

## Maitland Public Library Board of Trustees

Wednesday, December 19, 2018  
7:30 pm



ATTENDANCE: The following members were present: Mr. Dave Stanley, Chairman; Mr. Bryan Stewart, President; Ms. Marilyn Sandoz, Vice President; Ms. Maria Hannon, Secretary; Mr. Kay Yeuell, Treasurer; Dr. Scot French, Trustee; Mr. Mike O'Lenick, Trustee; Ms. Liz Doyle, Trustee; Mr. Andrew Harrison, Trustee;

Staff Present: Ms. Stacie Larson, Director; Ms. Cheryl Davis, Executive Assistant.

The following members were excused: Mayor Dale McDonald; Dr. Steven Lee, Trustee

The following members were not present or excused: Mr. Brian Woodard, Jr., Trustee

Members of the public attending: 0

MEETING CALLED TO ORDER AT 7:41 PM

Mr. Harrison noted a typo in the November minutes. This was corrected by Ms. Hannon. Ms. Doyle moved acceptance of the November minutes. The motion was adopted.

### FINANCIAL REPORT:

Mr. Yeuell cited he had nothing outstanding to share. He shared his happiness in seeing more books being purchased. Ms. Larson explained that the library is using the interest from the endowment funds.

### FRIENDS REPORT:

Ms. Larson reported that the Friends of the Library did not meet this month. The November book sale was profitable. The antimicrobial keyboards and mice, purchased for the library by the Friends, have arrived.

LIBRARIAN'S REPORT is attached. It was emailed to board members. Summary is as follows:

Ms. Larson shared that the library website is now live. Work on the damage to the upstairs ceiling from Hurricane Irma will begin soon. Offices in that area will be temporarily relocated to the small conference room. A draft space assessment was submitted to the city by Borelli & Assoc. While language for this assessment was provided by Ms. Larson, Ms. Keating and Ms. Downs, the draft contained no recommendations. This is being reviewed by the City now.

There was no public discussion. All reports were accepted unanimously.

### Old Business:

There was no old business to discuss.

Public Period: No member of the public spoke.

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Discussion Items: none

### Decision Items:

- A. STEM Kit Policy - The original STEM Kit Policy inadvertently was not approved by the board. Mr. Harrison pointed out that the policy does not state that a signed agreement is required in order to check out the kit. This will be added and fixed for the January meeting.
- B. MPL Mission Statement Committee - Mr. Stewart, Mr. Yeuell, and Mr. O'Lenick volunteered to be on the committee. They will work to create a modern mission statement. Their first meeting will be in January.
- C. Holiday Gift Cards for staff - Twenty-one \$25 gift cards were purchased for the library staff by the Library. A motion was made by Mr. Stewart to reimburse the Library \$525. This was seconded by Mr. Yeuell. All were in favor.

### Dates to remember:

- Library will be closed 12/25, 12/26, and 1/1/19. The library will close early on 12/31.
- Countdown to Noon Years children party at 11am on 12/31
- Next Meeting: January 16, 2019 @ 7:30pm

MEETING ADJOURNED AT 8:13 pm