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; Dr. Scot French, Trustee; Mr. Kay Yeuell Trustee

The following members were present via Zoom: Mr. Dave Stanley, Chairman; Ms. Jan Bowman, Trustee; Ms. Liz Doyle, Trustee; Dr. Steve Lee, Trustee

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

The following members were excused: Mayor John Lowndes, Ex-Officio; Ms. Davina Spillman, Trustee;

The following members were not present or excused: 0

Members of the public attending: 1

MEETING CALLED TO ORDER AT 7:32 PM by Mr. F. Allen

- Approval of November 2021 minutes: A motion was made by Mr. B. Allen, and approved unanimously.

FINANCIAL REPORT: Financial reports & balance sheets are attached. There were no questions at this time. Ms. Larson informed the Board that the library is still in need of a bookkeeper.

FRIENDS REPORT: Ms. Larson shared that the Friends of the Library (FoL) held their book sale. The official sales amount was approximately $450. The FoL are deciding on whether or not to hold regular sales. Renewals for membership will go out in an email after the first of the year.

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 will be reposted in January. Mr. Harrison inquired as to why the position is still vacant. Ms. Larson feels that there is just no interest in that level of a position right now, as work from home positions are more popular at this time. The Penguin Party was held on December 11 and had 13 people in attendance. Many kits were handed out for people to take home. Seasons of Light was attended by Ms. Larson and Ms. Daniels. They spoke to approximately 50 people. The Holiday Tea returned and was the first big program held since Covid began. Approximately 47 people showed up. A motion to accept these reports was made by Mr. Harrison, seconded by Ms. Sandoz and approved unanimously.

Old Business: There was no old business to discuss.

Public Period: Mr. F. Allen opened the Public Period. Ms. Kristen Johnson introduced herself as a Maitland resident who is interested in a Trustee position. She will be contacted by the Nominating Committee.

Discussion Items:
Tracking Plan of Service Progress - Ms. Larson will incorporate the progress of the list shared last month into her monthly reports.

Decision Items:

**Sunshine Law Restrictions on Zoom and Hybrid Meeting Options** - After much research, Mr. Baker concluded that the Zoom option is acceptable and that the Board remains careful. Dr. Lee suggested that the Board should err on the side of caution, and only allow those in physical attendance to vote. Mr. Harrison moved that the Board will continue to allow members to attend meeting via Zoom without voting rights. This was seconded by Mr. Baker and unanimously approved. Attendance will be noted if physical or virtual.

**Gulf States Credit Union Merger** - Mr. Harrison shared that Gulf States Credit Union has been bought out by McCoy Federal Credit Union. The actual bank location will remain the same. Mr. Harrison moved that the Board vote in favor of the merger and that Mr. Yeuell will sign the proxy vote. This was seconded by Dr. French and unanimously approved by all of those in attendance.

**Formation of Foundation** - Mr. Stewart shared that he will wrap this up in January after the holidays. There were many questions from the Board to understand the relationship between the Foundation and the Board. It was noted that Ms. Doyle will attend all meetings as a liaison between the Board and the Foundation and Ms. Larson will attend all Foundation and Board meetings as well. Mr. Harrison moved for the Foundation to wrap up in January. This was seconded by Mr. Yeuell and unanimously approved by all those in attendance.

Dates to remember:

- Next Board Meeting - January 19 7:30pm (in person with Zoom option)

MEETING ADJOURNED AT 9:01 pm by Mr. F. Allen
Minutes submitted by Maria Hannon, secretary
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
- Kelly D’Ambrosio joined the staff as a part-time Reference Librarian effective November 2, 2021. She has worked previously in the Seminole County and Broward County public libraries.
- Bianca Fazio rejoined the staff as a Library Assistant.

PUBLIC SERVICES

Registration Statistics
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)
November Library Cards Issued: 38 Resident, 13 Reciprocal, 0 Non-Resident (6 temporary digital cards)

Improving Communication with Staff
- Mr. Dunlap created and shared with the circulation team a template to use when emailing a patron manually regarding hold availability. This template is only to be used when a patron who prefers phone notifications cannot be reached via phone. Standardizing this rare type of communication ensures uniformity, legibility, and professionalism regardless of which circulation team member is sending the message.
- Due to how dark the library parking lot gets in the evenings, Mr. Dunlap reminded circulation staff to wear the green high-visibility vest and use the cart’s headlight when retrieving the book drop after dusk.
- Senior Staff worked together to create an annual Plan of Service for the current fiscal year, for approval by the Board of Trustees.

Improving Customer Service
- Ms. Daniels, Ms. Bumgardner, and Mr. Dunlap coordinated to get Food for Fines up and running on #GivingTuesday, November 30. The Library will collect donations will be collected through December 31 and donate the items to the food pantry at Church of the Good Shepherd on Lake Avenue.
Feedback from the Public
• One patron suggested the library create a new card type for homeschool parents, one that would allow for longer checkout periods that correspond with the length of homeschool terms. Mr. Dunlap indicated to the patron he would pass the suggestion along.
• “Seven days a week? Really? That’s great!” (from a new patron who came from an area where libraries were open limited hours and fewer days of the week)
• “This is one of the most beautiful libraries I’ve ever seen.”
• “Thanks so much for doing such cool things for the community.”
• “You made it so easy.” [from a patron who needed assistance printing in color]

Art in the Library
• Art in November: children’s art from New Hope for Kids

Adult Services
• Craft programs have had strong attendance this fall. In November, Ms. Torres led patrons through making fall bath bombs, soap, and leaf ornament painting. She is planning a robust slate of winter-themed programs for the coming months.
• Ms. Torres began working on the Maitland Public Library History Project. She began by creating a list of eleven research questions she hopes to answer throughout the course of the project.
• November’s Spice Club kit featured cloves. Fifty kits were distributed within the Library and at the monthly cooking demonstration.
• The adult book displays for November were Native American Heritage Month and National Novel Writing Month. “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.
• Senior Social Hour will take a hiatus for December as staff refresh the program.

Youth Services
• Registration-only in person Story Times continued through November with good feedback and turnout! Attendance was pretty small at first, but sessions started to fill up over time. Average attendance has been around 30 people (with a 40-person cap). Staff held one outdoor story time session at Quinn Strong Park, but only seven people attended. In December, indoor sessions will remain registration only, with two outdoor sessions offered on the Library’s courtyard. Ms. Daniels and Ms. Bumgardner are still creating, filming, and publishing new Virtual Story Time programs each week. Reach on Virtual Story Time videos is lower, but still hovering around 100 people. Ms. Keating and Ms. Torres did excellent work assisting with admitting registrants and keeping an eye on attendance during story times.
• Ms. Daniels and Ms. Bumgardner are planning a party themed around Mr. Popper’s Penguins for December. It will be a smaller scale party than previous Winter Wonderlands, but will hopefully help ease staff and patrons back into larger scale seasonal events.
• Ms. Bumgardner continues to create beautiful displays throughout the building, as well as contributing to social media content. One of her more popular posts from November included staff pictures with puppets in celebration of Sesame Street Day, November 10.
• Ms. Bumgardner created a passive lobby bulletin board program where patrons could write down a book they are grateful for.

DIGITAL SERVICES

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<th>Digital Statistics</th>
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Social Media & Web Page
• Ms. Keating worked with Nanci Adler from the Friends of the Library to make extensive changes to the FOL page and membership form.
• Ms. Keating worked with Ms. Torres and Ms. Daniels to update content on various pages of the website, including Literacy Kits, Youth Programs, Spice Club, and Book Clubs.

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. Daniels is reviewing the picture book collection for obsolete or damaged items.
• Mr. Salguedo has completed approximately 88 percent of adult non-fiction inventory.
• Ms. Keating reviewed and approved order requests from Ms. Daniels for collection development in young adult and juvenile collections.
• Ms. Keating has been working to streamline workflows for collection development. She created multiple endowment orders and designed a new process for technical services staff to track which title goes with which fund.
• Ms. Keating has been investigating standing orders for large print books; however, the current offerings from the primary large print vendor do not suit the Library's purchase needs. She is continuing to compare prices between various vendors to make large print purchasing more efficient and cost-effective.