

Maitland Public Library Board of Trustees

Wednesday, September 19, 2018
7:30 pm



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

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

The following members were excused: Dr. Scot French, Trustee; Ms. Maria Hannon, Secretary; Mayor Dale MacDonald, Ex Officio.

The following members were not present or excused: 0

Members of the public attending: 0

MEETING CALLED TO ORDER AT 7:43 PM

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

FINANCIAL REPORT:

Mr. Yeuell stated that Ms. Larson's covering of the budget information in the librarian's report was very enlightening. The library is looking at encumbering funds for new laptops for the coming year under recommendation of the IT Department. Reviewing any potential other needs for funds that weren't budgeted in the new fiscal year. Due to vacancies from the current FY in salaries, and efficient and ruthless bookkeeping and purchasing has led to a surplus still under 10% of the annual budget.

FRIENDS REPORT:

Ms. Larson showed the board the new 82 inch TV on the wall in the community room and the fish eye cameras over the kitchen. The AV installer is going to install another 4 speakers in the ceiling as well as separating out the sounds from the microphones and audio playback from the TV/DVD/Laptops. A total of about \$7,000 was spent on this, equaling approximately 14,000 books.

The Friends will be having a big book sale on the Saturday of the Rotary Art Festival. It will be in the Community Room, Reading Room and book store.

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

Ms. Larson discussed Summer Reading Programs. 3000 in children's events. We did 10 weeks of programming. They had a good time. Discussed the theme for next year. Take me to your Readers Space themed. Already talked to our astronomy volunteers.

All the winners were excited. Adult participation skyrocketed, 52 entries of 17 people individually. The thought was book reviews rather than reading logs were what caused the increase.

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Share-A-Title was filmed by WUCF (a PBS affiliate) as part of a small filler segment for the Great American Read program. Ms. Bramlett received a \$500 matching grant from the Florida Humanities Council, and it was very competitive. Only 15 libraries in the state qualified. We will have a speaker in October, the library will purchase at least 1 copy of each book on the list from that grant.

Getdown Downtown, we will participate October 5 6-10. This month's theme is dragons. The library will be in attendance near the north end of Independence lane, next to the inflatable dragon slide. We will have dragon crafts, coloring sheets, books and dragon puppets (there will be handouts of the adult programs). Due to scheduling and attendance concerns the library will decide on how often we will participate. Ms. Larson will also bring her laptop to do library card registration on site.

A reminder of the Storybook Tea Party is October 20. Adult volunteers are required as the event has outgrown what the staff can handle on their own.

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

Old Business:

There was no old business to discuss.

Discussion Items:

Audit – not on the agenda:

There are 2 other people who are being suggested as the library's new auditor. Mr. Woodard has two suggestions and will be giving the contact information to Ms. Davis and Ms. Larson.

Finalized Budget:

Monday, September 24, is the final Council meeting to discuss the budget; there is no sense that the budget will cause any concerns or issues. Board members would be appreciated, but not required to attend.

Terms for Trustees and Officers – Creation of Nominating Committee:

Nominating Committee Members: Dave Stanley; Brian Woodard, Jr.; Marilyn Sandoz; Bryan Stewart volunteered. An updated board list with terms (in order of leaving/joining) on it were given to board members. A meeting was scheduled Thursday, October 4, at 3 p.m. It will be posted in advance. There are 3 vacancies currently.

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December Meeting and Holiday Party – December 19:

It was decided to keep the original date (as it will give enough time before the December holidays) of December 19 with the holiday party for the staff, board and friends beforehand.

Gulf States Accounts – not on Agenda – The documents have been completed and are ready to go to the account manager. This will allow the library to use the endowment interest to purchase books following the requirements put forth by the will of the people funding the endowment.

Decision Items:

Holidays for FY 2019: The proposed holidays were approved unanimously. A copy of the closures/holidays are attached.

November 21 meeting conflict, move meeting to November 14: Meeting will be moved up to November 14, 2018, at 7:30 p.m. as the original date (per the just approved closures) would make it during a time the library was closed (the night before Thanksgiving). Approved unanimously.

Formation of working group for GuideStar Profile:

The Victory Cup is an annual event that gives out funds to local organizations. 10 non-profits from Central Florida through community judging. Each that applies has to have a Central Florida Foundation profile completed, the guide star profile populates that profile as well as other application procedures for other grants that we currently do not have access to due to not having an updated and active profile. The profile requires financial documents, editorial style answers to questions, biographies of all board members and more. It was been defunct for 9 years. The library is looking to update it and keep it going into the future.

Dave Stanley, Liz Doyle, and Andrew Harrison volunteered to assist with the profile.

Dates to remember:

- September 24 – Council Meeting – Budget Meeting 6:30 p.m.
- October 3 – Annual Cleaning Day – Library closed to public
- October 9 – Great American Reads Book Club 7 p.m.
- October 20 – Storybook Tea Party 2 p.m. (Volunteers and attendees welcome! Come in costume)
- Annual Meeting – October 17, 2018 7 p.m. Officer and Trustee Elections
- Next Meeting: October 17, 2018 7:00 p.m.

MEETING ADJOURNED AT 8:42pm