

Maitland Public Library Board of Trustees

Wednesday, March 15, 2017
7:30 pm



The following members were present: Mr. David Stanley, Chairman of the Board Of Trustees; Mrs. Sharon Kidd, Vice Chairman; Mrs. Marilyn Sandoz, Vice President; Mrs. Joanne Mulinare, Secretary; Mrs. Kathy Byrd, Mrs. Lorraine Hardaway, Mrs. Stacy Kalmanson, Dr. Steven H. Lee, Trustees; Ms. Ellen Schellhause, Director; Ms. Cheryl Davis, Executive Administrator.

The following members were excused: Mr. Brian Woodard, Jr., President Of The Maitland Public Library, Inc.; Mr. Kay Yeuell, Treasurer; Mrs. Peggy Altman, and Ms. Valerie Kennedy, trustees. The following members were neither present nor excused: Mrs. Sarah Chapman, Dr. Scot French, trustees.

CALL TO ORDER was by Dave Stanley at 7:35 PM.

MINUTES of the February meeting were reviewed. Steve moved to approve the minutes as written and they were approved unanimously.

FINANCIAL report: Ellen reported for Kay that the finances are good. There were complications with transfers to operating funds due to closing the Iberia account.

Ellen reported that the FRIENDS had a board meeting this week. Their big sale is this weekend. They approved purchase of two telescopes at about \$400. each, for the astronomy programs. They are buying sheer drapes for the front room to replace the old drapes. Friends will add new cushions in the front windows later.

LIBRARIAN'S REPORT (emailed) Ellen reported approximately 400 people attended astronomy week last week. Mary is applying for a NASA grant for stem kits, will do 3 programs a year for three years, which we already do. The facilities department discussed capital improvements for the next few years and will add ADA compliance and safety measures to the building.

UNFINISHED BUSINESS:

- TLC – INTEGRATED LIBRARY SYSTEM (ILS) – TRAINING DAY will be Monday 3/27. New software will be installed and the entire staff will be trained. Steve moved we approve up to \$210 to pay for lunch for the two days of training. Seconded by Marilyn and adopted.
- BUILDING – Window restoration in the 1907 building will be March 27TH also, during training day. Since it will take all day, Stacy moved we close the library that day, motion was seconded and adopted.

NEW BUSINESS:

- BANKING –Kathy moved we transfer \$5,000.00 from Gulf States Money Market to Iberia to establish a checking account. The motion was seconded and adopted.
- PERSONNEL –Ellen read a letter announcing her retirement effective May 12, 2017. Dave and others thanked Ellen for all she has done. Lorraine moved to accept Ellen's resignation with regret. Motion was seconded and adopted. Ellen has recommended Stacie Larson for the Director's position. When Stacie is promoted we will need to fill the position of Manager of Public Services. Ellen advised the job should be posted by April 1 to Florida Library Association and National Library Association. BOT members will meet with Stacie next week to discuss the possibility of hiring her after the BOT members have all been informed.

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Dates to remember and volunteer opportunities

- Friends Book Sale on the Patio – March 17 – 19 2017
- New ILS Conversion – March 26 – 30 2017 (no check outs, check ins, holds, bill pays or holds)
- Poetry Contest Deadline – April 1, 2017
- Volunteer Tea – April 2, 2017
- Friends Monthly Books Sale – April 15, 2017
- MPL Annual 5K – May 20, 2017 We need more sponsors. Donations are tax deductible.

Next meeting – April 19, 2017

Adjournment was at 8:15 PM