

# Maitland Public Library Board of Trustees

Wednesday, September 20, 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.; Mr. Kay Yeuell, Treasurer; Mrs. Joanne Mulinare, Secretary; Dr. Scot French, Mrs. Lorraine Hardaway, Dr. Steven H. Lee, Trustees. The following staff were present: Ms. Stacie Larson, Director; Mrs. Cheryl Davis, Executive Administrator, Ms. Amber Downs, Manager of Public Services.

The following members were excused: Mrs. Marilyn Sandoz, Vice President of the Maitland Public Library, Inc.; Mrs. Sharon Kidd, Trustee.

The following members were neither present nor excused: Mrs. Peggy Altman, Trustee.

CALL TO ORDER was at 7:38 by Dave Stanley. The minutes of the June 21 meeting were reviewed and approved.

## FINANCIAL REPORT

- 5k final update – Kay reported profit after all invoices were paid will go toward down payment on FY 18 race. Net profit was \$1,739.65.
- Reimbursement from board for approved expenditures in FY17. We pay for institutional memberships for the library, so the Board will reimburse the Library account \$1,838.33.

## FRIENDS REPORT

- Did not meet over summer
- Stacie reported loss of Ted Capretta, volunteer and friend, one of our best volunteers.

LIBRARIAN'S REPORT (emailed) Stacie elaborated on items of particular interest especially the solar eclipse events and Hurricane Irma accommodations.

## UNFINISHED BUSINESS:

- Downtown master plan – Stacie reported the Council made no changes to the plan and adopted it.
- Policy book – Stacie has updated the unpaid leave section. We plan to have a final draft in the October meeting for a vote. Comments are requested within the next week.
- Reciprocal borrowing agreement with Seminole County was discussed. Scot moved we accept the agreement as written. The motion was seconded and adopted.
- Budget shortfall – Dave stated that the health insurance and increases on the salary line led to a budget shortfall. It is unlikely to be in the final budget. Stacie can cover it from savings, but is reluctant to set a precedent. The auditor opined the Library should have more in reserves.
- New building – We do not have any updates. The City has a planner who has not yet met with Stacie.
- Dave has collected donations for a Sarah Chapman memorial plaque or donation. Kay asked about Ben Aycrigg's memorial tree. Stacie advised we have an Eagle Scout delivering two hand built cypress benches for the patio soon. Lorraine moved we make plaques for Ben Aycrigg and Sarah Chapman and put them on the benches, conditional on the Scout's approval. Seconded and adopted.

## NEW BUSINESS:

- Personnel – Amber left the meeting so the board could approve her hiring. She started in July so this is our first meeting since then. The other new employees are Evan Dunlap as Technical Services

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Assistant; Mary Frank, Sharon Sloan, and Jennifer Rosenbaum as Library Assistants. Kay moved approval of the five new hires, motion was seconded and adopted. Stacie is scheduling a Public Services Librarian interview for next week.

- FY 18 Holidays: Brian moved the proposed schedule be adopted, the motion was seconded and adopted.

### 2017-2018 FY

10/4 Wednesday – Annual Library Cleaning Day – Closed  
11/22 Wednesday – Thanksgiving Eve – Early Closing 6 p.m.  
11/23 Thursday – Thanksgiving – Closed  
11/24 Friday – Thanksgiving – Closed  
12/24 Sunday – Christmas Eve – Closed  
12/25 Monday – Christmas Day – Closed  
12/31 Sunday – New Year’s Eve – Early Closing 4 p.m.  
1/1 Monday – New Year’s Day – Closed  
1/15 Monday – Dr. Martin Luther King Day – Closed Federal Holiday  
4/1 Sunday – Easter Sunday – Closed  
5/28 Monday – Memorial Day – Closed Federal Holiday  
7/4 Wednesday – Independence Day – Closed Federal Holiday  
9/3 Monday – Labor Day – Closed Federal Holiday

- Sunshine law – Dave led a discussion of what this means for MPL. Stacie advised we could each use the Library’s server with library email addresses. Dave will talk with other libraries that are already in the Sunshine. The City Manager and City Attorney have offered to answer questions.
- Since we have openings on the Board, there was a discussion of new board members. Dave met with two gentlemen, Andrew Harrison and Mike O’Lenick. We will invite them to the meeting next month for a vote.
- Stacie discussed the Gulf States account. It has been accruing the interest from the Endowment funds. Cheryl will make a spreadsheet of Endowment requests over the years and this account will be used to fulfill as many requests as possible.

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

- **City Council Meeting – September 25, 2017 6:30 p.m. CITY BUDGET**
- Library Clean Up Day – October 4, 2017 begins at 8:30 a.m.
- Friends’ Book Sale – October 14, 2017 11:00 a.m.
- Storybook Tea Party – October 21, 2017 2:00 p.m. Volunteers for set up, duration, and clean up appreciated
- **Annual Public Meeting – October 18, 2017 7:00 p.m. Board Meeting to follow**

Next meeting – October 18, 2017 – Annual meeting beforehand

ADJOURNMENT 9:30.