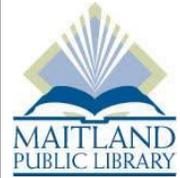


## Maitland Public Library Board of Trustees

Wednesday October 20, 2021  
7:30 pm



ATTENDANCE: The following members were present: Mr. Dave Stanley, Chairman; Mr. Bryan Stewart, President; Mr. Andrew Harrison, Treasurer; Mr. Bob Allen, Trustee; Mr. Frank Allen, Trustee; Mr. Dave Baker, Trustee; Ms. Jan Bowman, Trustee; Dr. Scot French, Trustee; Dr. Steve Lee, Trustee; Ms. Davina Spillmann, Trustee; Mr. Kay Yeuell, Trustee

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

The following members were excused: Ms. Marilyn Sandoz, Vice President; Ms. Maria Hannon, Secretary; Ms. Liz Doyle, Trustee; Mayor John Lowndes, Ex-Officio

The following members were not present or excused: 0

Members of the public attending: 1

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

- Approval of September 2021 minutes: A motion was made by Dr. Lee, seconded by Mr. B. Allen and approved unanimously.

FINANCIAL REPORT: Financial reports/balance sheets were sent out to prior to the meeting. There were no questions.

FRIENDS REPORT: The Friends voted to amend their by-laws. Ms. Nancy Adler was elected Membership Chair. The Friends will be hosting a Book Sale in the Community Room on November 13<sup>th</sup> and 14<sup>th</sup> from 10:00am to 3:00pm, to coincide with the Rotary Art Festival. They are looking for volunteers to help with the sale. The previous issue with PayPal is in the process of being resolved.

LIBRARIAN'S REPORT is attached. It was emailed to board members. Highlights were shared by Ms. Larson. A new reference Librarian, Kelly D'Ambrosio, will start on November 2<sup>nd</sup>, to replace Ms. Guzman-Borrero. Ms. Downs's spot is still open. No applying candidate has been qualified for the job. The Florida Humanities Council grant-funded "Calling Our Culture" series was successful. Even with two of the three speakers choosing to Zoom in, attendance was high. The Winter Park Library will be closed for six weeks, from October 30<sup>th</sup> to December 13<sup>th</sup>. We anticipate an increase in reciprocal borrowers coming to Maitland during this time. New public computers will be available soon, waiting on software configuration. Mr. F. Allen asked if the city sees the library's attendance numbers. Ms. Larson explained that they are presented quarterly, as well as yearly with the budget proposal.

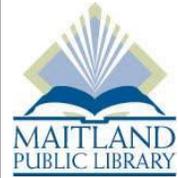
Mr. Stanley moved to accept these reports, seconded by Dr. French, and passed unanimously.

Old Business: There was no old business to discuss.

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

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### Discussion Items:

Mr. Baker inquired on the best way to present ideas for the Plan of Service to the members of the board. It was decided that ideas should be sent to Ms. Larson, who will compile them, and distribute them to the board in accordance with Sunshine Laws. The board were reminded that they are not free to discuss board topics outside of meetings, as everything must be made a matter of public record. Ms. Larson said that any ideas for the plan of service should reference the Strategic Plan, and that the Annual Plan of Service must be presented to the city by December 1, 2021.

### Decision Items:

Nominating Committee – Mr. Stanley (Chairman) and Mr. F. Allen (Vice-Chairman) were nominated. Mr. Baker motioned to accept these nominations, and was seconded by Mr. Harrison. The decision passed unanimously.

Reappoint Director – Mr. Yeuell moved to reappoint Ms. Larson as director, at the annual salary of \$71,004.85. Mr. F. Allen seconded. The motion passed unanimously.

Renewal of Auditor Contract – The proposed contract from Glickstein, Laval, and Carris, PA was presented. Mr. Harrison asked about the cost and value of the proposal. Ms. Larson confirmed that their stated rates are below market average for the services they offer. The motion to accept the offer was made by Mr. Harrison and seconded by Dr. Lee. The motion passed unanimously.

Formation of Foundation – Mr. Harrison explained that the paperwork is on file with the attorneys and they are ready to proceed with the formation of the previously agreed upon foundation. He reminded the members of the board that only one person may serve on both the board of the corporation and the board of the foundation, and would act as a liaison between the two entities. He explained that the finance committee suggested that at least three people, not including the liaison would be best to start the board of the foundation. It was generally agreed that Ms. Doyle, given her current profession and good standing in the community, would be the best candidate to act as liaison between the foundation and the corporation. Mr. Stewart volunteered to leave his seat the President of the corporation to be on the board of the foundation. He agreed to stay on as the president of the corporation until his replacement could be found.

Several members of the board had questions about the differences between the purposes of the corporation and the foundation, as well as who would be the deciding factor on how funds are requested and used by the library. The key differences are that members of the foundation do not need to be citizens of Maitland or members of the library, the foundation would be its own separate entity and would not be subject to Sunshine laws, and that the foundations guiding purpose would be fund-raising for the sole benefit of the Maitland Public Library. Mr. Baker, Mr. Harrison and Mr. Stewart all explained that by-laws for both the corporation and foundation would need amending to accommodate the changes in roster, intent, and relationship between the two entities. Dr. Lee and Ms. Spillmann both detailed their experiences with foundations. Mr. Harrison explained that the new foundation board would be best seeded by current board members who have a talent for fund-raising. Ms. Larson

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explained that the current corporation by-laws allow for a minimum of 7 trustees plus 4 officers. If three members leave for the foundation, those numbers would still be met, given the current roster. The decision was made to table the discussion until November, to allow time for the board to think about the new information and weigh the options of the proposed changes.

The meeting was adjourned at 8:50pm.

Dates to remember:

- Next Board Meeting – November 17, 2021 7:30pm (in person with Zoom option)

MEETING ADJOURNED AT 8:50 pm by Mr. Stanley  
Minutes submitted by Jenn Bishop, Executive Assistant