

## Maitland Public Library Board of Trustees

Wednesday, November 14, 2018  
7:30 pm



**ATTENDANCE:** The following members were present: Mr. Dave Stanley, Chairman; Mr. Bryan Stewart, President; Ms. Maria Hannon, Secretary; Mr. Kay Yeuell, Treasurer; Dr. Steve Lee, Trustee; Dr. Scot French, Trustee;  
Staff Present: Ms. Stacie Larson, Director; Ms. Cheryl Davis, Executive Assistant.

The following members were excused: Ms. Marilyn Sandoz, Vice President; Mr. Mike O'Lenick, Trustee; Mayor Dale McDonald; Mr. Brian Woodard, Jr. Trustee; Ms. Liz Doyle, Trustee; Mr. Andrew Harrison, Trustee;

The following members were not present or excused: 0

Members of the public attending: 0

MEETING CALLED TO ORDER AT 7:37 PM

Mr. Yeuell moved acceptance of the October minutes. The motion was adopted.

### FINANCIAL REPORT:

Mr. Yeuell cited he had nothing outstanding to share, other than the discussion of a new auditor already on the agenda.

### FRIENDS REPORT:

Ms. Larson reported that the Friends of the Library are preparing for their big book sale. The organization of the book store is wonderful and people are happy. The Friends have purchased the TV equipment for the community room and are purchasing antimicrobial keyboards and mice for the library.

LIBRARIAN'S REPORT is attached. It was emailed to board members. Summary is as follows:

Ms. Larson shared that the library was very busy this month, as there were a lot of community events. The library is working on a great relationship with Rotary Club, and the library will be sharing a tent with them during the art festival. Ms. Larson thanked all those who were able to assist with the annual Storybook Tea Party. The party was a success, and the new scavenger hunt was a hit. Next year, the staff is considering "passports" for all guests to ensure that every station is visited by all who attend.

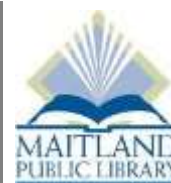
There were no issues raised during the public period. All reports were accepted unanimously.

### Old Business:

The order for staff shirts from Lands End needs to be turned in. These are to be paid for individually.

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Public Period: No issues were raised.

### Discussion Items:

Process for nomination of new Board members: It was discussed that a process should be in place, going forward, when new Board members are introduced. Everyone agreed that an informal “meeting” should be held with the prospective member and nominating committee or a few board members. There should be a few scripted questions that potential members should answer.

Veronica Dailey’s Retirement: Ms. Dailey has been with the Maitland Public Library for 23 years. She has announced that she will retire effective December 31, 2018. It was suggested to create a memory book for her retirement. The board also discussed personal contributions for a gift card.

Mission Statement/Strategic Planning: Mr. Stewart suggested that the Mission Statement of the library should be updated. A committee is needed for this. Mr. Stewart will head this committee. Ms. Larson agreed that the statement needs an update. Dr. French will task his students with this project to get their input as well. This item will be added to the December agenda.

New Logo: Discussed the possibility of a new logo. The thought is to revisit the discussion again at a later date.

Holiday Cards/Gifts for Staff: Ms. Larson will take care of this. Discussion of her reimbursement will be added to the December agenda.

### Decision Items:

Annual Audit: A new auditor has submitted a quote. The quote from Mary Dantuma with Glickstein, Laval, Carris, P.A. Certified Public Accountants is twice the cost that we usually pay. The Board may have to help with this fee increase, as this change was not budgeted. Mr. Yeuell moved that we accept the Ms. Dantuma’s quote; Dr. French seconded the motion; this was voted on unanimously. Mr. Stewart will sign the letter of intent, and Mr. Stanley will notify Price & Associates officially that we no longer require their services.

### Dates to remember:

- November 21, Library closes at 6pm. Closed 11/22-23 for Thanksgiving holiday
- December 1, 5pm Seasons of Light at Lake Lily
- December 2, 2-4 pm - Holiday Tea
- December 8, 2-4 pm - Winter Wonderland
- December 19, 6pm Staff & Board Holiday Party

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- Next Meeting - December 19, 7:30 pm

MEETING ADJOURNED AT 9:00 pm