

Maitland Public Library Board of Trustees

Wednesday May 19, 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; 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: Ms. Jan Bowman, Trustee; Mayor John Lowndes, Ex-Officio

The following members were not present or excused: Ms. Liz Doyle, Trustee;
Members of the public attending: 0

MEETING CALLED TO ORDER AT 7:34 PM by Mr. Stanley.

- Approval of April 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. Mr. Yeuell contacted Commerce Bank regarding the CD that matures on 8/10/21. The Board needs to decide what to do. \$65k is marked for book endowments. Mr. Stanley suggested adding this to the June Board meeting agenda. The Finance Committee will recommend what to do.

FRIENDS REPORT: The bookstore is doing well, receiving many donations and continuing to bring in a similar income despite non-steady hours. Effective June 7, 2021, all volunteer shifts will be covered. The FOL have purchased new patio umbrellas with lights for the courtyard and donated the prizes for the poetry contest. They will also sponsor the summer reading prizes.

LIBRARIAN'S REPORT is attached. It was emailed to board members. Highlights were shared by Ms. Larson. Ms. Larson was pleased to announce that the library is fully staffed. Ms. Bishop is doing well in her role as Executive Secretary. Ms. Torres is the new Public Services Librarian. She has many great ideas for programs. Move in May did very well. The last event is May 22 with Dance Fitness at Quinn Strong Park. The New York Times is available at no cost on the library website. The library received 138 entries for the poetry contest.

Ms. Torres would like to offer a prize pack of 4 hours PTO for a Staff Summer Reading Program. Mr. Harrison stated that this should be at the Director's discretion, and all were in agreement.

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

Old Business:

Strategic Planning update: The committee is still meeting twice a month. Mr. O'Lenick shared that he will create one document from all individual documents. The draft will be available for everyone to read by June

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16th. The Board will add commentary at that time. A second draft should be available by July, with the final draft ready by August. While the board will have no general meetings during July and August, documents can still be sent. There will be no vote until September.

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:

Meeting format for June: Mr. Stanley stated that the Finance Committee meeting was in person and was well received. Dr. Lee asked if Zoom could still be an option for Board members who could not attend in person. Ms. Larson said yes, meetings will be available both online and in person. It was agreed that the June meeting will be in person with a Zoom option.

Decision Items:

FY22 Budget - The Finance Committee met on Monday, 5/17. There will be a few changes from last year's budget. Salaries are going up, as there are 6 Library Asst. salaries that must be raised to meet minimum wage requirements. To avoid salary compression, full time salaries must increase as well. Ms. Larson does not plan to have any money to return to the City this year. She also does not anticipate any changes between the time of this meeting and the Budget Meeting in July. The Board did not have any questions. Mr. Yeuell moved to accept this, seconded by Mr. B. Allen, and passed unanimously.

Dates to remember:

- Next Board Meeting - June 16, 7:30, 2021 7:30 pm at the Library

MEETING ADJOURNED AT 8:25 pm by Mr. Stanley

Minutes submitted by *Maria Hannon*, secretary