

## Maitland Public Library Board of Trustees

Wednesday April 21, 2021  
7:30 pm



ATTENDANCE: The following members were present: Mr. Dave Stanley, 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; Ms. Davina Spillmann, Trustee;

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

The following members were excused: Mr. Andrew Harrison, Vice Chairman; Mr. Mike O'Lenick, Trustee; Mayor John Lowndes, Ex-Officio

The following members were not present or excused:

Members of the public attending: 0

MEETING CALLED TO ORDER AT 7:31 PM by Mr. Stanley.

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

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

FRIENDS REPORT: The bookstore has new volunteers. Sunday hours will be returning. The FoL will be purchasing new patio umbrellas and pc terminals for the library. Ms. Larson reminded Board members to renew their Friends memberships.

LIBRARIAN'S REPORT is attached. It was emailed to board members. Highlights were shared by Ms. Larson. Ms. Larson was pleased to announce that as of 4/20/21, the library is fully staffed. The Board was introduced to Ms. Bishop. Ms. Bishop is the new Executive Assistant, taking over for Ms. Davis. Ms. Davis's last day will be 4/30/21. The Public Services Librarian position has been filled by Ms. Nikole Torres. The 5k this year has been replaced with a new health program by Ms. Downs (Move in May). Youth Services has introduced online Bedtime Stories. Books returned by patrons have previously been held in quarantine. This process has officially ended.

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

Old Business:

Strategic Planning update: Mr. Stewart shared that the committee is still meeting twice a month. The survey has been completed and the committee is preparing to draft. Dr. Lee has reached out to the Mayor for an introduction letter for the plan. The mayor is very excited to be a part of this.

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:

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Friends of the Library Board Volunteer: According to the F.O.L. bylaws, the executive committee bylaws state that a MPL Board Member needs to be on the F.O.L. executive committee. Ms. Sandoz volunteered for this position. Mr. F. Allen moved that she should take this position. This was seconded by Ms. Doyle and passed unanimously.

### Decision Items:

- A. Approve Executive Assistant Job Description - Ms. Larson presented a formal job description for the Executive Assistant position to the Board for approval. Mr. Yeuell moved to accept this document, seconded by Dr. Lee. This passed unanimously.
- B. Recognizing Departing Staff: Ms. Larson will be collecting money and have a card for Board members to sign for Ms. Davis.

### Dates to remember:

- Next Board Meeting - May 19, 2021, 7:30 pm

MEETING ADJOURNED AT 8:07 pm by Mr. Stanley

Minutes submitted by Maria Hannon, secretary