

# Maitland Public Library Board of Trustees

Wednesday, November 15, 2017  
7:30 pm



ATTENDANCE: The following members were present: Mr. David Stanley, Chairman of the Board of Trustees; Mrs. Marilyn Sandoz, Vice President of the Maitland Public Library, Inc.; Mr. Kay Yeuell, Treasurer; Dr. Steven H. Lee, Trustee; Mrs. Lorraine Hardaway, Trustee; Mr. Bryan Stewart, Trustee; Mr. Dale McDonald, Mayor City of Maitland, Ex Officio. The following staff were present: Mrs. Stacie Larson, Director; Mrs. Cheryl Davis, Executive Administrator of the Maitland Public Library.

The following members were excused: Mr. Brian Woodard, Jr., President of the Maitland Public Library, Inc.; Dr. Scot French, Mr. Andrew Harrison, Trustees.

The following member was not present or excused: Mrs. Peggy Altman, Trustee.

Guests who were elected as trustees during the meeting: Mr. Mike O'Lenick and Mrs. Maria Hannon.

Members of the public attending: 5

DAVE STANLEY CALLED THE MEETING TO ORDER AT 7:32 PM.

Welcome to Dale McDonald, Mayor of the City of Maitland and ex officio of the board. Also welcome to guests and new members/potential members of the board.

Dave moved acceptance of the October minutes with the edit to show Dr. Steven H. Lee was in attendance, the motion was adopted.

## FINANCIAL REPORT

- Kay reported as the budget agreement between the city and library dictates, the transfers from the OP MM account has been conducted, it won't show in the reporting as there was no line item created for the purpose of reporting transfers. The amounts on the October financial reports will show discrepancies as some AP items are annual and the budget shows monthly break downs of the budget items. Mr. Yeuell also highlighted a few items that were encumbered but not billed until the end of the 2017 FY.

FRIENDS REPORT was given by Stacie: The Friends had their large book sale on the lawn coinciding with the annual art festival at Lake Lily. It was noted that the numbers during the actual sale were smaller than expected due to lack of cooperation of the weather. The pre-sale on Thursday was a success however, netting the highest amount they have ever had for pre-sales in the past.

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

## UNFINISHED BUSINESS:

- BOARD EMAILS – Nothing was decided on whether the board would use library emails. Dave, along with other members of the board and LCC attended ethics training for elected officials in DeBary on Sunshine Law. Information obtained during the class will be sent out to the rest of the board to ensure understanding and compliance.
- NEW BOARD MEMBER, NOMINATING COMMITTEE – Dave introduced several candidates for joining the board. Mike O'Lenick, Maria Hannon, and Karen Norton. They each stated why they wished to join. A vote was held and Mike and Maria were elected to the board, Karen is considering after interviewing.

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## NEW BUSINESS:

- HOLIDAY CARDS/GIFT CARDS TO STAFF – Kay moved to approve purchasing \$25 gift cards to Publix for staff members, the motion was seconded and passed.
- HOLIDAY PARTY – The holiday party was discussed. Instead of potluck by the staff and board members, it was motioned and seconded to have the board pay for the food for the party. The party shall take place December 20, 2017 at 6 p.m. with the board meeting to follow.
- Discussed time is approaching to think about the 5k race on May 19, 2018.
- Dave prematurely adjourned the meeting at 8:35 p.m. and quickly reconvened the meeting at 8:37 p.m.

## Dates to remember and volunteer opportunities

- Season of Light – December 2, 5 p.m.
- Holiday Tea – December 3, 2 p.m. Volunteers for set-up, serving, and clean up appreciated!
- Winter Wonderland – December 9, 2 – 4 p.m., Volunteers to help set-up, supervise stations (latkes, sno cones, snowball fights, etc.) and clean up would be helpful!

Holiday Closings: November 22 – Close at 6 p.m.

November 23-24 – Closed Thanksgiving

December 24-25 – Closed Christmas

December 31 – Close at 4 p.m.

January 1 – Closed, New Year's Day

January 15 – Closed, Dr. Martin Luther King Jr. Day

Next meeting – December 20, 2017, following staff holiday party

DAVE ADJOURNED THE MEETING AT 8:39 PM