

Maitland Public Library Board of Trustees

Wednesday July 21, 2021
7:30 pm



ATTENDANCE: The following members were present: Mr. Dave Stanley, Chairman; Mr. Bryan Stewart, President; Ms. Marilyn Sandoz, Vice President; Mr. Kay Yeuell, Treasurer; Mr. Bob Allen, Trustee; Mr. Dave Baker, Trustee; Ms. Liz Doyle, Trustee; Dr. Steve Lee, Trustee; Mr. Mike O'Lenick, Trustee; Ms. Davina Spillman, Trustee; Mr. Frank Allen, Trustee; Dr. Scot French, Trustee;

Staff Present: Ms. Stacie Larson, Director, Ms. Jenn Bishop, Executive Assistant

The following members were excused: Mr. Andrew Harrison, Vice Chairman; Ms. Maria Hannon, Secretary; Ms. Jan Bowman, Trustee; Mayor John Lowndes, Ex-Officio

The following members were not present or excused: 0

Members of the public attending: 0

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

- Approval of June 2021 minutes: A motion was made by Mr. Stanley and approved unanimously.

FINANCIAL REPORT: Financial reports/balance sheets are attached. There were no questions at this time.

FRIENDS REPORT: The F.O.L. have elected new officers. The bookstore is starting to see pre-pandemic numbers in their sales. The bookstore manager will be stepping down at the end of August. A previous issue of access to dues paid through PayPal has been resolved.

LIBRARIAN'S REPORT is attached. It was emailed to board members. Highlights were shared by Ms. Larson. Most of the furniture has been returned for public use. Toddler furniture and toys have not been returned to the floor yet, but it is anticipated that they will be returned soon. Attendance has increased to near pre-pandemic numbers. The library has a new hybrid programming Zoom cart, featuring an auto-focusing camera and omnidirectional microphone. The cart was paid for with a grant from the Frank and Betsy Houghton Fulmer fund, from Central Florida Foundation, Inc. Many in-person programs have returned, like book clubs and yoga. More in-person programming will be back in the fall, with online registration to better manage attendance numbers as we continue through the latter stages of the pandemic. Summer reading is wrapping up, and has been considered a great success. There have been staff changes. One part-time librarian and two library assistants submitted notice, and interviews were conducted to find their replacements.

Questions were asked about the status of the upstairs A/C repair. The previous unsuccessful fixes were explained. A motion was made by Ms. Sandoz and seconded by Mr. Yeuell, for the board to communicate with the city manager on behalf of the library on this matter. Mr. Stanley will write a letter and Mr. F. Allen will place a phone call to the city manager to request that they expedite the replacement of the upstairs A/C unit.

Mr. B. Allen moved to accept these reports, seconded by Mr. F. Allen, and passed unanimously.

Old Business: There was no old business to discuss at this time.

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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: Mr. Harrison attended a meeting with attorneys Meehle & Jay to discuss establishing a foundation to better serve the interests of the library. Mr. Harrison could not attend this meeting and copies of the Engagement Letter and Scope of Work were emailed to the members of the board. This item will be up for decision at the next meeting.

Decision Items:

Strategic Plan 2021-2026 – The most recent draft of the strategic plan was emailed to the members of the board. The template was approved but some members had suggestions to enhance the font and certain phrases. Those suggestions were noted by the Strategic Planning Committee, who agreed to meet once more to finalize the plan. The committee will present the final draft of the strategic plan at the August board meeting.

A meeting was scheduled for August 11, 2021 - Mr. Stanley proposed that a meeting should be scheduled in August for a debriefing of the rescheduled Budget meeting with the City and to discuss the final draft of the Strategic Plan. There were no objections and passed unanimously.

New Business:

Mr. Stewart explained that he received a complaint from a patron who was disappointed that in-person story time had not returned to the library. While she praised the staff, she was upset that her children were missing important socializing opportunities. Not having a pre-established, direct line of communication with the board, this patron used the internet to find Mr. Stewart. The question was asked of the appropriateness of having direct contact with patrons. If so, what is the best way to open that line of communication. Ms. Larson suggested establishing a single email address, hosted by the library, or creating an online form on the Board of Trustee's page on the library site. All online forms will be forwarded to Mr. Stanley or Mr. Stewart. They will respond that the conveyed matter will be discussed at the next scheduled board meeting. A motion was made by Mr. Stanley to create an online form. Mr. Yeuell seconded. The motion passed unanimously.

Dates to remember:

- Next Board Meeting – August 11, 7:30, 2021 (in person with Zoom option)

MEETING ADJOURNED AT 9:01 pm by Mr. Stanley

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Minutes submitted by Jenn Bishop, executive assistant.