

Maitland Public Library Board of Trustees

Wednesday, January 17, 2018
7:30 pm



ATTENDANCE: The following members were present: Mr. Dave Stanley, Chairman; Ms. Maria Hannon, Secretary; Ms. Marilyn Sandoz, Vice President; Mr. Brian Woodard, Jr., President; Ms. Liz Doyle, Trustee; Dr. Scot French, Trustee; Ms. Lorraine Hardaway, Trustee; Mr. Andrew Harrison, Trustee.

Staff Present: Mrs. Stacie Larson, Director; Mrs. Cheryl Davis, Executive Assistant.

The following members were excused: Mr. Dale McDonald, Ex Officio; Mr. Kay Yeuell, Treasurer; Dr. Steven H. Lee, Trustee

The following members were not present or excused: Mr. Mike O'Lenick, Trustee; Mr. Bryan Stewart, Trustee

Members of the public attending: 0

MEETING CALLED TO ORDER AT 7:36 PM.

Dave moved acceptance of the December minutes. The motion was adopted.

FINANCIAL REPORT:

Discussions about the report and how they are generated.

Mr. Yeuell addressed questions via email to Ms. Davis, who summarized them as part of the discussion. Ms. Davis has done extensive research tracing corporate funds and operating funds, and determined that they have always been segregated since the corporation was created in the 1970s.

Liz suggested that the Board's Finance Committee draft a written investment policy for gift funds, etc., that fall under Board control.

There was no public discussion. The report was accepted unanimously.

FRIENDS REPORT was given by Stacie. : December was the best month with over \$900 in sales. FOL is In need of children's books, history books, cookbooks and gift books. It was decided by the FOL Board that the annual meeting of membership will take place on Sunday, April 8th at 3 p.m. FOL ordered a memorial brick for Ted Capreta, Ellen's brick is in the walkway, Board and public were invited to go see it.

There was no public discussion. The report was accepted unanimously.

LIBRARIAN'S REPORT is attached. It was emailed to board members.

Summary is as follows: Ms. Larson stated she was excited about the new hires. Cherilyn Taylor is the new part time reference librarian. Rebecca Bramlett will be joining us on January 29 as the new Public Services Librarian. The city engineer will be here Thursday the 18th with engineers and contractors to continue the needs study. The rat problem has become desperate. The rats are now eating stamp ink, plastic and gourds.

241 items were taken to good shepherd for the Food for Fines program. The Holiday Tea party was well attended, with many patrons coming and going. Currently we are planning Astronomy week and will be advertising our programs soon. Discussion about the learning express library database, it's not being used. Suggestions on how to increase traffic.

BY-LAWS REVISION COMMITTEE:

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Discussion regarding keeping the Finance Committee as a standing committee. It was suggested that the outreach committee also be retained as standing. Argument was see how it develops as the by-laws committee continues. Explanation was made of committees vs task force or ad hoc committees. One can go from an ad hoc committee to a standing easily, the other way not so much. Revision suggestion attached in board packet. Once the revisions are complete the committee will send it to Ms. Davis to disseminate to the board.

There was no public discussion. The report was accepted unanimously.

BOARD MANUAL COMMITTEE:

Questions were raised for the committee to answer. What is the standard number of committees, expectation of membership on committees, etc.

There was no public discussion. The report was accepted unanimously.

FINANCE:

Discussion to bring in an independent auditor, bookkeeper, etc. to analyze and establish written protocols for the corporate funds.

Reminder on updating bank signatories for the endowment, endowment interest and corporate accounts.

Suggestion was made to have a foundation in addition to the corporation. Corporation would focus on day to day operating of the library, foundation would focus on outreach, trusts and work with FOL. No decision reached, awaiting next report from finance to see updated.

There was no public discussion. The report was accepted unanimously.

NEW BUSINESS: NONE

MEETING ADJOURNED AT 8:38 p.m.

Dates to remember and volunteer opportunities