

**MARYVILLE COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
OCTOBER 16, 2018**

I. Pledge of Allegiance – Roll Call

President Roger Shoup called the meeting to order at 6:59 p.m.

Members Present

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

Absent

Guests

Peggy Pick – Library Director
Mary Ann Busse
Kenneth Kelley

II. Public Comment

Mary Ann Busse asked about term limits for Board members. Three members are elected every two years. The other four members are elected every four years. Each member serves four years. Four members are required for a quorum. They can resign midterm or decide not to run for reelection. Currently, new members would be filling the positions of members who resigned.

III. Approval of September 2018 MCLD BOT Meeting Minutes, Vote

There was a motion by Roger Shoup and a second by Diane Evans to accept the September 2018 regular meeting minutes. The motion was passed. The minutes will be placed on file at the library.

IV. Approval of September 2018 Financial Reports/Vote

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

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

NAYS: None ABSENT: None

A. Credit Card Information

Three credit card options were reviewed. The library credit cards are used for most purchases, bills, etc. in order to get the best return in cash back rewards. All receipts are tracked and applied to the appropriate categories monthly.

Linda asked if any of the options allowed for the library to be the owner of the card. The current credit card, with First Collinsville Bank, had to be applied to an individual.

There was a motion by Linda Mauck and a second by Diane Evens to have Peggy Pick continue investigating card options. Roll call:

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

NAYS: None ABSENT: None

B. Signature Authorization

Signature authorization has been obtained for all Board members to co-sign checks. To avoid unnecessary trips to the library, board members were asked to inform other trustees when they sign checks.

C. Petty Cash

A petty cash fund of \$100 is maintained for low cost or last minute items for the library. The receipts are sent to the Accountant when the account needs to be replenished. As with the credit card purchases, the petty cash expenditures are tracked.

V. Reports

A. Library Director's Report/Vote

Movie in the Park

On September 22, the Maryville Library had a table at the Movie in the Park (A Wrinkle in Time). Staff members gave away glow bracelets and promoted the library. This has been a popular way to increase public awareness.

Noel Gaines continues to take bar coding, item processing, and cataloging classes from the Illinois Heartland Library System to fulfill requirements to process Maryville Community Library items and attach them to existing records in the Illinois Heartland Library System catalogue. She will be able to start processing items in October.

Noel Gaines and **Mary Goodwin** attended the Illinois Heartland Library System Annual Member Day in Effingham on September 27. They were able to network with staff from other libraries and learn about new system developments including a library service area mapping initiative from Secretary of State Jesse White. Noel won some children's books that she can use when she begins to process items to be attached to the system catalog.

Sandy Shattuck attends monthly cataloging meetings by video conference. These are used to provide continuing education hours, review procedures, and discuss any new developments.

The theme for **Teen Read Week**, October 8 – 13, is "It's Written in the Stars." Teen Read Week celebrates reading for fun and encourages teens to take advantage of reading in all its forms — books and magazines, e-books, audiobooks and more — and become regular library users.

October is Adopt a Shelter Dog Month, which we will celebrate with a visit from Hope Rescues on October 13. There will be stories and crafts about adopting a pet. The rescue might bring an adoptable dog, depending on their volunteer availability.

The Maryville Library will sponsor an activity table at the **Maryville Fall Fest** on October 20. Staff members will provide activity and sticker sheets. **Joe Vieth** will have laptop available to allow people to sign up for library cards while they are at the Fall Fest.

The next meeting of the **Metro East Public Library Directors** will be held in Jerseyville on October 25th.

Celebrate 200 Years of Illinois History with Trivia and Prizes.

During the month of September, trivia questions about the State of Illinois were posted in the lobby. One hundred nineteen patrons submitted answers for the opportunity to win prizes.

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 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: 60 items were added in September. Patron Statistics – attached.

Library Programs and Activities – These can be found on the library website:

www.maryville.lib.il.us . Invite a friend.

Teen Read Week “It’s Written in the Stars” – October 8-13

10/12/18 2:00 LARC II will discuss **The Pride of the Yankees: Lou Gehrig, Gary Cooper, and the Making of a Classic** by Richard Sandomir

10/13/18 10:30 Hope Animal Rescues Storytime

10/13/18 2:00 Teens@the Library will discuss **Through the Woods** by Emily Carroll

- 10/18/18 6:30 Card Making Class with Laura Bourchert
- 10/19/18 1:00 LARC will discuss **Behind Closed Doors: A Novel** by B. A. Paris
- 10/20/18 11 – 2 Library activity at Maryville Fall Fest
- 10/30/18 6:30 **Vietnam Guns and Fury** - a talk and book signing by local author, Jerry Dallape

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 Diane Evans and a second by Linda Mauck to accept the Library Director’s report. Motion carried.

B. Personnel Committee Report

The next Personnel Committee meeting will be held in November. Peggy will look for possible dates. The Personnel Committee members are: Roger, Diane and Laure.

Maryville Library District has a population of 9,912 people. While the actual number of library cards issued is less, this is known to be pretty standard. We see normally 1,500 – 2,000 patrons a month, which indicates that approximately a quarter of the population comes through our door.

D. Financial Committee Report

No comments.

E. President’s Report

1. **Building Remodel**
2. **Outside Maintenance**
3. **Acquisition**

The realtor for the Three Rivers Church property contacted Roger, who confirmed the library was not interested in this property.

Roger met with the Mayor regarding our current building. The Mayor was agreeable with the library possibly remodeling, provided we give the Mayor advance notice of our plans.

The Mayor asked if the library would be willing to take over the outside maintenance/ landscaping and perhaps mowing.

The Mayor and the Village Board will discuss reevaluating the lease to reflect any Library contributions for maintenance and remodeling. The Mayor will also ask the Village board about selling the building to the library, possible sale price, and known subsidence insurance issues. *

VI. New Business

No new business discussed.

VII. Unfinished Business

No unfinished business discussed.

VIII. Next Board of Trustees Meeting

The next meeting will be held on Tuesday, November 20, 2018 at 7:00 p.m.

IX. 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 8:15 p.m.