

Maitland Public Library Board of Trustees

Wednesday, January 16, 2019
7:30 pm



ATTENDANCE: The following members were present: Mr. Dave Stanley, Chairman; Mr. Bryan Stewart, President; Ms. Maria Hannon, Secretary; Mr. Kay Yeuell, Treasurer; Dr. Steve Lee, Trustee; Dr. Scot French, 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; Ms. Marilyn Sandoz, Vice President; Mr. Brian Woodard, Jr. Trustee;

The following members were not present or excused: Mr. Mike O'Lenick, Trustee;

Members of the public attending: 0

MEETING CALLED TO ORDER AT 7:35 PM

Mr. Stanley moved acceptance of the December minutes. The motion was adopted.

FINANCIAL REPORT:

Mr. Yeuell cited he had nothing outstanding to share other than the reports attached. He shared that he is very pleased with the new auditor's work already.

FRIENDS REPORT:

Ms. Larson reported that the Friends of the Library are doing well. They are clearing books out every two months. They will be holding a book sale on January 19. The keyboards and mice that arrived last month have been paid for. They are awaiting installation for the public computers.

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

Ms. Larson shared that the library was able to waive \$285 in fines from the "Food for Fines" campaign over the holidays. 387 items were donated to a local food bank. Mr. Dunlap has filled the vacancy of Circulation Supervisor (Ms. Dailey's retirement 12/31). The repairs to the ceiling in the loft has yet to begin. It will take 30 business days to replace. The new website is working well, but is not reporting statistics yet. A call has been placed to fix this situation. Ms. Bumgardner and Ms. Daniels hosted a "Noon Year's Eve" dance party. This was a huge hit, seeing roughly 200 people in attendance. This event will likely be repeated again.

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

Old Business:

- A. STEM Kit Policy - Ms. Larson brought to the board's attention that the policy did indeed have a signature line (see December minutes), but it was located on the second page of the form. Ms. Larson has fixed the form so that it is contained on one page now. Mr. Yeuell moved that we accept this policy. This was seconded by Mr. Harrison. All were in favor.

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Public Period: Mr. Stanley opened the Public Period. There being no one who wished to be heard, Mr. Stanley closed the Public Period.

Discussion Items:

- A. Vision Committee (referred to as MPL Mission Statement Committee 12/18): Headed by Mr. Stewart, this committee will meet on 1/23/19 at 7pm at the library. This committee will have meetings in February and March to work on the mission statement and present to the board in April. Anyone is welcome to join the meetings or submit their ideas for the statement. Ms. Doyle questioned if the committee was working on a mission statement or a vision statement, due to the committee name. Mr. Stewart explained that the committee is specifically tasked with revising the mission statement, but he wants it to “take the core essence of the language we have now” and “have it reflect the reality of the year we are in now & potentially what the library can become.”
- B. Nominating Committee - Mr. Stanley would like to nominate Mr. Frank R. Allen, Sr. as a trustee for the Maitland Public Library Board. He has a very impressive background and would bring a great deal to the library. He was unable to attend this meeting due to a prior commitment, but shared his background. Mr. Allen manages the UCF libraries budget and facility. He is a resident of Maitland since 2001 and is very familiar with the library. This will be added to the February agenda. Mr. Yeuell questioned why we could not vote on this now if he is highly recommended. Ms. Larson stated that Sunshine Laws requires that all items to be voted on must be on an agenda for the public to review and comment on.

Decision Items:

- A. Annual Plan of Service - See attached. The plan of service was updated for this year. Dr. French moved that we accept the annual plan of service. Mr. Yeuell seconded this motion. All were in favor.
- B. Amend position description for Circulation Supervisor - See attached. Ms. Larson would like to amend that section II:G reflects the position as exempt. Dr. French moved that we accept the amendment. Mr. Harrison seconded this. All were in favor. Mr. Harrison questioned the meaning of section II: D “Monographs constitute a primary source of new and primary information needed by library users.” Ms. Larson explained that it meant they use books, but she was unsure why this was there; it’s neither logical nor necessary there and Ms. Larson will look through other position descriptions for this language as well.

Dates to remember:

- Friends Book Sale: January 19, 2019
- Library closed for Martin Luther King, Jr Day January 21, 2019
- Poetry Coffee House Friday, January 25, 2019 @ 7pm

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- Next Meeting: February, 20, 2019 @ 7:30pm

MEETING ADJOURNED AT 8:09 pm