

## Maitland Public Library Board of Trustees

Wednesday November 20, 2019  
7:30 pm



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

Staff Present: Ms. Amber Downs, Manager of Public Services; Ms. Cheryl Davis, Executive Assistant.

The following members were excused: Mayor Dale McDonald; Dr. Scot French, Trustee;

The following members were not present or excused: 0

Members of the public attending: 0

MEETING CALLED TO ORDER AT 7:31 PM by Mr. Stanley

Approval of October 2019 minutes: Motion made by Mr. Harrison and Ms. Sandoz to approve the minutes; the motion passed unanimously

Nomination and Election of Trustee: Ms. Davina Spillman is a long-time Maitland resident and currently is the Dean of Students and Faculty at Park Maitland School. Mr. O'Lenick made a motion to nominate Ms. Spillman to the vacant seat (term expires 10/2020). Ms. Sandoz seconded the motion. All were in favor.

FINANCIAL REPORT: Mr. Yeuell presented the corrected September report. He and Ms. Davis met with the bookkeeper. The problem was caused by a filter issue. The library needs to order new wallet cards for members. These were not budgeted for. The Friends of the Library will help with that expense.

FRIENDS REPORT: There is no report for this month. Ms. Davis mentioned that FoL will be purchasing a new book cart.

LIBRARIAN'S REPORT is attached. It was emailed to board members. Ms. Downs reported that Ms. Larson was attending the Public Library Director's Meeting. Ms. Davis explained how the year to date data information works in the Public Services Statistics column in the Librarian's report.

Mr. Harrison motioned to accept these reports, seconded by Dr. Lee and passed unanimously.

Old Business: Update on Mission/Vision Statement - Feedback was received, and the verdict was an exact tie between the versions shared with staff. Mr. O'Lenick recommends one more meeting to tidy up the statement and resubmit it. Anyone is welcome to join meetings and help.

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

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Discussion Items: There were no items listed for discussion.

### Decision Items:

- A. Approve Plan of Service for 2020 - Presented by Ms. Downs. Mr. Allen questioned where we are with the "future space." Ms. Davis informed the board that in order for us to move forward on a new library location, the matter needs to appear on a city ballot first. Mr. Stewart suggested drafting a statement of principles to have ready for that time. Mr. Allen motioned to accept the Plan of Service, seconded by Mr. Yeuell. All were in favor.
- B. Approve Expenditure for Holiday Party for Staff - As in previous years, the board funds the main course for the party. Mr. Stewart motioned to approve the expense, seconded by Mr. Allen. All were in favor.
- C. Approve Expenditure for Staff Gifts - Ms. Davis has requested \$25 gift certificates to Publix be purchased for all staff. There are 21 employees. Mr. Stewart motioned to approve the expense, seconded by Mr. Allen. All were in favor.
- D. Approval of Art in the Library Policy - Ms. Downs presented a new policy in writing regarding art displays in the library. The policies noted had been in use, but nothing formally documented. Mr. O'Lenick suggested changes in wording. Ms. Doyle motioned to accept this policy, seconded by Mr. Harrison. All were in favor.
- E. Approval of Meeting Room Use Policy - As with the Art policy, all policies have been in place, just not in writing. Mr. Yeuell motioned to accept this policy, seconded by Dr. Lee. All were in favor.

### Dates to remember:

- Holiday Tea - December 1, 2pm - Adult tea party. Board invited to help
- Winter Wonderland - Saturday December 14, 2pm - help needed
- Holiday Party - December 18, 2019 5:30pm, meeting to follow
  - Ms. Sandoz suggested that the Friends of the Library be invited to the Holiday Party. Ms. Davis responded that the FoL and LCC had been invited previously and she will mention this to Ms. Larson.

MEETING ADJOURNED AT 8:48 pm by Mr. Stanley

Minutes submitted by Maria Hannon, secretary