

Maitland Public Library Board of Trustees

Wednesday, May 16, 2018
7:30 pm



ATTENDANCE: The following members were present: Mr. Dave Stanley, Chairman; Mr. Brian Woodard, Jr., President; Ms. Marilyn Sandoz, Vice President; Ms. Maria Hannon, Secretary; Mr. Kay Yeuell, Treasurer; Ms. Liz Doyle, Trustee; Mr. Mike O'Lenick, Trustee; Ms. Lorraine Hardaway, Trustee; Dr. Steve Lee, Trustee; Mr. Bryan Stewart, Trustee; Dr. Scot French, Trustee; Mr. Andrew Harrison, Trustee

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

The following members were excused: Mayor Dale McDonald;

The following members were not present or excused: 0

Members of the public attending: 0

MEETING CALLED TO ORDER AT 7:31 PM

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

FINANCIAL REPORT:

Mr. Yeuell was happy to report that the copier situation has been resolved - all copiers are under the same contract and we are saving money. There are other financial items on the agenda that will be discussed at this meeting.

FRIENDS REPORT:

Ms. Larson reported that the Friends of the Library had another best month in sales. The bookstore is very tidy and well organized. The Friends have stated that they may end quarterly sales after the August sale. These sales are not as profitable. They are also excited for the library's AV update. An 85" TV will be added to the Community Room, replacing the projector.

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

Ms. Larson was sad to note the employee turnover in the LA division. She explained there is generally a lot of turnover in LA due to school. Interviews are being conducted now to replace those moving on.

All five of MPL full-time librarians are members of the Florida Library Association and will be attending the annual conference.

Copier contracts have been renegotiated and all copying will be handled by a single vendor for lower costs.

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7:30 pm



All youth services (except for story time) are wrapping up for the school year and summer reading programs are ready for kick-off in June.

Learning Express Library is not being renewed due to lack of use. The possibility of switching from Transparent Languages to Mango Languages is also being evaluated.

There was no public discussion. All reports were accepted unanimously.

Old Business:

There was no old business to discuss.

Decision Items:

Financial Policy:

Mr. Stewart explained the purpose of this Financial Policy as tools needed to succeed and to provide guidance. The highlights are:

- A procedure of accountability and authority
- Operational control of the Finance Committee
- Safeguards through the use of limits and tolerances
- The procedure of monitoring and adjustments
- Continuing education requirement

Changes proposed to this document were:

- Table of Contents: Mr. Yeuell suggested we change 'XIV. Investment Officer' to read 'XIV. Finance Committee'
- XII. Internal Controls: Ms. Larson suggested we add 'emails' to acceptable written communications when dealing with telephone conversations (4th paragraph)
- XIII. Reporting: Ms. Larson indicated that the Library provides monthly and annual financial reports, not quarterly. Change to wording 'Library's quarterly financial report' to 'Library's monthly and annual financial reports.'

Mr. Woodard explained the Cash & Investment Policy. Both Mr. Stewart and Mr. Woodard suggested that this document and the Financial Policy should be made into one document. The following changes were implemented to this document:

- I. Introduction: Mr. Harrison suggested that it is not the purpose of the board to "bail out the library" and a change should be made to the statement "while meeting the cash flow demands of the Library." Ms. Doyle suggested we remove that line. Mr. Woodard suggested that we add the word manage to the first sentence so it reads: "to invest *and manage* funds." Ms. Doyle questioned why only state statutes were mentioned and not federal. Mr. Woodard explained that this is a Florida Corporation, so the language reflects state statutes.

Maitland Public Library Board of Trustees

Wednesday, May 16, 2018
7:30 pm



- II. Scope of Cash & Investment Policy (section A.1.a.): Ms. Larson requested a time frame added as to when the library must inform the city manager of surplus. 60 days out from close of fiscal year (November) will be added.
- II. Scope of Cash & Investment Policy (section A.b Petty Cash): After discussions with Ms. Larson and Ms. Davis about how much is generally in cash box, the range of \$50-\$200 will be added.
- II. Scope of Cash & Investment Policy (section B.a): Ms. Larson corrected that the Library does not receive cash from the city.
- II. Scope of Cash & Investment Policy (section B.a.ii. Scope): Ms. Doyle inquired if services needed to be added. Mr. Harrison explained that because section B.a.i. explains the Purpose, there is no need to add services.
- III. Prudence and Ethical Standards: Ms. Doyle suggested we add everyone to the Prudent Person rule as opposed to the Finance Committee.
- VIII. Authorized Investments (section G): Ms. Doyle inquired if alcohol and tobacco needed to be added to the list of prohibited vehicles. Mr. Stewart explained that because the Library may not own individual stock, this should not be a problem.
- XII. Internal Controls: Ms. Doyle suggested we add an online component to this section. Mr. Stewart explained that would be clarified in a Request for Proposal.

All suggestions for change were unanimously accepted.

Fiscal Year 2019 Budget:

Ms. Larson presented the budget for the 2019 Fiscal Year. In going over this report, Ms. Larson noted that salaries (line 6050-01) were increased by a 2% raise across the board for all employees.

Electronic resources (line 6122-01) covers databases, electronic books and the like. Dues and Membership (line 6141-01) shows a substantial increase for the 2019 year. Ms. Hannon inquired what the expected change was. Ms. Larson explained that the library was a part of various organizations throughout the years, but had not renewed memberships regularly. Ms. Larson intends on renewing these memberships. Memberships include ALA and FLA as well.

Ms. Larson also stated that the meeting for this proposed budget will go in front of the City Council on Tuesday, July 17, 2018 at 12 noon at City Hall. She strongly urged all board members available to attend for support.

Mr. Stanley mentioned the Edith Bush Institute from Rollins offers a 2 session class on elected official ethics training. It would benefit all board member to take this class if they see it.

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Dates to remember:

- Annual 5k: 5/19/18 - Krispie Kreme donuts on 17/92 donated donuts for the event. Mr. Dailey was instrumental in asking Starbucks on 17/92 to donate coffee for the event.
- Friends Book Sale: 5/19/18 - Immediately following the 5k
- Summer Reading Tea (adult kick off): Sunday, June 3, 2018 2pm
- Summer Reading Kick Off Party (youth): Thursday 6/7/18 2pm note: no weekend kick off this year
- Next Meeting: June 20, 2018

MEETING ADJOURNED AT 9:15pm