Next Meeting: Board Meeting - Wednesday, December 17, 2025, 7:30pm
- B. Closures - Wednesday, November 26, 2025 (Closing at 6:00pm)
Thursday, November 27, 2025 (Closed All Day)
Friday, November 28, 2025 (Closed All Day)
- C. Get Down Downtown - Friday, December 5, 2025
- D. Seasons of Light - Saturday, December 6, 2025

MEETING ADJOURNED: A motion was made by Mr. F. Allen at 8:54 pm to end the meeting. This was seconded by Ms. Rotenberger and accepted unanimously by all members in attendance.

Minutes submitted by *Maria Hannon*, secretary.