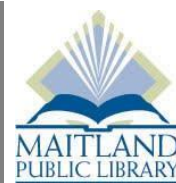


Maitland Public Library Board of Trustees

Wednesday, October 18, 2023
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, Trustee; Mr. Dave Baker, Trustee; Dr. Scot French, Trustee; Ms. Laurie Fuller, Trustee; Ms. Mary-Jeanine Ibarguen, 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. Liz Doyle, Trustee; Ms. Kristen Johnson, Vice Chairwoman;
- 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: With no questions or concerns from the board, all items on the Consent Agenda were accepted.

FRIENDS REPORT: Ms. Sandoz reported that sales in the bookstore are up. There are 66 paid members. The Friends are ready to pay for the library website.

LIBRARIAN'S REPORT is attached. It was emailed to board members. Highlights were shared by Ms. Larson.

- September was National Library Card Month. 98 new patron cards were given out (79 new resident cards, 19 new non-resident cards)
- Storybook Tea takes place on 10/21 from 2-4pm
- Wednesday's second storytime will be discontinued due to low attendance.
- 10/23 is the next City Council meeting regarding the new building.
- A patron, Courtney St Jacques, has been banned from the premises for using incessant profanities.

FINANCE REPORT is attached. It was emailed to board members. Mr. Harrison reported that the committee has not met.

NOMINATING COMMITTEE: It was reported that the committee has not met. If a board member knows of someone who may be a good fit, please inform the committee.

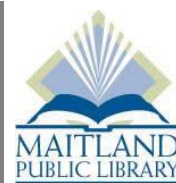
Old Business: Cleaning Day will be Friday, November 3, 2023. Ms. Larson informed the Board that the 5k will be back in the spring. Ms. Johnson will head the committee. Mr. Ibarguen, husband of Ms. Ibarguen, donated his time and supplies to fix the outside library sign.

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:

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- **Reconsideration Form** - The Board listened to Ms. Larson's thoughts on the form. After much discussion, new verbiage was suggested. Mr. Yeuell motioned that Ms. Larson submit a revision of the form to the November meeting. This was seconded by Mr. Harrison and voted unanimously by all in attendance.
- **Endowment Funds** – Ms. Bishop has reached out to the endowment donors that had restrictions on their donations. The donors that responded were fine with the removal of the restrictions. Currently, there are no restrictions on the donor list. One donor was very happy to talk about the memory of the friend she set up the endowment for with Ms. Bishop. The Endowment Committee (Ms. Hannon, Ms. Ibarguen, Mr. B. Allen and Ms. Johnson) will meet to discuss a new pamphlet in order for the library to move away from endowments and begin to accept gifts. Ms. Ibarguen will organize the first meeting.

Decision Items:

- **Auditor Engagement Letter** - Mr. Harrison motioned that the board accept the auditor engagement letter. This was seconded by Ms. Ibarguen and voted unanimously by all in attendance.
- **Committee Elections - The new committees this year:**
 - **Finance** - Mr. Baker motioned the board to appoint Mr. Andrew Harrison, Mr. Bob Allen, Mr. Kay Yeuell, Ms. Marilyn Sandoz and Dr. Steven Lee to the Finance Committee. This was seconded by Mr. F. Allen and voted unanimously by all in attendance. The motion included appointing Mr. B. Allen and Dr. Lee as full voting committee members.
 - **Nominating Committee** - Mr. Harrison motioned the board to appoint Mr. Frank Allen, Ms. Laurie Fuller, Dr. Steven Lee, Mr. Bob Allen, and Ms. Kristen Johnson to the Nominating Committee. This was seconded by Dr. Lee and voted unanimously by all in attendance. The motion included appointing Mr. B. Allen and Dr. Lee as full voting committee members. Mr. F. Allen will set the first meeting.
 - **Ad-Hoc By-Laws** - The by-laws need some adjustments, including removing the wording that makes the mayor an ex-officio board member. Mr. Harrison, Dr. Lee and Ms. Johnson were appointed by Mr. B. Allen.

Dates to remember:

- October 21, 2023, 2pm-4pm Storybook Tea
- October 23, 2023, 6:30pm City Council Meeting
- November 13, 2023, 6:30pm City Council Meeting
- November 15, 2023, 7:30pm Monthly Meeting

MEETING ADJOURNED: A motion was made by Mr. Harrison at 8:43 pm to end the meeting. This was seconded by Mr. Yeuell and accepted unanimously by all members in attendance.

Minutes submitted by Maria Hannon, secretary