

# Maitland Public Library Board of Trustees

Wednesday, April 19, 2017  
7:30 pm



The following members were present: Mr. David Stanley, Chairman Of The Board Of Trustees; Mrs. Sharon Kidd, Vice Chairman; Mr. Brian Woodard, Jr., President Of The Maitland Public Library, Inc.; Mrs. Marilyn Sandoz, Vice President; Mr. Kay Yeuell, Treasurer; Mrs. Joanne Mulinare, Secretary; Mrs. Kathy Byrd, Dr. Scot French, Mrs. Lorraine Hardaway, Mrs. Stacy Kalmanson, Ms. Valerie Kennedy, Dr. Steven H. Lee, Trustees; Ms. Ellen Schellhause, Director; Mrs. Cheryl Davis, Executive Administrator; Stacie Larson, Manager of Public Services.

The following member was excused: Mrs. Peggy Altman, Trustee.

The following member was neither present nor excused: Mrs. Sarah Chapman, Trustee.

Dave Stanley CALLED THE MEETING TO ORDER at 7:35 PM. The minutes of the March meeting were approved as circulated.

Kay reported that on the FINANCIAL REPORT there remains a payment to TLC to be made. The bank needs new signature cards from current officers.

Ellen made the FRIENDS REPORT. The March BOGO sale netted about \$800. Friends paid for the new telescopes and will pay for curtains, windows and window seats; also the shirts for the 5K and poetry contest awards.

LIBRARIAN'S REPORT was emailed to all members. Ellen read highlights. We currently have three applications for the Manager position, applications close April 29. We will have phone interviews first, then personal interviews. She reported on the talk here by Congressman Stephanie Murphy. There will be a family bike ride citywide on May 6. Ellen is sending recent excellent publicity to Healthy Central Florida to show them results of their investment. A new webhost has been hired.

## UNFINISHED BUSINESS:

- PERSONNEL – Dave congratulated and welcomed Stacie Larson. She said she hopes to see the opening of a shiny new building.
- TLC – INTEGRATED LIBRARY SYSTEM (ILS) – Stacy reported the transition is almost complete. We are having a kid's scavenger hunt to get them used to the new catalog; prizes will be awarded at the end of April.
- BUILDING – Ellen reported there is a delay finishing the custom made windows and they should be in place May 8.
- 5K RACE– Lorraine reported ordering the ribbons. We still need sponsors. Ellen reported on donations received so far. Runner's registrations are slowly coming in. Lorraine needs more volunteers.

## NEW BUSINESS:

- WEBSITE – A new webhost has been acquired, recommended by our IT person.
- NONPROFIT LEADERSHIP & BOARD MEMBER ORIENTATION – Edith Bush Institute For Philanthropy at Rollins is hosting another orientation seminar for board members. Cheryl will register any interested board members.
- POLICY BOOK – the proposed new policy book was passed out and Ellen requested members to read it through before a vote at the next meeting. Ellen pointed out changes in policy that are in this version. Items to review in particular involve allowable gifts to and among staff; holidays, sick pay, bereavement and vacation policies; and

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401K policy. Brian moved we allow all managers three weeks of vacation. The motion was seconded and adopted.

## **Dates to remember** and volunteer opportunities

- Free Comic Book Day & Revenge of the Sixth – May 6, 2017
- Friends Monthly Book Sale – May 20, 2017
- MPL Annual 5K – May 20, 2017
- Books to Big Screen: Forrest Gump @ Enzian May 27, 2017
- Summer Reading Kickoff Party! June 3, 2017

Next meeting – May 17, 2017

The meeting was adjourned at 8:47 pm.