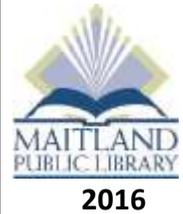


Maitland Public Library Board of Trustees

Wednesday, November 16, 2016
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; Mr. Kay Yeuell, Treasurer; Mrs. Joanne Mulinare, Secretary; Mrs. Sarah Chapman, Dr. Scot French, Mrs. Stacy Kalmanson, Ms. Valerie Kennedy, Dr. Steven H. Lee, Trustees; Ms. Ellen Schellhause, Director; Mrs. Cheryl Davis, Executive Administrator.

The following members were excused: Mr. Brian Woodard, Jr., President Of The Maitland Public Library, Inc.; Mrs. Kathy Byrd, and Mrs. Lorraine Hardaway, Trustees. The following member was neither present nor excused: Mrs. Peggy Altman, Trustee.

CALL TO ORDER was by Dave Stanley at 7:30 PM. He announced there is a new staff chart in our packets.

MINUTES of the October regular meeting were reviewed and approved.

FINANCIAL reports were reviewed.

FRIENDS REPORT Ellen reported they made over \$2500.00 at the book sale this past weekend. They had to turn people away at dusk.

LIBRARIAN'S REPORT Ellen highlighted items of the report emailed to members. (Attached) She added that there are Park Maitland students coming over for story hour.

UNFINISHED BUSINESS:

- **ORIENTATION:** Kay reported the new board members need a manual containing an organizational chart, history of the Library, bylaws, etc and it should be given to each new board member. Members will be sent a draft for suggestions.
- **CITY COUNCIL:** Ellen sent Sharon Anselmo, City Manager, a request that states the Board wants to meet to workshop with the Council to plan the future of the library. Council members were invited to see new kitchen. Sharon said the Council is unable to meet away from Chambers due to the audio and video broadcast, but she offered to come to our January board meeting and take our concerns back to City Council. Ellen reported we have the recommendations for alleviating our problem of being desperately out of space. Cheryl, Ellen and Dave will prepare a presentation for January meeting describing what we have done and what we need to move forward. Sharon Kidd suggested a printed item such as a bookmark that markets the library to buyers of books at the sales. We need to reach the other organizations in Maitland with outreach to publicize our events and expansion plans, as well as to our patrons.

NEW BUSINESS:

- **UPDATING JOB DESCRIPTIONS:** Ellen reported they are updating the job descriptions and titles. One proposal it to change Cathy Keating's job title to Manager of Digital Services. The Public Service Managers new job description reflects that person takes on the duties of Director when the Director is gone. Cheryl will email copies of the proposed new descriptions to members. Scot moved to accept the new Assistant Circulation Supervisor job description. The motion was seconded and adopted.
- **HOLIDAY PARTY/DECEMBER MEETING:** It was decided to move the meeting to December 14th, starting at 6 pm with the combined staff and board family Christmas party with heavy hors d'oeuvres and desserts.

Dates to remember and volunteer opportunities:

- Season of Light – December 3, 2016 City of Maitland's party. Fireworks 7:30. We have a booth.
- Holiday Tea – December 4, 2016 2-4 with preparations from noon.
- Winter Wonderland – 2 -4 pm December 10, 2016 Kids program in the front yard. Expect 250 people. Latkes, obstacle course, Santa and Mrs. Santa for photos. Kids get stuffed animals. Crafts area. Colby Dance Studio. Snow cones. Set up at noon.

Next meeting – DECEMBER 14, 2016 6 pm. ADJOURNMENT at 8:57 pm.