

Maitland Public Library Board of Trustees

Wednesday June 17, 2020
7:30 pm



ATTENDANCE: The following members were present: Mr. Dave Stanley, Chairman; Mr. Andrew Harrison, Vice Chairman; 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;

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: Mr. Bryan Stewart, President
Members of the public attending: 0

MEETING CALLED TO ORDER AT 7:33 PM by Mr. Stanley

Approval of May 20, 2020 minutes: Motion made by Mr. Stanley to approve the minutes; the motion passed unanimously

FINANCIAL REPORT: Financial reports/balance sheet are attached. Mr. Harrison questioned about the "prepaid insurance" line on page 6. Ms. Davis will seek clarification from the auditor if this is a bill or liability.

LIBRARIAN'S REPORT is attached. It was emailed to board members. Highlights were shared by Ms. Larson. Curbside pick-up is still very busy. The building is not as busy. Ms. Nofuente has retired on the advice of her physician. The morning librarian is also out at the advice of her physician. There is one other staff member on the fence in regards to leaving. There is a lot of Plexiglas installed around staff areas. There is more live programming coming in the future. Yoga is receiving 100+ views. Story time cannot come back anytime soon. The Bookstore will remain closed. There has been no update on the front doors.

FRIENDS REPORT: The Friends(FoL) have met via Zoom - they do not plan on opening the store as of now. The LCC would like to do a "book store online" for the FoL by listing certain titles and handling the sales. FoL have paid for all summer reading prizes and cooking demos.

COMMITTEE REPORTS: There are no reports at this time.

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

Old Business:

PPP Loan: While there has been a change in requirements, we still meet all requirements for this loan. Mr. Harrison suggested that having to give back money not used from this loan to the city at the end of the fiscal year would be a breach of terms. Ms. Larson stated that non-profit hospitals are not eligible for the loan if more than 50% of their income is received from the government. Mr. Harrison questioned if our income is considered from the government. Ms. Larson explained that while we are a "corporation," we do receive 95.3% of money from the city. Informally, all board members were in agreement to drop pursuing this loan.

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Budget Meeting: Friendly reminder that the budget presentation to the city will be held on July 21st at noon. The city will have more information as to how this meeting will be held later. Ms. Larson will send reminders for anyone wishing to support her at the meeting.

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:

- COVID-19 - Ms. Larson stated that she is having a difficult time finding disinfecting products. There is no timeline for the next phase of reopening. As of now, there are no chairs in the library, except for at the computers. Meeting rooms and study spaces are not available. There are studies happening now to see if COVID-19 affects library books. Books are still in quarantine. The library is currently only offering express services as of now. Most libraries are acting in the same manner.

Decision Items:

- Interlibrary Loan Policy(ILP) - All local libraries had done away with the ILP, as it was very expensive. This program is a statewide delivery service, funded by the state. The only cost would be for staff to process. Mr. Harrison questioned how much staff time would be required in order to process. Ms. Larson said that time would be minimal, possibly 10 hours a week. It is easier now to add books than it was in years previous. Ms. Larson is exploring the possibility of joining this program, but in order to do so, a policy must be created. Ms. Larson has requested that the Board table this and create a draft at a later time. This would not be something the library would advertise, but use as needed.
 - Mr. Yeuell made the motion to table this until the September meeting, seconded by Dr. French. The motion carried un unanimously.

Dates to remember:

- Next Board Meeting - September 16, 2020, 7:30 pm

MEETING ADJOURNED AT 8:31 pm by Mr. Stanley

Minutes submitted by Maria Hannon, secretary