

**MARYVILLE COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
November 20, 2018**

I. Pledge of Allegiance – Roll Call

President Roger Shoup called the meeting to order at 6:58 p.m.

Members Present

Roger Shoup – President
Linda Mauck - Treasurer
Ken Kelley
Rachael O’Neill
Laure Willmann

Absent

Diane Evans –
Vice President

Guests

Peggy Pick – Library Director

Noel Gaines swore in Ken Kelley as a member of the Maryville Community Library District Board of Trustees.

II. Public Comment

There was no public comment.

III. Approval of October 16, 2018 MCLD BOT Meeting Minutes, Vote

There was a motion by Linda Mauck and a second by Laure Willmann to accept the October 2018 regular meeting minutes. The motion passed and the minutes will be placed on file at the library.

IV. Approval of October 2018 Financial Reports/Vote

There was a motion by Laure Willmann and a second by Rachael O’Neill to accept the October 2018 financial reports. Roll call:

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

NAYS: None ABSENT: Evans

A. Credit Card Information

New credit cards have been obtained for the appropriate staff. There is no fee for the first year and a \$95 fee for subsequent years.

B. Signature Authorization

Signature authorizations are completed.

V. Reports

A. Library Director’s Report/Vote

Per Capita Grant

The Illinois State Library released the **Per Capita Grant** application in early November. The completed application is due by December 31. I anticipate no difficulty in completing the application by the due date.

November's Great Turkey Reading Challenge

This popular and often requested program has become an annual tradition at the Maryville Community Library. Adult patrons write the names of books, audiobooks, and magazines they read on paper feathers which will be added to a turkey display in the lobby. As the month progresses, the turkey in the lobby becomes more and more resplendent with plumage that nearly covers the wall by the end of the month. The program runs from November 1-30th. On December 1, all the feathers will be entered into a drawing for prizes.

Think Outside the Can – Food for Fines

During the months of December and January, the library will again have a donation program, allowing patrons to pay fines with items donated for the Maryville Food Pantry. One item equals one dollar in overdue fines. Suggested items include: Cereal, Sugar/Flour, Salad Dressing, Coffee/Tea, Peanut Butter/Jelly, Crackers, Hamburger Helper, Rice/Pasta, Salt/Pepper, Mustard/Mayonnaise/ Ketchup, Toilet Paper, Kleenex, and Paper Towels. All items will be donated to the Maryville Outreach Center/Food Pantry in February.

Storytime Turkey Stuffing Parties

Two turkey stuffing parties are scheduled for November. The children each receive a plush turkey to stuff with fluffy polyester fiber and a thankful star to tuck inside their turkey. There will also be special snacks and turkey stories.

Noel Gaines attended the **Illinois Heartland Library System Members Matter** meeting on November 7. These meetings offer system information and updates for member libraries.

The next meeting of the **Metro East Public Library Directors** will be held in Edwardsville on December 13.

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 .

BrainHQ- Brain Games for Our Patrons BrainHQ is an online brain-training system built by Posit Science. It features 29 exercises that work out attention, memory, brain speed, intelligence, navigation, and people skills. Various exercises in BrainHQ are proven in labs and in lives to bring real benefits to brain health and fitness. More than 100 papers have been published in scientific journals, such as the Journal of the American Medical Association, on the BrainHQ exercises and assessments. Access BrainHQ from the library's web page with your library card.

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 cardholder 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: 79 items were added in October. 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: Veteran’s Day, 11/12
Thanksgiving, Thursday 11/22 and Friday 11/23

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| 11/9/18 | 2:00 | LARC II will discuss Jewish Comedy: A Serious History by Jeremy Dauber |
| 11/10/18 | 10:30 | Story Time Turkey Stuffing Party |
| 11/16/18 | 1:00 | LARC will discuss Truly, Madly, Guilty by Liane Moriarty |
| 11/17/18 | 10:30 | Story Time Turkey Stuffing Party |
| 11/17/18 | 2:00 | Teens@the Library will discuss The Girl in the Blue Coat by Monica Hesse |

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| 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 Ken Kelley to accept the director’s report.
Roll call:

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

NAYS: None ABSENT: Evans

B. Personnel Committee Report

Roger, Diane and Lori met with Peggy to discussed the transition of some of the Secretary and Treasurer duties to the library staff. The transitioning is going well. The Board is thankful to Peggy and the staff for their help.

1. Staff Vacation Policy

Personnel vacation policies were reviewed and updated with the following changes:

Vacation will be earned monthly and will be accrued at the end of each month. Staff members can roll over any unused vacation days up to their yearly allotment.

Vacation days can be used based on the availability of personnel and the discretion of the director.

If rolled over vacation days are not used within the next fiscal year, that is the year after accrual, the employee will lose this rolled over vacation.

This change will take effect at the beginning of the next fiscal, July 1, 2019

There was a motion by Linda Mauck and a second by Rachael O'Neill to accept the new staff vacation accrual and rollover policy effective at the beginning of the next fiscal year, July 1, 2019. Roll call:

AYES: Kelley, Mauck, O'Neill, Shoup, Willmann

NAYS: None ABSENT: Evans

2. Retirement Policy for Employee Health Insurance

The board voted to approve a resolution to allow retirees to continue their health insurance. The retired employees will pay 100% of the health insurance fee and have the option to pay it from their IMRF retirement accounts (Illinois Municipal Retirement Fund).

There was a motion by Linda Mauck and a second by Ken Kelley to support the resolution to allow employees to continue their health insurance with the option to have premiums deducted from their IMRF retirement fund.

Roll call:

AYES: Kelley, Mauck, O'Neill, Shoup, Willmann

NAYS: None ABSENT: Evans

C. Financial Committee Report – nothing to report.

D. President's Report

1. Building Remodeling

The topic was put on hold until after the holidays. Further possibilities will be pursued with the Mayor regarding long term lease, remodeling, etc.

2. Outside Maintenance

3. Acquisition

Elections

Spring 2019 election information and guidelines were distributed. Rachael O’Neill and Ken Kelley will need to file to get on the ballot. It is best for new candidates to fill the full term vacancies.

The State of Illinois candidate’s guide lists the things that need to be accomplished to get on the ballot (petitions, signatures, etc.).

VI. New Business

Staff Holiday Presents. A \$15 donation from each Board member was suggested.

VII. Unfinished Business – nothing to report.

IX. Cancellation of December 2018 BOT Meeting

Linda Mauck made a motion, seconded by Laure Willmann, to cancel the December 2018 meeting of the MCLD Board of Trustees. The next meeting will be held on January 15, 2019 at 7:00 pm. Roll call:

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

NAYS: None ABSENT: Evans

X. Adjournment

There was a motion by Linda Mauck and a second by Rachael O’Neill to adjourn the meeting. Motion passed and the meeting adjourned at 7:37 p.m.