

Maitland Public Library Board of Trustees

Wednesday, September 21, 2022
7:30 pm



ATTENDANCE: The following members were present: Ms. Marilyn Sandoz, Vice President; Ms. Maria Hannon, Secretary; Mr. Dave Stanley, Chairman; Mr. Bob Allen, Trustee; Mr. Dave Baker, Trustee; Dr. Scot French, Trustee; Ms. Kristen Johnson, Trustee; Mr. Kay Yeuell, Trustee

The following members were present via Zoom: Ms. Liz Doyle, Trustee; Ms. Davina Spillman, Trustee

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; Mr. Frank Allen, Vice Chairman; Mr. Andrew Harrison, Treasurer; Ms. Jan Bowman, Trustee; Dr. Steve Lee, Trustee

The following members were not present or excused: 0

Members of the public attending: 0

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

- Approval of June 15, 2022 minutes
- Approval of June 22, 2022 minutes
- Approval of August 4, 2022 minutes

A motion to accept all minutes was made by Mr. B. Allen and seconded by Ms. Sandoz. These were approved by eight members in attendance, with one member abstaining due to non-attendance.

FINANCIAL REPORT: Financial reports & balance sheets are attached. There were no questions at this time. Ms. Bishop requested that repayments for all accounts should be checked regularly to keep repayments up to date. Mr. Stanley suggested these be checked quarterly. All members in attendance agreed.

FRIENDS REPORT: Ms. Sandoz reported that the FoL membership is actively seeking more members. Baker and Taylor were out of commission for a while, but the bookstore is still doing well and receiving donations.

LIBRARIAN'S REPORT is attached. It was emailed to board members. Highlights were shared by Ms. Larson. Ms. Larson was happy to report the new staff are doing well. Ms. Dawn Boyer is the new Public Services librarian. Ms. Mary Daniels is doing well since transferring from Youth Services. Ms. Nikole Torres has revamped storytime. A Masquerade/Dance Party will be held on October 15th. There is a Fall-I-Days take & make available for children. New programs are moving from take & make to in-person. The City of Maitland has officially advertised an RFQ (request for quote) for a new building. Due to so many staff vacancies this year, staff received surprise bonuses in their paychecks. Ms. Doyle has commended a job well done by the staff for all the programs in place for all ages. A motion to accept these reports was made by Mr. Yeuell, seconded by Ms. Johnson, 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.

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Old Business:

There being no old business, the meeting moved to the next item on the agenda.

Discussion Items:

- **Revised By-Laws:** A revision to the by-laws was presented to the Board by Ms. Johnson. Mr. Baker suggested that Ms. Johnson outline the changes to Board Members and allow the Board to revisit these in October. Ms. Johnson covered the changes and requested the Board send any revisions or suggestions to Ms. Larson by October 5th. The Committee will revise and present the final draft by either the October or November meeting.
- **RFQ:** Ms. Larson covered this during the Librarian's Report. Ms. Larson will send out the link to Board Members. Proposals are due by 11/18/22. This is an important, positive step towards getting a referendum. The City Committee will review the RFQs. Ms. Larson is on this committee.
- Mr. Baker brought attention to typos in the boiler plate of the agenda header, specifically the amount of time allowed for the public to speak. Ms. Bishop will have these typos fixed for the next agenda.

Decision Items:

Fines: Ms. Larson would like to eliminate overdue fees to increase access to all patrons. The City will be able to replace the money collected by these fines. Ms. Larson would like this to take place effective 10/1/22. The Fine/Fee schedule will need to be revised (draft attached). Mr. Baker motioned to eliminate fines and card fees, effective 10/1/22, seconded by Dr. French. This was passed unanimously by all in attendance.

Formation of the Nominating Committee: The Nominating Committee will consist of Mr. Harrison, Ms. Sandoz and Mr. Stanley.

Borrowing Privileges for Chamber of Commerce Members: Ms. Larson requested borrowing privileges for members of the Maitland Chamber of Commerce. Mr. B. Allen motioned to allow borrowing privileges for members of the Maitland Chamber of Commerce. Mr. Yeuell seconded this motion, and was approved unanimously by all in attendance.

Fountain Treatment and Preservation: Ms. Bishop would like to move forward with this project and requested permission from the Board. Ms. Sandoz will ask the Friends of the Library if they will pay for the treatment and preservation. Mr. Yeuell motioned for the Board to approve the work and pay for the treatment and preservation if the Friends of the Library are unable to do so. This was seconded by Dr. French and passed unanimously by all those in attendance. Ms. Bishop reiterated that the work done is guaranteed.

Dates to remember:

- Annual Meeting: October 19, 2022, 7pm
- Next Meeting: October 19, 2022, 7:30 p.m.

MEETING ADJOURNED AT 9:02 pm by Mr. Stanley

Minutes submitted by Maria Hannon, secretary