

**MARYVILLE COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MAY 12, 2015**

I. Call to Order - Pledge of Allegiance – Roll Call

Vice President Kathy Kunz called the meeting to order at 7:02 p.m.

<u>Members Present</u>	<u>Members Absent</u>	<u>Guests</u>
Kathy Kunz – Vice President Linda Mauck – Treasurer Toni Barz – Secretary Diane Evans Roger Shoup Laure Willmann	Marylee Kicielinski – President	Peggy Pick – Library Director

II. Public Comment

There was no public comment.

III. Approval of March 10, 2015 Regular Meeting Minutes

There was a motion by Linda Mauck and a second by Roger Shoup to accept the March 10, 2015 meeting minutes. The motion was passed and the minutes will be placed on file at the library.

IV. Approval of March 24, 2015 Emergency Meeting Minutes

There was a motion by Linda Mauck and a second by Laure Willman to accept the March 24, 2015 meeting minutes. The motion was passed and the minutes will be placed on file at the library.

V. Approval of April 14, 2015 Meeting Minutes

There was a motion by Linda Mauck and a second by Diane Evans to accept the April 14, 2015 meeting minutes. The motion was passed and the minutes will be placed on file at the library.

VI. Approval of April 2015 Financial Reports

A. Approve Financial Reports/Vote

There was a motion by Toni Barz and a second by Diane Evans to accept the April 2015 financial reports.

AYES: Barz, Evans, Kunz, Mauck, Shoup, Willmann

NAYS: None ABSENT: Kicielinski

1. Discussion and vote on the modifications to the 2015/2016 budget based on the Tax Computation Report and the items that are now included under the Maintenance Category

Linda Mauck presented recommended revisions to the 2015/2016 budget based on the Tax Computation Report. There was a motion by Roger Shoup, seconded by Toni Barz, to accept the modifications to the 2015/2015 budget as presented. Roll call:

AYES: Barz, Evans, Kunz, Mauck, Shoup, Willmann

NAYS: None ABSENT: Kicielinski

2. Discussion and vote on the Budget for 2016/2017

The Board discussed the Library's projected 2016/2017 budget. There was a motion by Laure Willmann, seconded by Diane Evans, to accept the projected 2016/2017 budget as presented. Roll call:

AYES: Barz, Evans, Kunz, Mauck, Shoup, Willmann

NAYS: None ABSENT: Kicielinski

3. Reminder that the B&A notice will appear in the Times Tribune in the near future, so be prepared if Taxpayers ask any board member questions regarding the budget.

Linda Mauck Board members to refer taxpayer questions regarding the budget to her.

4. IMRF Rate Increase

Peggy Pick explained that the Illinois Municipal Retirement Fund rate will increase to 11.28% for 2016.

VII. Reports

A. Library Directors Report

Summer Reading Program

The 2015 theme is “Read to the Rhythm.”

Registration for Maryville Community Library’s summer reading program begins May 18. The program is open to children ages 5 – 12. The library will rent the Maryville Community Center for activities that will be held on Wednesdays at 10:00 am from June 3 through July 1. At registration, every participant will be given a reading log where they can keep track of all the books they read through the program. The number and type of books required to meet reading goals will vary by age. The teens will also have a reading program with reading logs.

April’s Library Awareness Program

The April program to guess the number of books in the library was a success. Many patrons participated, and it raised awareness of the library’s collection as well as collection limitations due to space constraints. Patrons who only come to the library for movies were motivated to stop in other rooms of the library to browse among books.

National Library week promotions also raised awareness of the library.

Area Directors

Metro East Library Directors will meet at the Edwardsville Library in May. Discussion will include a “secret shopper” program in which library staff visit other libraries to observe customer service, signage, etc.

Book Sale – Now that the weather is more temperate, staff members are sorting, weeding and arranging the book sale collection in the garage.

Check out the Library’s web page: <http://www.maryville.lib.il.us/>

Wowbrary Wowbrary is an email newsletter that keeps patrons informed about new items and upcoming events happening at the Maryville Community Library. Sign up for the biweekly newsletter at the Wowbrary logo on the library's webpage: www.maryville.lib.il.us

Collection Development: 65 items were added in April

Patron Statistics – attached.

Library Programs and Activities – These can be found on the library website: maryville.lib.il.us. **They are also included in the news release emails that Sandy sends you. Invite a friend.**

5/8	2:00	LARC II will discuss Destiny Disrupted: A History of the World Through Islamic Eyes by Tamim Ansary
5/29	1:00	LARC (Ladies Adult Reading Club) will discuss Where'd You Go, Bernadette by Maria Semple
5/30	2:00	Teens @ the Library will discuss How to Save a Life by Sarah Zarr

The Library will be closed for Memorial Day, May 25

Children's Storytime Saturdays 10:30 - 11:30

Preschool Storytime Thursdays 11:00 - Noon

There was a motion by Toni Barz and a second by Roger Shoup to accept the Library Director's report. Motion passed.

B. Personnel Committee Report

1. Discussion and vote on increasing the number of paid holidays and sick days for library staff.

The Board discussed adding Veterans Day and Christmas Eve as paid holidays for Library staff and increasing the number of staff sick days from 6 days to 8 days. There was a motion to approve the proposed changes to the Library paid holiday and sick leave policies presented by the Personnel Committee. Roll call:

AYES: Barz, Evans, Kunz, Mauck, Shoup, Willmann

NAYS: None ABSENT: Kicielinski

C. President's Report

There was no report.

VIII. New Business

A. Review Annual Responsibility List

The Board reviewed the Annual Responsibility List and noted upcoming obligations.

B. Swearing in of elected/reelected board members

Sandy Shattuck swore in Diane Evans, Linda Mauck, Roger Shoup, and Laure Willmann, who were elected to the Maryville Community Library District Board of Trustees in the April 2015 Consolidated Election.

C. Ordinances considered for adoption

1. Approval of Ordinance Number 2014-2015-005, Meeting Date, Time and Place. Discussion/vote.

There was a motion by Linda Mauck, with a second by Roger Shoup, to approve the Meeting Date, Time, and Place Ordinance as presented. Motion passed.

2. Approval of Ordinance Number 2014-2015-006, Appoint Library Attorney. Discussion/vote.

There was a motion by Roger Shoup and a second by Laure Willmann to appoint Phillip B. Lenzini of Kavanaugh, Scully, Sudow, White & Frederick as the library attorney. Roll call:

AYES: Barz, Evans, Kunz, Mauck, Shoup, Willmann

NAYS: None ABSENT: Kicielinski

3. Approval of Ordinance Number 2014-2015-007, Drug Free Workplace Act. Discussion/vote.

There was a motion by Diane Evans, seconded by Toni Barz, to approve Ordinance Number 2014-2015-007, Drug Free Workplace Act. Motion passed.

4. Approval of Ordinance Number 2014-2015-008, Appoint Ad Hoc Committee to Audit Secretary's Minutes of the Library District. Discussion/vote.

There was a motion by Roger Shoup and a second by Laure Willmann to appoint an Ad Hoc Committee to audit the Secretary's minutes. Motion passed.

5. Approval of Ordinance Number 2014-2015-009, Outstanding Obligations and Continuing Contracts of the Maryville Community Library District. Discussion/vote.

There was a motion by Diane Evans, seconded by Laure Willmann, to accept the Outstanding Obligations and Continuing Contracts Ordinance. Roll call:

AYES: Barz, Evans, Kunz, Mauck, Shoup, Willmann

NAYS: None ABSENT: Kicielinski

6. Approval of Ordinance Number 2014-2015-010, An Ordinance Setting Investment Policy Pursuant To The Public Funds Investment Act (30 ILCS 235/2.5) Discussion/vote.

There was a motion by Toni Barz and a second by Roger Shoup to adopt the Investment Policy Ordinance. Roll call:

AYES: Barz, Evans, Kunz, Mauck, Shoup, Willmann

NAYS: None ABSENT: Kicielinski

7. Authorization of Library Director to Apply for all Applicable Grants, including per Capita Grant, etc.

There was a motion by Diane Evans, seconded by Roger Shoup, to authorize the Library Director to apply for all applicable grants, including the per capita grant and other similar grants. Roll call:

AYES: Barz, Evans, Kunz, Mauck, Shoup, Willmann

NAYS: None ABSENT: Kicielinski

D. Formation of Maryville Community Library Board of Trustees Committees

The Board discussed the formation of committees for the coming year.

1. Finance

The Finance Committee will be Laure Willmann, Toni Barz, and Linda Mauck.

2. Personnel

The Personnel Committee will be Kathy Kunz, Diane Evans, and Roger Shoup.

3. Audit of Secretary's Minutes

The Committee to Audit the Secretary's Minutes will be Diane Evans, Laure Willmann, and Roger Shoup.

There was a motion by Roger Shoup, seconded by Linda Mauck, to accept the committees as formed. Motion passed.

IX. Other Business

A. Maryville Library Property Search Committee Report

1. Discuss/vote on proposals for engineering services

The Library received only one proposal for engineering services. There was a motion by Diane Evans, seconded by Laure Willmann, to accept the proposal by Marino Engineering Associates, Inc., subject to approval by the Library's attorney, our architect, and zoning approval. Roll call:

AYES: Barz, Evans, Kunz, Mauck, Shoup, Willmann

NAYS: None ABSENT: Kicielinski

X. Next Meeting Tuesday, June 9, 2015 at 7:00pm

XI. Adjournment

There was a motion by Diane Evans and a second by Laure Willmann to adjourn the meeting. Motion passed, and the meeting adjourned at 8:28 p.m.