

Maitland Public Library Board of Trustees

Wednesday, October 18, 2017
7:30 pm



ATTENDANCE: 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 of the Maitland Public Library, Inc.; Mr. Kay Yeuell, Treasurer; Mrs. Joanne Mulinare, Secretary; Dr. Steven H. Lee, Trustee. The following staff were present: Mrs. Cheryl Davis, Executive Administrator of the Maitland Public Library; Amber Downs, Manager of Public Services.

The following members were excused: Mrs. Peggy Altman, Dr. Scot French, Mrs. Lorraine Hardaway, Trustees.

The following staff was excused: Ms. Stacie Larson, Director

Guests who were elected as trustees during the meeting: Mr. Andrew Harrison and Mr. Bryan Stewart.

Dave Stanley called the meeting to order at 7:38, following the annual meeting.

Nominating committee – Brian nominated Dave to remain Chairman of the Board. The motion was seconded and adopted. Brian nominated Sharon to remain as Vice Chairman, motion was seconded and adopted. It was moved and seconded to retain Stacie Larson as Director of Library Services. The motion was adopted.

Kay moved we put together a committee to research whether Stacie is fairly compensated. Seconded by Marilyn, the motion was adopted. Dave explained some points of the Sunshine Law pertaining to committee meetings. Kay volunteered to be on the committee, as did Brian. Kay suggested we get salary information from other libraries of comparable size.

Dave moved acceptance of the September minutes, the motion was adopted.

FINANCIAL REPORT

- Kay reported that Cheryl and the auditor are prepping for annual audit and closing of the books. Tonight's packet contains Kay's financial report and the notes from the previous meeting.

FRIENDS REPORT was given by Amber: The Friends are working on the upcoming book sale in November. They have funds available for Library projects. They need board members to volunteer to sell books, follow them on Facebook and to become Friends for \$10.per year.

LIBRARIAN'S REPORT is attached. It was emailed to board members.

UNFINISHED BUSINESS:

- POLICY BOOK –Kay moved approval and Brian seconded. The motion was adopted. Marilyn noticed typos in the final that she will forward to Stacie.
- BOARD LIBRARY EMAILS – Dave will meet with the Chairman of the Winter Park Library board to consult on how they operate in the Sunshine using email and report back next month. This is a work in progress.
- RECIPROCAL BORROWING AGREEMENT WITH SEMINOLE COUNTY – STATUS – we are awaiting the corrected document from the Seminole County Library attorney. Brian's name is spelled wrong.

NEW BUSINESS:

- PERSONNEL – Kay moved we hire Erin Degler to replace Gail Davidson as Library Assistant at \$9.30 per hour. The motion was seconded and adopted.

Maitland Public Library Board of Trustees

Wednesday, October 18, 2017
7:30 pm



- Kay nominated Andrew Harrison to join the board. The motion was seconded and adopted. Brian moved to elect Bryan Stewart as a member of the Board. The motion was seconded and adopted.
- Dave suggested the board determine how much of an emergency fund the corporation needs to maintain. Corporate funds are separate from Library funds. We have endowment funds that are encumbered and cannot be touched except to fulfil the endowments. The Council is using up funds we had saved as overages in previous budget years by shorting our monthly check and we are making up the shortfall using the saved moneys from previous years. Our auditor mislabeled some funds in the last audit and that is being corrected. Brian plans to make the chart of what funds we have, what they are for and from over the next weeks. It was agreed we as a board need to attend City Council meetings.

Dates to remember and volunteer opportunities

- Storybook Tea Party – October 21, 2017 2:00 p.m. Volunteers for set up, duration, and clean up necessary, they start prepping Friday. Wear a costume from your favorite literary source.
- Book Sale on the Lawn – November 11 & 12, 10:00 a.m.-5:00 p.m. Volunteers to sort November 8-10, set up on Friday, work as cashier during sale, and clean up are still needed. This event is during the autumn art festival.

Next meeting – November 15, 2017

DAVE ADJOURNED THE MEETING AT 8:35 PM