

Maitland Public Library Board of Trustees

Wednesday November 17, 2021
7:30 pm



ATTENDANCE: The following members were present: Mr. Frank Allen, Vice Chairman; Mr. Bryan Stewart, President; Ms. Marilyn Sandoz, Vice President; Ms. Maria Hannon, Secretary; Mr. Andrew Harrison, Treasurer; Mr. Bob Allen, Trustee; Mr. Dave Baker, Trustee; Ms. Liz Doyle, Trustee; Dr. Scot French, Trustee; Dr. Steve Lee, Trustee; Ms. Davina Spillman, Trustee; Mr. Kay Yeuell Trustee

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

The following members were excused: Mayor John Lowndes, Ex-Officio; Mr. Dave Stanley, Chairman; Ms. Jan Bowman, Trustee;

The following members were not present or excused: 0

Members of the public attending: 0

MEETING CALLED TO ORDER AT 7:35 PM by Mr. F. Allen

- Approval of October 2021 minutes: A motion was made by Mr. B. Allen, seconded by Mr. Yeuell and approved unanimously.
- Approval of Nominating Committee Meeting minutes from 11-11-21: A motion was made by Mr. Baker, seconded by Mr. B. Allen and approved unanimously

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

FRIENDS REPORT: Ms. Larson shared that the Friends of the Library(FoL) held their book sale. The official sales amount has not been released yet. Book Store sales have been steady, but not hectic. The FoL have approved a new membership structure. All memberships will now be considered "individual". Membership fees are now payable through PayPal. FoL have asked to upgrade the library street signs with the national library symbol. Ms. Larson has requested the City change these signs. The City has responded positively to upgrade the signs and absorb the fees. Mr. Baker inquired if there are library location signs on the bike trails. Ms. Larson stated she only knew of the actual road signs and not the bike trails.

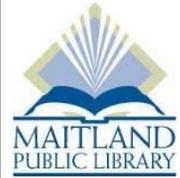
LIBRARIAN'S REPORT is attached. It was emailed to board members. Highlights were shared by Ms. Larson. The Manager of Public Services position has yet to be filled. The job listing has been moved to the top of the ALA Job Board listings. Ms. Larson did advise that the average time for this particular position to remain open is approximately 90 days. There has been a rise in new users from Winter Park Public Library(WPPL) due to their closure. The WPPL reopens next month at their new location.

Mr. Baker had general questions regarding WPPL reciprocal borrowing, which led to Mr. Harrison to inquire about the status of the request sent to Seminole County Libraries in regards to reciprocal borrowing. Ms. Larson stated that she had not heard anything from the request. She will look into the status of this. Storytime has returned to in person sessions. Registration is required to keep the numbers at a safe level. The Holiday Tea will return this year on December 5th and will be the first one hosted since 2019. Mr. Yeuell moved to accept these reports, seconded by Mr. Harrison, and passed unanimously.

Old Business: There was no old business to discuss.

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

Discussion Items:

Sunshine Law Restrictions on Zoom and Hybrid Meeting Options - Ms. Larson noted the MPL Board is not a city entity, and as long as a quorum is met, hybrid meetings (online via Zoom and in person) can continue. A few board members vocally showed support for the hybrid system. Mr. Harrison inquired if Board members attending via Zoom can vote. With no one present knowing for sure, Mr. Baker requested we table this discussion for the next meeting. He will take on the task to read more into the Sunshine Laws to help make a proper decision.

Gulf States/McCoy Merger - Ms. Bishop shared that Gulf States is hosting a meeting on December 28th regarding the upcoming merger. The packet was emailed previously to the board. She asked the board if the need was felt to attend, and if so, who was the representative to be. Mr. Stewart suggested a proxy vote be sent. Mr. F. Allen requests this issue be added to the December meeting. Mr. Baker asked if we should stay with McCoy, Mr. Harrison suggested we remain with this bank as long as the location does not close.

Decision Items:

Plan of Service - Ms. Larson shared the actions submitted, going over the highlights. Mr. B. Allen moved to accept the plan, seconded by Mr. Baker. Motion passed unanimously.

Formation of Foundation - Mr. Harrison stated that three (3) people were needed in order to get the foundation set up (President/Treasurer/Secretary). Mr. Stewart is interested in moving to the Foundation as President. Ms. Doyle voiced her interest in becoming the liaison between the board and foundation. Mr. Baker moved that Mr. Stewart find two other people to join him on the foundation board so the MPL Board can vote on this in December. Dr. Lee seconded the motion. All were in favor.

Approve Expenditure for Staff Gifts & Holiday Party - Mr. B. Allen moved that \$1050.00 from corporate funds be used for staff gifts in lieu of a holiday party this year. This was seconded by Ms. Sandoz and unanimously approved.

Dates to remember:

- Next Board Meeting - December 15, 2021 7:30pm (in person with Zoom option)

MEETING ADJOURNED AT 9:37 pm by Mr. F. Allen

Minutes submitted by Maria Hannon, secretary

Librarian's Report to the Board of Trustees

Stacie A. Larson, MSLS

October 2021



COVID-19

- The Library continues to post regular programming through Facebook (www.facebook.com/MaitlandPublicLibrary), Instagram (www.instagram.com/MaitlandPublicLibrary), and YouTube (www.youtube.com/MaitlandPublicLibrary).
- Masks, worn properly to cover nose and mouth, are required for all staff and strongly recommended for patrons in public areas of the building.

PERSONNEL/PROFESSIONAL DEVELOPMENT

- Our newest Library Assistant, Ms. Conricode, submitted her resignation effective November 13 in order to address a family matter. In her short time, Ms. Conricode made a positive impact on the Library; Ms. Larson encouraged her to consider returning to the Library when she is able.

PUBLIC SERVICES

Registration Statistics

August Library Cards Issued: 84 Resident, 8 Reciprocal, 0 Non-Resident (17 temporary digital cards)

September Library Cards Issued: 71 Resident, 17 Reciprocal, 0 Non-Resident (17 temporary digital cards)

October Library Cards Issued: 52 Resident, 16 Reciprocal, 1 Non-Resident (8 temporary digital cards)

Improving Communication with Staff

- Mr. Dunlap reminded the Library Assistants via email about the importance of tallying reference questions for statistical purposes.
- At Mr. Salgado's request, Mr. Dunlap furnished him with a brief training document to aid the Library Assistants with shelving non-fiction. Ms. Larson contributed a link to a YouTube video created by Miami-Dade libraries.

Improving Customer Service

- The Winter Park Public Library will be closed October 30-December 13, while they move into their new facility. Ms. Larson, Ms. Schneider at WPPL, and Mr. Dunlap worked out some temporary changes for verifying the status of their borrowers applying at MPL for reciprocal borrowing privileges. Rather than calling WPPL to verify good standing on-the-spot, Mr. Dunlap will e-mail its circulation department a weekly list of patrons who requested Maitland cards. To facilitate this process, Mr. Dunlap created a spreadsheet into which Circulation staff can input information on new Winter Park reciprocal borrowers and trained staff in the temporary procedures. Staff anticipates a noticeable rise in WPPL patrons using this Library during the closure.

Feedback from the Public

- "You have superb customer service."
- One patron expressed concern with how dark the parking lot gets in the evening, calling it a safety hazard. [Facilities staff have since replaced some light bulbs, improving the situation.]
- "You guys are a great service."
- "The [Rollins] art kits are great. I hope the kids get inspired."
- "I think it's great you all are doing that." [re: the vaccine clinic on October 13]

Art in the Library

- Art in October: Donald McCloskey, mixed media. Mr. McCloskey will hosted a reception on Wednesday, October 13, and patrons enjoyed the abstract mixed mediums of his work.
- Art in November: children's art from New Hope for Kids

Adult Services

- "Distinctive Places to Discover in Maitland" made its debut in the community with an introduction video and flyers. Patrons have enjoyed exploring the city of Maitland and the beautiful sights it has to offer. Big thanks to the members of the Learning and Cultural Center for creating this passive program and especially to Nanci Adler for narrating the video.
- Adult Services celebrated Craft-O-Ween by scheduling craft classes, such as a month-long Crochet Crafters series and a Twine Pumpkin Craft class.
- The Maitland Public Library partnered with CFCArts for a Ukulele for Older Adults series. The first class took place on Friday, October 29. The community's response was so great, the class had a waitlist of over 10 people.
- Ms. Torres hosted the first Spice Club Demonstration class on Sunday, October 3. Attendees enjoyed receiving October's Spice Club Kit a day early and tasting two of the month's recipes. October's Spice Club kit featured cinnamon; Ms. Torres distributed 40 kits to patrons in October.
- Ms. Torres wrote and submitted the Florida Humanities grant follow-up document, which detailed the success of the "Calling Our Culture" series in September. All grant requirements have been completed.
- Attendance at Senior Social Hour has been lagging. Patrons seem interested in the idea, but it takes a lot of explaining that it's a board game meet-up. Ms. Larson and Ms. Torres are exploring new names and ways to market this program.

Youth Services

- With views of recorded videos dropping and 0 attendance for October's Zoom youth programs, the decision was made to ease back into in-person story time, starting outside on the Library's courtyard. The first session was October 20 and had around 40 attendees. The second session a week later had close to 50. Reception was positive, especially from parents who attended story time pre-COVID.
- Based on the positive reception to outdoor story time, Ms. Larson, Ms. Keating, Ms. Daniels, and Ms. Bumgardner met regarding the return of indoor story time beginning in November. They decided to offer story time twice a week in-person, with required registration, and once a month outdoors, without registration. Ms. Keating and Ms. Daniels further discussed how to set-up registration in

advance to cap the number of attendees for the indoor story time. The web calendar does have a way to do this and Ms. Keating showed Ms. Daniels how to implement the feature.

- Celandine Life Prep Academy was able to attend one of the outdoor story time sessions. Seven of their students who use wheelchairs joined in and enjoyed partaking of story time with the other kids. They have scheduled regular library days for their students going forward, a return to their pre-COVID instruction.
- Ms. Bumgardner and Ms. Daniels created Harry Potter themed kits to hand out instead of hosting the annual Story Book Tea Party. Kits included craft materials, a reading list, recipes, tea (for at-home tea partying), themed giveaways, and more. They proved to be popular, though hopefully there will be an in-person tea party next autumn.
- Ms. Bumgardner and Ms. Daniels worked at the City of Maitland’s Fallween party on October 30 manning the pumpkin painting booth. The event turned out to be a bit more chaotic than planned, and not overall a great outreach opportunity, but many library patrons were pleased to see MPL staff at the event. A big thanks to Dave Stanley, Marilyn Sandoz, and Maria Hannon for their assistance.

DIGITAL SERVICES

Digital Statistics										
	Web				Electronic Circulation			Social Media		
	Visitors	New Visitors	Page Views	Mobile Users	Books	Audio	Flipster	Facebook Likes	FB Reach	IG Reach
August	7338	3166	25695	1880	668	591	234	1.7k	3789	443
September	7216	3049	26621	1589	670	543	225	1.7k	2392	495
Oct	7060	2999	26041	1548	682	554	191	1.7k	4597	596

Social Media & Web Page

- It was discovered that the friends of the library PayPal link was no longer working. Upon investigation, MS. Keating discovered that their account needed to be logged back in. She coordinated with a member of the friends, as she does not have the password. The link is now working.
- Ms. Keating made regular updates to the website and social media, particularly highlighting events such as the coronavirus vaccine clinic. Thanks to Mary Daniels for contributing content and her graphic design expertise.

Information Technology

- Ms. Keating worked with Mr. German over several days to assist him as readied the Youth computers. The library now has two youth computers available for use.
- The Microsoft licenses for the new nComputing units have been purchased. Mr. German will be setting up the new public PACs in the near future.

Technical Services

- Ms. Keating has been working with the technical services department on ways to streamline the ordering process. She is also developing a plan that will create a more time effective way to manage suggestions for purchase along with the library's usual collection development.
- Ms. Keating's spent a great deal of time browsing through all of the current vendors such as Baker & Taylor, Blackstone Audio, and Penworthy. This also included getting more familiar with the B&T lease program, the automatically yours authors as well as the standing orders from Blackstone Audio.
- Ms. Keating worked on and endowments order this month as well as a new process for Ms. Dye to use in placing the order.
- Ms. Keating met with Ms. Rosenbaum to discuss ILL procedures. She answered questions and confirmed the process. Ms. Rosenbaum is now including the ILL numbers in a note when creating the UPS label. This will allow us to match the UPS tracking numbers with the actual items.
- Now that training of the new Library Assistants has eased somewhat, Mr. Salgado has been able to return to the inventory project. Approximately 75 percent of adult non-fiction is now complete.

Attachment to Minutes