

Maitland Public Library Board of Trustees

Wednesday April 22, 2020
7:00 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; Dr. Scot French, Trustee; Ms. Davina Spillman, Trustee; Mayor Dale McDonald

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

The following members were excused: 0

The following members were not present or excused: 0

Members of the public attending: 1

MEETING CALLED TO ORDER AT 7:02 PM by Mr. Stanley

Approval of February 2020 minutes: Motion made by Mr. Stanley to approve the minutes; the motion passed unanimously

FINANCIAL REPORT: Financial reports/balance sheet are attached. Due to COVID19, the reports are not complete. The complete financial reports for March will be sent for the May meeting.

LIBRARIAN'S REPORT is attached. It was emailed to board members. Ms. Larson noted that the library has been closed due to COVID19 since March 18, 2020. Staff has been working from home, diligently posting different videos for the community on Facebook. There have been book reviews, cooking demonstrations and even storytime. Storytime had great views. All April programs were canceled, along with the annual 5k in May.

Dr. French moved to accept these reports, seconded by Mr. O'Lenick and passed unanimously.

Old Business: Mr. Stanley shared that it is in our best interest to keep the Gulf States accounts separate to avoid being charged bank fees.

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:

- Revisions to FY20 Budget - Ms. Larson shared the City of Maitland is planning a 3-9% revenue reduction due to the COVID19 situation. They are currently on a hiring freeze. Ms. Larson presented to the Board the current budget vs. what the budget could be with reductions due to the situation. After Ms. Larson reviewed the budget and natural reductions due to COVID19, she felt that she could save \$44,296.00(5%). After much discussion and taking many scenarios into consideration, Ms. Sandoz moved to give \$45,298.07 back to the city. Dr. French seconded and the motion passed with an 11-1 vote.

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Decision Items:

- COVID-19 Response - Ms. Larson presented the following question to the board, "How do we proceed going forward?" Ms. Larson also informed that there are libraries in the state that are providing curbside service. Mr. Stewart acknowledged Ms. Larson's diligent research into what other libraries are doing in the state. Curbside service would be a consideration upon reopening the library once the state deems it safe to. The library will remain closed through the stay-at-home order.
- Strategic Planning Process - Mr. Stewart reminded the Board that the Strategic Planning Process had been put on hiatus due to the situation. He noted that the committee will move to online meetings. Due to COVID19, the timeline will have to shift. Ms. Larson did note that the space planners should be presenting a preliminary draft soon.

Dates to remember:

- Next Board Meeting - May 20, 2020, 7:00 pm online (Zoom)

MEETING ADJOURNED AT 8:22 pm by Mr. Stanley

Minutes submitted by *Maria Hannon*, secretary