

Maitland Public Library Board of Trustees

Wednesday, November 16, 2022
7:30 pm



ATTENDANCE: The following members were present: Dr. Steve Lee, President; Ms. Marilyn Sandoz, Vice President; Ms. Maria Hannon, Secretary; Mr. Andrew Harrison, Treasurer; Mr. Bob Allen, Chairman; Mr. Frank Allen, Vice Chairman; 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
- 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. Davina Spillman, Trustee
- The following members were not present or excused: 0
- Members of the public attending: 0

MEETING CALLED TO ORDER AT 7:30 PM by Mr. B. Allen

- Consent Agenda: Consent was given for items A, and B with no questions or concerns from the board.

FRIENDS REPORT: Ms. Larson reported that the Friends are still making approximately \$1,000/month in sales. The Friends have purchased a picnic table for staff lunches and a new disc-buffing machine. They will also be purchasing a new front lobby chair.

LIBRARIAN'S REPORT is attached. It was emailed to board members. Highlights were shared by Ms. Larson. Ms. Larson reported Ms. Torres' resignation and that her job as Youth Services Librarian has been posted. The RFQ for the new building expires on November 19. Oral presentations will be given at Council chambers on Thursday, January 26th at 8:30am. Ms. Larson is hopeful the contract for the new building will be completed by March 2023.

The By-Law Committee will present their report later in the agenda.

It was agreed upon by all members that the Board will no longer vote on reports (October 2022).

Old Business: There was no old business presented for this meeting.

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

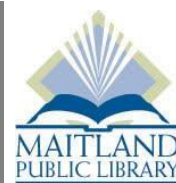
Discussion Items:

There were no discussion items presented for this meeting.

Decision Items:

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- **Update Bank Signers** - Mr. Harrison presented a written statement that was shared with the Board, this statement is attached. Mr. Harrison motioned that the Board accept the changes of those with signing rights of Board bank accounts. Mr. Yeuell seconded this, and was accepted unanimously by all members in attendance.
- **By-Laws**: Presented by Ms. Johnson, the final draft of the by-laws were given to all board members. The draft is attached. Ms. Larson brought attention to the language in Article 2. Non-members pay for a full privilege library card; reciprocal members have limited privileges. Non-members are not given voting rights, so the language between non-members and reciprocal should be harmonious. After much discussion on Articles 4 and 6, Mr. Harrison motioned to accept the by-laws attached without Article 6 and only use the first sentence in Article 2. This was seconded by Dr. Lee and accepted unanimously by all members in attendance.
- **Employee Sick Leave**: Mr. Yeuell motioned to amend page 51 of the Employee Handbook as described by Ms. Larson (see attached) to provide sick leave to all employees, regardless of hours normally scheduled to work, retroactive to October 1, 2022. This was seconded by Ms. Johnson and accepted unanimously by all members in attendance.
- **Appoint Finance Committee**: Mr. Baker motioned for Mr. Harrison, Mr. Yeuell and Ms. Doyle to be members of the Finance Committee. Ms. Doyle will act as the liaison between the Board and the Foundation. This was seconded by Dr. Lee and accepted unanimously by all members in attendance.
- **Appoint Nominating Committee**: The nominating committee will be responsible for ballots and positions at the Annual Meeting and filling positions throughout the year. Mr. B. Allen asked for volunteers. Ms. Sandoz, Mr. Harrison and Dr. Lee volunteered for the committee. With no one else volunteering for the committee, Mr. B. Allen motioned to accept these individuals. They were accepted unanimously by all members in attendance.
AMENDMENT 12/14/22: "Mr. Baker motioned to accept these individuals. This was seconded by Dr. French and accepted unanimously by all members in attendance."
- **December Meeting Date**: Due to the close proximity of the holidays, the December meeting will be moved to December 14th. Mr. Baker motioned that the Board not host a holiday party this year. This was seconded by Ms. Johnson, and accepted by 9(nine) members in attendance, with one member opposing.
- **Plan of Service, Fiscal Year 2023**: Mr. Harrison motioned to approve the Plan of Service as-is (see attached). This was seconded by Mr. Yeuell and approved unanimously by all members in attendance. Mr. Baker suggested a committee to mesh Board ideas with Ms. Larson's ideas for the next year. Mr. B. Allen recommended the Board create an ad-hoc committee in October with ideas due in November.

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New Business: There was no new business presented for this meeting.

Dates to remember:

- Holiday Tea: Sunday, December 4, 2022, 2:00 p.m.
- Youth Event, Polar Express PJ Party: Saturday December 10, 2022, 2:00 p.m.
- Next Meeting: December 14, 2022, 7:30 p.m.

MEETING ADJOURNED AT 8:35 pm by Mr. B. Allen
Minutes submitted by Maria Hannon, secretary