

Maitland Public Library Board of Trustees

Wednesday, October 15, 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. Mary-Jeanine Ibarguen, Trustee;

- The following members were present via Zoom: Ms. Liz Doyle, Trustee;
- Staff Present: Ms. Stacie Larson, Director; Ms. JB Bishop, Executive Assistant
- Staff present via Zoom: 0
- The following members were excused: Ms. Laurie Fuller, Trustee; Ms. Kristen Johnson, Vice Chair; Ms. Cari Rotenberger, Trustee;
- The following members were not present or excused: 0
- Members of the public attending: 1 (Marilyn Sandoz)

MEETING CALLED TO ORDER AT 7:34 PM by Mr. B. Allen

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

FRIENDS REPORT: Ms. Sandoz reported that the FoL collected \$1200 last month. Membership renewals are due in January. The FoL paid \$2600 for new phones for the library. Books with higher values will be sold on eBay. It was suggested to include social media links in the newsletters. Mr. B. Allen thanked Ms. Hannon for her work on the Bookstore's social media accounts.

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

- The Fall Festival was fabulous
- Ms. Burgos is on bedrest, but is able to work from home
- Currently interviewing for a reference librarian to fill Ms. Boyer's vacancy
- Ms. Bishop is doing a wonderful job with adult programming.

NOMINATING COMMITTEE: Ms. Brennan reported that the committee met prior to this meeting, and will share their nomination later in the agenda.

FINANCE COMMITTEE: Mr. F. Allen reported that the committee is in the discussion phase regarding a CD that will mature in January 2026. This CD has a balance of \$109,000 (roughly). The committee is also reviewing the 2018 Investment Policy and will bring it back to the Board for discussion at a later time.

CONSTRUCTION REPORT: Ms. Larson reported that we are still on track for an April 2026 groundbreaking. Overall, she is very pleased with the progress. Senior Center activities will be moved to other city facilities during construction.

Old Business: There was no old business presented.

New Business: Ms. Larson noted that the current Strategic Plan will expire in September 2026. A new plan must be voted on at the September 2026 meeting. A copy of the current plan will be provided. The Strategic

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Plan Committee will include Ms. Hannon (chair), Dr. Lee (ex-officio), Mr. B. Allen (ex-officio), Ms. Doyle, Mr. Baker and Ms. Ibarguen.

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:

- **Maturing First Horizon CD** - As stated earlier, Mr. F. Allen noted the maturing CD (January 2026). The committee is considering speaking with a financial advisor for options, which will be presented to the Board by the next meeting.

Decision:

- **Trustee Recommendation** - Ms. Brennan nominated Ms. Sandoz for an open Trustee position (2028). This was accepted by Ms. Sandoz, seconded by Dr. Lee and voted unanimously by all in attendance.
- **Audit Engagement Letter** - Ms. Bishop shared an audit engagement letter from Glickstein, Laval & Carris. This is the same company that has been used previously. A motion was made by Mr. Baker to accept the audit proposal, seconded by Ms. Hannon, and voted unanimously by all in attendance. Mr. B. Allen will sign the letter and it will be mailed back by Ms. Bishop.
- **Updated Position Description** - Ms. Larson shared a new position description for Ms. Daniels's job. This was discussed originally in December '24. The position description is very accurate. A motion was made by Mr. Baker to accept the position description. This was seconded by Ms. Brennan and voted unanimously by all in attendance.

Good of the Order: Ms. Hannon thanked library staff and volunteers for a wonderfully run Fall Festival.

Dates to Remember

A. Next Meeting: Wednesday, November 19, 2025, 7:30pm

MEETING ADJOURNED: A motion was made by Mr. Baker at 8:20 pm to end the meeting. This was seconded by Ms. Ibarguen, and accepted unanimously by all members in attendance.

Minutes submitted by *Maria Hannon*, secretary