

Maitland Public Library Board of Trustees

Wednesday, December 14, 2016
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, Mrs. Sarah Chapman, Dr. Scot French, Ms. Valerie Kennedy, Dr. Steven H. Lee, Trustees; Ms. Ellen Schellhause, Director; Mrs. Cheryl Davis, Executive Administrator.

The following members were excused: Mrs. Lorraine Hardaway, Mrs. Stacy Kalmanson, Trustees. The following member was neither present nor excused: Mrs. Peggy Altman, Trustee.

CALL TO ORDER was by Dave Stanley at 7:37 PM.

MINUTES were reviewed and approved without correction.

FINANCIAL report by Kay. Everything is within reasonable limits.

FRIENDS report by Ellen. The Book Sale yielded almost \$2500.00. There is to be a BOGO this Saturday. They have a few new members.

LIBRARIAN'S REPORT (emailed) Highlights: Pat Wilson retired. Hired Sthom "Sal" Salguedo as Assistant Circulation Supervisor. Ellen assembled patron feedback in preparation for presentation to City Manager and her representatives in February. Educated successful people look for a good library. We treat our patrons like guests. Youth services attendance dropped off during construction and is being addressed. Inventory finished in prep for new library system. Stacie is trying to find missing books. E-services stats are good. New TLC contract is being negotiated.

UNFINISHED BUSINESS:

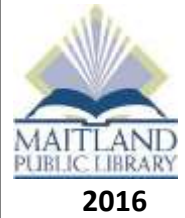
- CITY COUNCIL – Sharon Anselmo, Mark Regginten and Dick Wells have accepted to attend our board meeting in February. Working on talking points. Members discussed topics that will need to be addressed. Ellen and Cheryl will send documents out to members for comment. We will need to document everything we propose. Email comments to Ellen or Cheryl.
- TLC – ILS Ellen has the contract from TLC, integrated library system. Expect to go live on March 14 with the new system. We plan to amend the offered contract to suit our needs. This is the best system for a library our size. It isn't a problem to get data into the new system but it is hard to get the data out of the old system. We plan to sign a 5 yr contract. The money was allocated in June and is waiting in our savings acct. Subsequent years will be around 10K.

NEW BUSINESS:

- UPDATING JOB DESCRIPTIONS – Kay moved to change Keating's title to Manager of Digital Services. No salary increase is available. The motion was seconded and adopted. Kay also moved to update the job description of the Manager of Public Services who now takes charge of MPL in the Directors absence. The motion was seconded and adopted.
- NEW HIRES - The Board voted to approve hiring Sthom "Sal" Salguedo as Assistant Circulation Supervisor and Gail Davison as Library Assistant. Brian moved acceptance, seconded and adopted. Ellen congratulated Cheryl for doing a wonderful job as Ellen's Executive Assistant.

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Dates to remember and volunteer opportunities

- Monthly Friends Book Sale – January 21, 2017
- Poetry Coffee House – January 27, 2016
- Park Maitland Reception (Artist of the Month) – February 8, 2017

Next meeting – January 18, 2017

ADJOURNMENT 8:12.