

Maitland Public Library Board of Trustees

Wednesday August 19, 2020
7:30 pm



ATTENDANCE: The following members were present: 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; Ms. Liz Doyle, Trustee; Dr. Scot French, Trustee; Ms. Davina Spillmann, Trustee;

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

The following members were excused: Mayor Dale McDonald; Mr. Dave Stanley, Chairman; Dr. Steve Lee, Trustee

The following members were not present or excused: 0

Members of the public attending: 0

MEETING CALLED TO ORDER AT 7:37 PM by Mr. Harrison

- Approval of June 2020 minutes: Motion made by Mr. Harrison to approve the minutes, seconded by Mr. Allen; the motion passed unanimously.
- Approval of May 19 & August 5, 2020 Finance Committee Meetings minutes: Mr. Harrison noted that he was not present at the May 19, 2020 meeting. Ms. Larson will amend the minutes to reflect that Mr. Harrison was not there. A motion was made by Mr. Harrison to approve the minutes, seconded by Dr. French; the motion passed unanimously.

FINANCIAL REPORT: Financial reports/balance sheet are attached. Ms. Larson explained that the library has not been open to patrons, therefore fines and copier income is lower than budgeted.

LIBRARIAN'S REPORT is attached. It was emailed to board members. Highlights were shared by Ms. Larson. Curbside pick-up will remain a service provided "forever." Patrons appreciate this service. As of this meeting, the library building has been open to patrons for approximately 10 days and is going well.

Mr. Yeuell moved to accept these reports, seconded by Ms. Sandoz and passed unanimously.

Old Business:

COVID-19: This was updated in the Librarian's Report (see attached)

New Business:

Mr. Stewart shared an article regarding a library in Australia. In this article, the Board Members of this library personally reached out to patrons to see how they were doing and to keep them up to date with what their library was offering. Mr. Stewart made a formal motion for the Maitland Public Library Board to replicate this project. Dr. French seconded this motion, which was approved unanimously. Mr. Harrison questioned the legality of using member information to contact patrons, while Ms. Spillmann questioned the timeframe of this project. Mr. Stewart felt that a script could be written and legal approval obtained in time for this to be on the

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September Meeting Agenda. Ms. Doyle offered that this undertaking could be more than anticipated and offered help from the LCC.

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

Discussion Items:

City Council Site Assessment Workshop - The City of Maitland plans to meet with the Board to ascertain what is needed for a new library. Discussion took place regarding the three (3) site locations for a new building. Mr. Harrison moved to set a meeting that would enable a walking tour of all locations suggested. Mr. Yeuell seconded this motion; the motion passed unanimously. A workshop was set for Saturday, August 29, 2020 at 9:30 am. All interested should meet at Packwood and Maitland in order to explore the sites for the future library.

Decision Items:

Establishment of a Foundation - Mr. Harrison stated that more money will be needed for a new building. Mr. Stewart explained that having a Foundation would allow the Library to have Legacy Funds and Corporate Funds. Ms. Larson shared that it is common practice for libraries to have both a Foundation and Friends of the Library (FoL). After much discussion, Mr. Stewart shared that he would obtain legal advice regarding starting a Foundation. Mr. Yeuell moved to move forward with legal counsel. Mr. Stewart seconded this motion, asking Board Members to "think of this as a way for our organization to mature." The order passed unanimously. Ms. Doyle requested that the FoL do understand the intentions of a Foundation would not replace them. Mr. Stewart said he will speak to the FoL so they understand it would not affect what they do.

Dates to remember:

- Next Board Meeting - September 16, 2020, 7:30 pm
- Annual Membership Meeting - October 21, 7 pm to be followed by regular Board Meeting.

Ms. Larson noted that the library will not need to close for the Annual Cleaning Day in October due to the heavy cleaning that was done during the time the building was closed to patrons due to COVID-19 in June. She also advised that Storybook Tea most likely would not happen this year due to COVID-19.

MEETING ADJOURNED AT 9:39 pm by Mr. Harrison

Minutes submitted by *Maria Hannon*, secretary