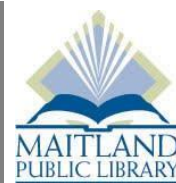


Maitland Public Library Board of Trustees

Wednesday, February 19, 2025
7:30 pm



ATTENDANCE: The following members were present: Dr. Steve Lee, President; Mr. Andrew Harrison, Treasurer; Ms. Maria Hannon, Secretary; Mr. Bob Allen, Chair; Mr. Frank Allen, Trustee; Mr. Dave Baker, Trustee; Ms. Erin Baker, Trustee; Ms. Patti Brennan, Trustee; Dr. Scot French, Trustee; Ms. Laurie Fuller, Trustee; Ms. Mary-Jeanine Ibarguen, Trustee; Ms. Kristen Johnson, Vice Chair; Mr. Kay Yeuell, Trustee;

- The following members were present via Zoom: Ms. Liz Doyle, Trustee; Ms. Cari Rotenberger, Trustee;
- Staff Present: Ms. Stacie Larson, Director; Ms. Jenn Bishop, Executive Assistant
- Staff present via Zoom: 0
- The following members were excused: Ms. Marilyn Sandoz, Vice President;
- 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

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

FRIENDS REPORT: Ms. Larson reported that the Friends of the Library are doing well. They had lower sales in January. FOL Annual Meeting will be 3/13/25 at 5:30pm. All are invited. Please renew your FOL membership. Membership is required to vote at the annual meeting. Mr. B. Allen reminds the Board to please become a member of FOL.

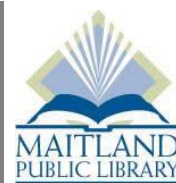
LIBRARIAN'S REPORT is attached. The January report was emailed to board members. Highlights were shared by Ms. Larson.

- Ms. Larson hopes the Sign-Up Genius is working well for the Board to volunteer.
- Help for next Tuesday's Astronomy night at 7pm would be appreciated to assist Ms. Boyer
- Meet the new LA - Theo Jones.
- The TikTok channel is dormant for right now. This will be reevaluated once the decision for the platform has been made.
- Ms. Daniels is now responsible for handling newsletters, along with expanded duties in marketing, social media, collection management, and other areas. A revision of her job description and an updated title are being considered to better reflect her broader role.
- Ms. Larson has officially finished weeding adult non-fiction. She successfully removed over 3,000 titles.
- The Literary Lounge, a new social event, will be hosted 3/28/25 after hours. Mocktails and snacks will be offered. Please attend. This will replace the tea party.

CONSTRUCTION REPORT: Ms. Larson reported the design committee has continued to meet. Design development is going well, but is classified as confidential. The Maker Space and classroom are one big space with a folding wall now, in order to give the area better visibility and flexibility. More staff will be hired for the new building to accommodate the children's room and maker space. Ms. Larson has said that the new building will have a generator. She has not seen any documentation regarding solar energy, but the building must be silver LEED certified. The decision of the contents of the Maker Space are still up in the air, but many suggestions have been made.

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COMMUNITY EVENTS COMMITTEE REPORT: Ms. E. Baker shared the highlights from the first meeting of the committee. A consensus was that the 5k is not a smart choice for an event. The library does a great job with programming. It would be great to have an event for the public, not necessarily for families or kids. The committee is still in its “design phase.” The committee has agreed whatever event is held, it will not be a major fundraiser, just a community builder event.

Dr. Lee reported that the Foundation has not done much since March, but are in the planning phase of having a fundraiser at Alison’s (Foundation treasurer) home. The Event Committee does not want to compete with the Foundation. Dr. Lee thanked Ms. Ibarguen for looking into the Brick Fundraiser. In speaking with City Manager Mr. Reggentin, it was suggested that the Board not go to the architect with a change order. The Board should go to the City Council for a change order. The bricks may or may not be a good idea. For right now, this project should be put on hold. Ms. Larson stated that the park design contains no bricks or pavers. Maintaining the bricks is a big problem. If a fundraiser proves to be successful, it could cause the City to ask the Library to fundraise yearly to support the budget.

New Business: Mr. Harrison announced that he is resigning his position as Treasurer. He and his family are moving to Portland, OR to be with family. Mr. B. Allen thanked Mr. Harrison profusely for his service and dedication to the Board. His letter of resignation is attached.

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:

Nominating Committee Updates: Mr. F. Allen reported that due to Mr. Harrison stepping down, a board vacancy now exists. This is a crucial position that should be filled promptly. The committee has identified potential candidates and will be reaching out in the coming week. Per the bylaws, the appointee must be a current board member who has served in good standing over the preceding 12 months. Interested candidates should contact Mr. F. Allen.

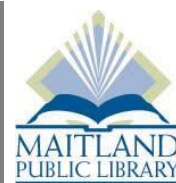
The bylaws do not specify how to fill an Officer position midterm. A recommendation, including a candidate and a proposed bylaw amendment, will be presented at the next meeting. Ms. Larson suggested prioritizing the bylaw amendment on the agenda.

Decision:

Amend Authorized Bank Signatories - Ms. Bishop reported that the bank account signatories must be updated following Mr. Harrison’s resignation. The First Horizon Bank accounts require new signature cards to remove his name and, once a new Treasurer is appointed, another update to add the new Treasurer. First Horizon has agreed to allow Ms. Bishop to bring the signature cards to the library for convenient access by the authorized signers.

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However, due to a clerical error, the City National Bank accounts currently list Mr. Harrison as the sole authorized signer. To resolve this issue, Ms. Bishop recommended the immediate removal of Mr. Harrison and the addition of either Mr. B. Allen or Dr. Lee as an authorized signer for City National Bank, effective February 20, 2025. It was agreed that Mr. B. Allen would serve as the designated signer for City National Bank until a new Treasurer is appointed, at which time all authorized signers will be added to those accounts.

Ms. Bishop read aloud the following proposed motion. Mr. Baker agreed to the language and formally moved the motion:

I move that the Board authorize the removal of Mr. Andrew Harrison as an authorized signer on all bank accounts at First Horizon Bank and City National Bank, as listed:

- First Horizon Business Checking Acct ...6166
- First Horizon Money Market Acct ...6175
- First Horizon Money Market Acct ...7629
- First Horizon Certificate of Deposit Acct ...3017
- City National Bank Acct ...5380
- City National Bank Acct ...5596

In accordance with Board precedent, the designated signers on all accounts should include the Board President, Board Chairperson, Board Treasurer, and Library Director.

Until a new Treasurer is appointed, Dr. Steven Lee (Board President), Mr. Robert Allen (Board Chairperson), and Ms. Stacie Larson (Library Director) will remain as authorized signers. The newly appointed Treasurer will be added to all accounts upon their selection.

Due to a clerical issue at City National Bank, where Mr. Harrison is currently the sole authorized signer, the Board authorizes Ms. Bishop to accompany Mr. B. Allen to City National Bank on February 20, 2025, to facilitate the immediate replacement of Mr. Harrison with Mr. B. Allen as an authorized signer. When a new Treasurer is appointed, all approved signers will be added to these accounts accordingly.

To expedite the changes, I further move that the minutes of this meeting, as transcribed by Secretary Ms. Maria Hannon, be accepted, with no additional action required.

This was seconded by Ms. Brennan and was approved unanimously.

A letter to the banks, requesting his removal from the accounts, has been signed by Mr. Harrison. It is attached.

Good of the Order -

- Ms. Hannon read a statement she had prepared to the Board regarding the January meeting; it has been attached.
- Ms. Johnson noted that the March meeting falls during Spring Break, which would likely result in a lack of quorum. To address this, Mr. B. Allen will arrange to reserve Maitland Community Park for a

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Wednesday, February 19, 2025
7:30 pm



rescheduled meeting on March 12. Board members will be notified of the confirmed date, time, and location.

MEETING ADJOURNED: A motion was made by Ms. Johnson at 8:42 pm to adjourn the meeting. This was seconded by Ms. Ibarquen, and accepted unanimously.

Minutes submitted by Maria Hannon, Secretary

February 19, 2025

Maitland Public Library functions like a well-oiled machine. I feel the Board has always respected the opinion of Ms. Larson, knowing how in tune she is with the ins and outs of the Library. Ms. Larson is very aware of the needs of her staff and does her best to keep their wellbeing at the forefront, all while staying within budget and retaining her authoritative position. It is very obvious that she is well respected by her staff.

In December, Ms. Larson made a decision to be thoughtful and inclusive to consider staff pets as family and add a day of bereavement to the already existing bereavement policy. After much discussion regarding this issue, the matter was tabled for January.

When this was revisited in January, it was as if no one heard what Ms. Larson was requesting from the Board. Talk of rewriting the entire policy was held. Discussions of staff exploiting her with third grandmas and fish tanks were held. A suggestion of capping how many days a year one could take was made. Ms. Larson was visibly frustrated at this point and stated that she only wanted to add a day for a staff pet because she felt it was the least she could do since staff is paid so little.

I feel that the whole discussion could have been avoided if the motion at hand was actually read and answered appropriately. I feel the topic veered off course and fell down a proverbial rabbit hole, which led to, what I feel, was much disrespect for Ms. Larson and her staff. I felt awful for not speaking up and stopping the madness and immediately following the meeting apologized for not speaking up.

The Board we have is a good board; we all desperately care for the Library and those that keep the day-to-day going. It is my hope that this will bring attention to the importance of staying on topic and not veering off course.

Maria Hannon

Maria Hannon
Secretary

Andrew Harrison
111 Woodstream Court
Maitland, FL 32751

Wednesday, February 19, 2025

To Whom It May Concern,

I hereby confirm my resignation from the Board of Trustees of Maitland Public Library, Inc., as well as my position as Board Treasurer, effective Wednesday, February 19, 2025. Accordingly, I relinquish my designation as an authorized signer on all financial accounts held by Maitland Public Library, Inc.

A new authorized signer will be appointed by the remaining Board of Trustees, as recorded in the official minutes of their meeting. The accounts I am vacating are as follows:

- First Horizon Business Checking Acct ...6166
- First Horizon Money Market Acct ...6175
- First Horizon Money Market Acct ...7629
- First Horizon Certificate of Deposit Acct ...3017
- City National Bank Acct ...5380
- City National Bank Acct ...5596

Please update the necessary records to reflect this change. Should you require any further information, feel free to contact me.

Sincerely,



Andrew Harrison

Andrew Harrison
111 Woodstream Court
Maitland, FL 32751
12th February 2025

Mr. Robert Allen
Chairman of the Board of Trustees
Maitland Public Library
501 S. Maitland Avenue
Maitland, FL 32751

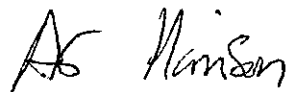
Dear Mr. Robert Allen:

I'm writing to you to announce my intention to resign as Treasurer of the Maitland Public Library Inc. It has truly been a pleasure to be a part of this Board of Trustees over the last 7 years and Treasurer for the last 2 years. I believe that I have left the Board in a better position than when I joined, and it fills me with sadness that I shall be leaving, but I know I am leaving it in safe hands for the future.

The Board has had many successes during my tenure, especially the passage of the referendum for funding the building of a new public library, and I wish it many more future successes. I look forward to seeing the new building in all its glory once it is completed.

My last meeting as Treasurer of Maitland Public Library shall be February 19th, 2025. Should you require anything further from me to remove the responsibilities of Treasurer position, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Andrew Harrison". The signature is written in a cursive style with a large, stylized initial "A".

Andrew Harrison