

**Maitland Public Library Board of Trustees**  
501 South Maitland Avenue  
Maitland, Florida 32751  
Wednesday, April 21, 2021  
7:30 pm



WELCOME to our Board meeting. Public comment is welcome during the Public Period for any items not included on the agenda as a Board Decision. In the interest of time efficiency, the following will prevail for comments by the public. Each speaker will be permitted 3 minutes to state his case. Group presentations will be permitted 3 speakers including the spokesperson – each being limited to 5 minutes. No speakers will be interrupted.

This meeting will be conducted via ZOOM Conferencing in order to protect members of the Board and the public from the spread of COVID-19. The link will be posted on the Library's website at least 5 minutes prior to the meeting start. Members of the public will have their microphones muted by the host except during the public periods of the meeting. The host will retain control of screensharing.

- I. Call to Order
  - A. Approve Minutes of March 17, 2021, Board Meeting
- II. Reports
  - A. Financial Report
  - B. Friends Report
  - C. Librarian's Report
- III. Old Business
- IV. Public Period
- V. Discussion Items –
  - A. Friends of the Library Board Volunteer
- VI. Decision Items –
  - A. Approve Executive Assistant job description
  - B. Recognizing Departing Staff
- VII. Dates to Remember
  - A. Next Meeting: May 19, 2021, 7:30 p.m.
- VIII. Adjournment

***Notice: Any person who desires to appeal any decision made at this meeting will need a record of the proceedings and, for this purpose, may need to ensure that a verbatim record of the proceedings is made which includes testimony and evidence upon which the appeal is to be based. Persons with disabilities needing assistance to participate in any of these proceedings should contact the Library Director (407-647-7700) 48 hours in advance of the meeting.***