

## Maitland Public Library Board of Trustees

Wednesday November 18, 2020  
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. Frank Allen, Trustee; Ms. Liz Doyle, Trustee; Dr. Scot French, Trustee; Dr. Steve Lee, Trustee; Mr. Mike O'Lenick, Trustee; Ms. Davina Spillmann, Trustee;

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

The following members were excused: Mayor Dale McDonald;

The following members were not present or excused: 0

Members of the public attending: 1

MEETING CALLED TO ORDER AT 7:30 PM by Mr. Stanley

- Approval of October 2020 minutes: A motion was made by Mr. Stanley and approved unanimously.

FINANCIAL REPORT: Financial reports/balance sheet are attached. Mr. Stanley questioned the amount of the check from the city. Ms. Larson explained that the amount from the city does not include the amount from reserves, but the budget includes the reserves amount.

FRIENDS REPORT: The Bookstore is open and running. They are open reduced hours, but brought in \$465 in sales for October. They did not hold a sale alongside the Maitland Art Festival this year. The FoL replaced the Library holiday tree and are delivering poinsettias.

LIBRARIAN'S REPORT is attached. It was emailed to board members. Highlights were shared by Ms. Larson. October was a good month. Circulation stats are back to 2019 levels. Blu-Rays have been added to the collection. A new upgrade to inventory cataloging, and a custom image can be uploaded to items. The new building is still moving forward.

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

Old Business:

The Nominating Committee is looking to fill both open positions on the board soon.

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:

There were no items for discussion.

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### Decision Items:

Plan of Service - Ms. Larson explained that the Plan of Service is a one-year snapshot from the strategic plan of what to accomplish this year and must be submitted for State Aid to Libraries. Ms. Larson explained that the Library will still offer video programs, as no in-person programming is scheduled in the near future. Videos will continue after the pandemic. Ms. Doyle suggested that curbside pick-up also be added to the plan.

Food for Fines will start on December 1st.

Mr. Yeuell moved to accept this, seconded by Mr. Harrison. All were in favor.

Gift Cards for Staff & Holiday Party - Due to the pandemic, staff is not permitted to gather. The Board agrees it is in the best interest to not hold a staff party this year. Eighteen- \$25 gift cards will be purchased for the library staff by Ms. Larson, for a total of \$425. An additional \$25 gift card will be given to the staff in lieu of a holiday get-together. Dr. Lee moved to budget \$900 from corporate funds to purchase staff gift cards. All were in favor.

Strategic Planning Committee - Mr. Stewart will set a Zoom meeting date after Thanksgiving. Ms. Spillmann will join the committee. As of now, the committee includes Mr. Stanley, Dr. Lee, Mr. O'Lenick, Mr. Stewart, and Ms. Doyle. Ms. Larson will resend the last 5-year plan to committee members.

Dates to remember:

- Next Board Meeting - December 16, 2020, 7:30 pm
- Ms. Larson reminded the various committees to set meeting times and make her aware so she can post the meetings publicly.

MEETING ADJOURNED AT 8:18 pm by Mr. Stanley

Minutes submitted by Maria Hannon, secretary