

Maitland Public Library Board of Trustees

Wednesday September 15, 2021
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. Bob Allen, Trustee; Mr. Frank Allen, Trustee; Mr. Dave Baker, Trustee; Ms. Jan Bowman, Trustee; Ms. Liz Doyle, Trustee; Dr. Scot French, Trustee; Dr. Steve Lee, Trustee; Mr. Mike O'Lenick, Trustee; Ms. Davina Spillman, Trustee;

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

The following members were excused: 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 7:32 PM by Mr. Harrison.

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

FINANCIAL REPORT: Financial reports/balance sheets, and a chart of all accounts are attached. There were no questions at this time. Mr. Woodard will need to be removed from the Iberia account, as he is no longer a board member. Mr. Yeuell is the only board member authorized for the safety deposit box. That access list will need to be amended. Ms. Larson suggested waiting until October to do this once all officers have been elected.

There are 3 Gulf States accounts. Funds from the CD have been deposited there. The primary account has an extra \$1,495.18 that should be moved into the operating account. The finance committee will discuss what to do with this issue.

Correction to accounts list: Ms. Larson is not on the Gulf States Account. Ms. Bishop will correct this on the chart.

FRIENDS REPORT: More members are needed. Nanci Adler is chairing the membership committee. The store is doing well. The FoL are planning a November book sale. They will need help with set up and take down. The sale will be held in the community room.

LIBRARIAN'S REPORT is attached. It was emailed to board members. Highlights were shared by Ms. Larson. Ms. Downs has resigned. Storytime has yet to return in person. As the weather is cooling down, in person story time might be possible outdoors. Storybook Tea will be a "Take & Make" event this year, with a wizard school theme. The hybrid technology is working well. Calling Our Culture hosted 22 viewers via Zoom and 7 in person. Inter-library Loan will be on hold for 2 weeks due to carrier changes. Winter Park Public Library will be closed from 10/30-12/13 2021 as they move to their new building.

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

Maitland Public Library Board of Trustees

Wednesday September 15, 2021
7:30 pm



Old Business: Mr. Harrison notified the board that paperwork for the foundation has been received and there will be an update next month.

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:

Mr. Baker inquired as to when the board discusses goals and short term items. Mr. Harrison informed that board members can let Ms. Larson know when they would like to discuss something and she will add it to the agenda. Ms. Larson informed the board typically discusses a Plan of Service on the November agenda. Ms. Bishop will add this request to the October agenda.

Decision Items:

Strategic Plan - The draft of the Strategic Plan is attached. It was emailed to board members. Minor language corrections were made. Dr. Lee moved to accept the Strategic Plan. This motion was seconded by Ms. Sandoz and approved unanimously.

Nominating Committee - The Nominating Committee will be composed of Ms. Sandoz, Mr. B. Allen and Mr. Stanley, with Mr. Stanley as the chair. Board members with expiring terms are: Dr. Lee, Ms. Doyle, and Mr. O'Lenick. All officers need to be re-elected. Nominating Committee meetings will be noticed 3 business days in advance. Mr. Stewart moved to accept this committee, seconded by Dr. French, and passed unanimously.

Job Description - Ms. Larson presented the job description for Manager of Public Services. With Ms. Downs leaving, Ms. Larson stated this was a good time to review the description for her position as she looks for someone new. The biggest change will be removing primary responsibility for collection development, which will be assigned to the Manager of Digital Services (Ms. Keating). Mr. Baker suggested a change to the Manager of Digital Services title to suit the job position and duties. Ms. Doyle suggested including the knowledge of social media skills. Ms. Doyle will send suggested language to Ms. Larson for consideration. Mr. Stewart moved that the board approve the job description with the potential to add further changes at Ms. Larson's discretion. This motion was seconded by Mr. F. Allen and passed unanimously.

Dates to remember:

- Annual Meeting - October 20, 2021 7:00 pm (in person with Zoom option)
- Next Board Meeting - October 20, 2021 7:30pm (in person with Zoom option)

MEETING ADJOURNED AT 8:33 pm by Mr. Harrison
Minutes submitted by Maria Hannon, secretary