

Maitland Public Library Board of Trustees

Wednesday, February 21, 2018
7:30 pm



ATTENDANCE: The following members were present: Mr. Dave Stanley, Chairman; Ms. Maria Hannon, Secretary; Ms. Marilyn Sandoz, President; Ms. Liz Doyle, Trustee; Dr. Scot French, Trustee; Ms. Lorraine Hardaway, Trustee; Mr. Andrew Harrison, Trustee; Mr. Kay Yeuell, Treasurer; Dr. Steven H. Lee, Trustee; Mr. Mike O'Lenick, Trustee; Mr. Bryan Stewart, Trustee.
Staff Present: Ms. Stacie Larson, Director; Ms. Cheryl Davis, Executive Assistant.

The following members were excused: Mr. Dale McDonald, Ex Officio; Vice President; Mr. Brian Woodard, Jr.,

The following members were not present or excused: 0

Members of the public attending: 0

MEETING CALLED TO ORDER AT 7:32 P.M.

Mr. Stanley moved acceptance of the January minutes. The motion was adopted.

FINANCIAL REPORT: Mr. Yeuell addressed the amount of money owed by the corporation to the library and that it should be paid. Now that the board has a secretary, this will be addressed and taken care of. Mr. Harrison inquired about bank fees and copier costs, wanting to know if there is a way to possibly reduce costs. It was explained and it will be looked into.

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

FRIENDS REPORT was given by Ms. Larson: Membership/Renewal drive is going on now. Peggy Luby is new Bookstore Manager, but not elected in yet. FOL is still in need of children's books, history books, cookbooks and gift books. FOL held their first quarterly sale, amount was unknown at the time of this meeting. Quarterly Book Sales will now start at 10 a.m., instead of 11 a.m. FOL will supply the funds (\$200 in prize money) for the library's poetry contest in March. They will also be a 5k sponsor. Reminders of membership meeting on April 8 at 3 p.m. during the Volunteer Tea.

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 the new hires, Cherilyn Taylor (part time reference librarian) and Rebecca Bramlett (Public Services Librarian) are working well.

Ms. Larson was excited to announce the addition of 5 new STEM kits that are eligible for check-out soon (astronomy, dinosaurs, the human body, espionage and trains). These STEM kits were funded by a grant from the Maitland Women's Club. The two telescopes purchased by the Friends of the Library for Library use and circulation had policies for use and handling created, were etched with the

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library's name and phone number as well as having a sticker on the base. They are to be used during Astronomy week as a kick off, then one will be available for circulation starting Friday, March 1. Rats are still present, but three were caught in the mechanical room above the maintenance closet and in the loft. There was no public discussion. The report was accepted unanimously.

DECISION ITEMS

PERSONNEL - APPROVE NEW HIRES: Mr. O'Lenick inquired if it was common to approve new hires after employment. Mr. Stewart made a motion to delegate hiring decisions to the library director. There was no discussion and was unanimously agreed upon.

REVISION TO LOAN POLICY & FINE SCHEDULE: Ms. Larson requested a change to the loan policy & fine schedule to include the new telescope. She requested the telescope may only be checked out for a week by adults, with a price list during checkout for damages/missing items. The telescope is non-renewable and will incur a \$5/day overdue fee. The board accepted this change unanimously.

REVISION TO PERSONNEL HANDBOOK: Ms. Larson asked the board to remove the date restrictions for the three floating holidays to make it easier for everyone. The board accepted this change unanimously.

DISCUSSION ITEMS

5K: Ms. Hardaway reported registration is live and they are looking at purchasing new finisher medals and plaques for placement awards. The city has waived the fee for use of Quinn Strong Park. Currently seeking sponsors.

BY-LAW REVISIONS: The board was given a copy of By-Law Revisions to look over. A few typos were found. Ms. Doyle will clean up and resubmit for voting for the next meeting. Mr. Harrison, of the Finance Committee stated that a governing document should be created and suggested a trust. He recommended the use of an attorney for appropriate language.

MEETING ADJOURNED AT 8:43 P.M.

Dates to remember and volunteer opportunities