

Maitland Public Library Board of Trustees

Wednesday April 20, 2022
7:30 pm



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

The following members were present via Zoom: 0

Staff Present: Ms. Jenn Bishop, Executive Assistant; Ms. Stacie Larson, Director
Staff present via Zoom: 0

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

The following members were not present or excused: Ms. Marilyn Sandoz, Vice President

Members of the public attending: 0

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

- Approval of March 2022 minutes

A motion to accept the minutes was made by Mr. B. Allen, seconded by Mr. F. Allen and accepted unanimously.

FINANCIAL REPORT: Financial reports & balance sheets are attached. There were no questions at this time. A bookkeeper has been retained. The safe deposit box was opened and contents were documented:

- A Xerox copy of the 1930 Articles of Incorporation
- An original certificate of the 1961 Articles of Reincorporation
- Legal documents from 1988 regarding the fountain
- 1972 Warranty Deed
- 1972 Transfer of Lease
- Stamp Seal

Original documents regarding the library founding were found within the building. Dr. French will digitize these.

FRIENDS REPORT: Ms. Larson shared that the Friends of the Library(FoL) membership drive is going well. They are offering water bottles for all memberships. Sales are going well. The FoL are purchasing a new sound system for storytime, and the prizes for the poetry contest and summer reading.

LIBRARIAN'S REPORT is attached. It was emailed to board members. Highlights were shared by Ms. Larson. The Manager of Public Services job has been filled internally by Ms. Keating, leaving a vacancy for Manager of Digital Services. The roof leak is still present, but the city has replaced ceiling tiles. Summer Reading prep work has begun. It will be a mix of in-person and virtual events. There will be a tween/teen program this year, as well as introducing Beanstack. There are no updates on a new building. Two-thirds of the staff stated the

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preference for staff to wear masks while at work, so masks are still required for staff. Ms. Larson will continue to monitor staff preferences.

A motion to accept these reports was made by Mr. Harrison, seconded by Mr. B. Allen, and approved unanimously by all those in attendance.

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

Old Business: Mr. Stewart explained why the Cares Act money should be applied towards a new building. He also encouraged Board Members to attend Council Meetings to help support the new building. Council meets on the 2nd and 4th Mondays at 6:30pm in chambers.

Discussion Items:

Commerce National CD Matures August 2022 - This is the last of the CDs, maturing in August 2022 (\$100,000). Mr. Harrison has asked what to do, as it is an unrestricted asset that does not make sense to rollover. The choices are to renew or let mature, or offer other suggestions.

Decision Items:

Job Description, Collection Services Librarian - The job description from Ms. Larson was emailed to board members and is attached. With no questions from the board, a motion to accept this description was made by Mr. Yeuell, seconded by Dr. Lee and approved unanimously by all those in attendance.

Re-evaluation and Insurance of Fountain - Mr. Harrison reported that the fountain in the outside courtyard was worth \$5,000 in 1988. The fountain was a gift from the Audubon Society to the Dommerichs. The fountain was gifted to the library when the Dommerichs sold the home in 1955. The fountain may have been made by Tiffany. Mr. B. Allen moved to obtain an evaluation and discuss afterwards. Mr. Baker suggested exploring the cost of evaluations and contacting the Morse Museum for help. Ms. Bishop will contact insurance to see if the fountain is included on the insurance policy. She will also contact the Morse Museum to ask for help evaluating the authenticity. If Morse is unable to help, Ms. Bishop will gather evaluation quotes. Mr. B. Allen accepted Mr. Baker's amendment to his motion. Mr. F. Allen seconded the motion and was approved unanimously by all those in attendance.

Dates to remember:

- Next Meeting: May 18, 2022, 7:30 p.m.

MEETING ADJOURNED AT 8:46 pm by Mr. Stanley
Minutes submitted by Maria Hannon, secretary