

**MARYVILLE COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
February 19, 2019**

I. Pledge of Allegiance – Roll Call

President Roger Shoup called the meeting to order at 7:00 p.m.

Members Present

Roger Shoup – President
Diane Evans – Vice President
Linda Mauck - Treasurer
Ken Kelley
Rachel O’Neill
Laure Willmann

Absent

Guests

Peggy Pick – Library Director
Jessica Yakstis

II. Public Comment

There was no public comment.

III. Approval of January 2019 MCLD BOT Meeting Minutes, Vote

There was a motion by Linda Mauck and a second by Ken Kelley to accept the January 2019 regular meeting minutes. The motion passed and the minutes will be placed on file at the library.

IV. Approval of January 2019 Financial Reports/Vote

There was a motion by Laure Willmann and a second by Diane Evans to accept the January 2019 financial reports. Roll call:

AYES: Evans, Kelley, Mauck, O’Neill, Shoup, Willmann

NAYS: None ABSENT:

V. Reports

A. Library Director’s Report/Vote

Director’s Report
February 19, 2019

New Credit Cards

The staff have transferred all monthly auto-payments to the new card. Most of the companies affected have already transferred the library account to the new card. However, some companies, such as AT&T, take several weeks to complete this process. I contacted Baker & Taylor to request they change credit cards before the old card is cancelled and indicated we will suspend all orders until they do this. All credit card correspondence and bills are to be sent to the library’s address, and auto payments for the credit card have been set up from the library’s checking account.

Library Director's Report (continued)

Food for Fines

During the months of December and January, the library had a donation program, allowing patrons to pay fines with items donated for the Maryville Food Pantry. All items were delivered to the Maryville Food Pantry early in February. The library collected 240 items and \$11 cash for the Maryville Outreach Center/Food Pantry.

February is Library Lover's Month.

State Representative Katie Stuart helped the Maryville Community Library celebrate Library Lover's Month with a special storytime.

February Activity: Jar Full of Hearts and Kisses Contest

Activities for adult patrons continue to be very popular. This month the activity involves guessing the number of chocolate hearts and kisses in a glass jar. Patrons employ various methods to make their guesses as accurate as possible.

Future Activities

The adult activity for March is the Lucky Reader Contest. Adult patrons can participate in the Lucky Reader Contest and submit entries to be drawn from the Leprechaun's pot of gold to receive prizes at the end of the month.

Illinois Library Trustee Forum Workshop

Saturday, March 9, 2019, 9 am – 4 pm

Illinois State Library, 300 S. 2nd Street, Springfield

Registration Fees ILA Member: \$85

Registration includes a full day of programming, a continental breakfast, buffet luncheon, and coffee breaks. Workshop includes Legislative updates, networking, and overview of responsibilities such as ensuring adequate financial resources, legal and ethical integrity, and being an ambassador and advocate.

New data base

Creativebug is an online arts and crafts learning center. It features thousands of video tutorials, downloadable PDFs, discussion boards, daily challenges and more. It even has recipes and cooking videos! New material is added daily. Go to our website, hover over Online Resources, click on Databases and you will find Creativebug! You do need a Maryville library card to use it. There is no limit to the amount of classes or information you use in a month.

This replaces Brain HQ which was not being used.

Check out the Library's web and Facebook pages: <http://www.maryville.lib.il.us/> and <https://www.facebook.com/MaryvillePublicLibrary/>

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

Library Director's Report (continued)

A to Z New electronic data base for patrons:
A to Z USA – facts, figures, articles, reports, and photos
A to Z World Culture – society, culture, trade, commerce, and maps
A to Z World Travel – city facts, attractions and excursions, and travel resources

Gale Courses—an electronic resource for library patrons. Look through Gale Courses. You might find the perfect class for you. Gale Courses offers a wide range of highly interactive, instructor led courses that you can take entirely online. As a library card holder in good standing, you are entitled to these courses at no cost. Courses run for six weeks and new sessions begin every month. These courses can be accessed through the library's web page. Click on Databases and Gale Courses to get started. <http://www.maryville.lib.il.us/>

Other Electronic Resources for Library Patrons

The funding for the following electronic resources was generously donated by the Friends of the Library: EBSCO database package including Consumer Reports, Consumer Health Information, Legal Reference Center, MasterFile of complete text magazine articles, Science Reference Center, Novelist Plus and Novelist K-8 Plus.

Collection Development: 65 items were added in January
Patron Statistics – attached.

Library Programs and Activities – These can be found on the library website: www.maryville.lib.il.us . Invite a friend.

The library will be closed: Monday, February 18 in observance of Presidents' Day.

2/8/19 2:00 LARC II will discuss **Don't Make Me Pull Over! An Informal History of the Family Roadtrip** by Richard Ratay

2/16/19 2:00 Teens@the Library will discuss **Nimona** by Noelle Stevenson

2/22/19 1:00 LARC will discuss **The Girl Before: A Novel** by J. P. Delaney

Library Time at Cambridge House	Wednesdays 2:00
Children's Storytime	Saturdays 10:30 – 11:30
Preschool Storytime	Tuesdays 10:30 – 11:30

There was a motion by Linda Mauck and a second by Rachel O'Neill to accept the director's report. Motion carried.

B. Personnel Committee Report

A meeting was held on February 8 with the Library Director and Board members to discuss the transition of duties to the library staff.

C. Financial Committee Report – Nothing reported.

D. President's Report

1. Building Proposal

Roger was approached by RCC Construction with an offer to build, for the library to lease with the long term option to buy, a 5,000 sq. ft. building in the area of the old Charter Communications building. It was suggested looking into how other libraries accomplished their financing. There are mine subsidence concerns.

2. Building Inspection Report

The following are results of a building inspection completed the week of February 11:

- No problems with the restroom, kitchen, plumbing, or electrical areas.
- Lighting of the parking lot needs addressed. A 12-hour timer, in lieu of motion detectors, is preferred to address safety concerns.
- Street numbers needed on the building.
- The front and back doors need lever handles versus knobs. The back door needs replacement due to wood deterioration.
- There are some issues with the furnace. Exposed wiring that should be in conduit, the switch on the wall should be closer to the unit, ceiling wiring needs be caulked, some water leakage coming down the stacks.
- One breaker missing.
- Fire extinguishers – The one in the office needs to be closer to the front door.
- Crawl space – Remaining building materials need to be removed. All of the ground should be covered with 6 mil black Visqueen sheeting. Some water due to recent rains but no mold detected.
- The water heater, while aged, is serviceable.

3. Acquisition Status

The next step is for Roger to follow up with the Village to determine what can be done regarding the results of the building inspection and a purchase price for this building. The immediate concerns are with the parking lot lighting and the back door issues. For future consideration, it was suggested the front entrance be handicap accessible instead of the back entrance. The library may also want to obtain their own appraisal on the property value.

E. Review Committee Assignments

Committee member reassignments need to be made for the Personnel, Financial and Collection Development committees.

VI. Other Business – No other business reported.

VII. Next Board of Trustees Meeting

The next meeting will be held on Tuesday, March 19, 2019 at 7:00 p.m. at the library.

VIII. Adjournment

There was a motion by Rachel O'Neill and a second by Diane Evans to adjourn the meeting. Motion passed and the meeting adjourned at 8:06 p.m.