

**MARYVILLE COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
September 10, 2013**

I. Pledge of Allegiance – Roll Call

President Marylee Kicielinski called the meeting to order at 7:02 p.m.

| <u>Members Present</u> | <u>Members Absent</u> | <u>Guests</u> |
|---------------------------------|-----------------------|-------------------------------|
| Marylee Kicielinski – President | | Peggy Pick – Library Director |
| Kathy Kunz – Vice President | | |
| Linda Mauck – Treasurer | | |
| Toni Barz – Secretary | | |
| Janet Cange | | |
| Diane Evans | | |
| Fran Karanovich | | |

II. Approval of August 2013 MCLD BOT Meeting Minutes

There was a motion by Linda Mauck and a second by Janet Cange to accept the minutes of the Truth in Taxation Hearing, the Budget and Appropriations Hearing, and the Board of Trustees meeting, held on August 13, 2013. The motion was passed and the minutes will be placed on file at the library.

III. Approval of August 2013 Financial Reports/Vote

There was a motion by Kathy Kunz and a second by Diane Evans to accept the August 2013 financial reports. Roll call:

AYES: Barz, Cange, Evans, Karanovich, Kicielinski, Kunz, Mauck

NAYS: None

IV. Committee Reports

A. Library Director’s Report/Vote

Illinois Heartland Library System

The Illinois Heartland Library System will soon introduce a series of improvements in the Polaris software platform to correct some of the continuing errors and problems associated with merging the four former systems.

Directors’ Meetings – “No Firearms” Signs For Public Libraries

The directors from local libraries have begun meeting once a month to address some common concerns and challenges. In August we met in O’Fallon and in September we will meet in Jerseyville.

At the last directors’ meeting there was a lot of discussion about “no firearms” signs for libraries to make it clear that guns are not allowed in public libraries. At the end of this report is a copy of an email Phil Lenzini sent to another Illinois library about the signage issue. I will keep the Board informed as I receive additional information.

September 21

There will be a presentation by Ben Fainer, Holocaust Survivor, on Saturday, September 21 at 2 pm at the Village of Maryville Community Center. Copies of Mr. Fainer's book, **Silent for Sixty Years** will be available for purchase.

Defibrillator – The library is working with the Maryville Fire Department to set up a schedule for training on the correct use of the defibrillator.

IPLAR – The Illinois Public Library Annual Report was submitted on time. The report was submitted electronically, and the certification page with signatures was sent by US Mail.

The Secretary's Audit was also completed and submitted.

OPAC (Online Public Access Catalog)

The web address for our new online catalog, OPAC (Online Public Access Catalog) is search.illinoisheartland.org/mvcp. You can also access the OPAC from our web page.

Zinio – Maryville Library's Downloadable Magazine Collection

With more than 5,000 magazines, easy-to-use features and incredible free content, Zinio delivers the ultimate magazine experience anytime and anywhere you want.

<http://www.zinio.com/www/apps/>

Using the app is a much more secure alternative than setting the flash player to allow local storage.

Collection Development: 80 items were added in August.

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.**

September is Library Card Sign Up Month.

| | | |
|------|------|---|
| 9/13 | 1:00 | LARC II will discuss Those Angry Days by Lynne Olson |
| 9/21 | 1:00 | Teens @ the Library will discuss Silent for Sixty Years by Ben Fainer |
| 9/21 | 2:00 | Presentation by Ben Fainer, Holocaust Survivor Held at the Village of Maryville Community Center |
| 9/27 | 1:00 | LARC (Ladies Adult Reading Club) will discuss The Seamstress of Hollywood Boulevard by Erin McGraw |

Children's Storytime Saturdays 10:30

Preschool Storytime Thursdays 10:30

There was a motion by Linda Mauck and a second by Kathy Kunz to accept the Library Director's report. Motion carried.

B. Annual Review of Secretary Minutes

Kathy Kunz reported that the Ad Hoc Committee to Review the Secretary's Minutes (Kathy Kunz, Fran Karanovich, and Janet Cange) completed its annual review.

There was a motion by Diane Evans and a second by Linda Mauck to approve the report of the Ad Hoc Committee to Review the Secretary's Minutes. Motion carried.

V. New Business

A. Update on the Status of Library Financial Audit

Linda Mauck reported that the Library financial audit is on track and will be ready to submit in December.

B. Review of discussion between Linda Mauck and Library Attorney Phil Lenzini

After reviewing the MCLD ordinances, Library Attorney Phil Lenzini recommended that the Board of Trustees pass a Building Maintenance Ordinance.

Lenzini also suggested that the Library adopt a Special Reserve Fund Ordinance to complement the Special Reserve Fund Establishment Ordinance passed at the May 2013 Board of Trustees meeting.

Lenzini advised the Library to amend its Tax Levy Ordinance (passed August 2013) to reflect the correct budget year dates. Linda explained that this amendment to the Tax Levy Ordinance would require the Library to move its Budget and Appropriations hearing from August to July. Linda pointed out several revisions that will need to be made to the Annual Library Trustee/Director Responsibilities list as a result of this change.

C. Ordinance No. 2013-2013-004, Amended Tax Levy Ordinance. Discussion/Vote

There was a motion by Fran Karanovich and a second by Kathy Kunz to adopt Ordinance No. 2013-2013-004, Amended Tax Levy Ordinance. Roll call:

AYES: Barz, Cange, Evans, Karanovich, Kicielinski, Kunz, Mauck

NAYS: None

D. Ordinance No. 2013-2014-005, Ordinance to Levy and Assess a Maintenance Tax. Discussion/Vote

There was a motion by Toni Barz and a second by Diane Evans to adopt Ordinance No. 2013-2013-005, Ordinance to Levy and Assess a Maintenance Tax. Roll call:

AYES: Barz, Cange, Evans, Karanovich, Kicielinski, Kunz, Mauck

NAYS: None

E. Ordinance No. 2013-2014-006, Special Reserve Fund Ordinance. Discussion/Vote

There was a motion by Janet Cange and a second by Kathy Kunz to adopt Ordinance No. 2013-2013-006, Special Reserve Fund Ordinance. Roll call:

AYES: Barz, Cange, Evans, Karanovich, Kicielinski, Kunz, Mauck

NAYS: None

F. Maryville Community Library District Tax Levy Resolution. Discussion/Vote

There was a motion by Fran Karanovich and a second by Toni Barz to adopt the Maryville Community Library District Tax Levy Resolution. Roll call:

AYES: Barz, Cange, Evans, Karanovich, Kicielinski, Kunz, Mauck

NAYS: None

G. Maintenance Notice for Newspaper and Required Legal Wording

Linda Mauck explained the documents that will be sent to the Troy Times Tribune for publication.

H. Cover Letter to Times Tribune

Linda Mauck showed the board the cover letter for the ordinance documents that will be published in the Troy Times Tribune.

I. Building Maintenance Levy Requirements

Linda Mauck outlined the requirements for passing the Building Maintenance Levy.

J. 75 ILCS 5/3-1 (from Ch. 81, par. 3-1)

Linda Mauck explained how the Library could benefit from a tax levy according to the provisions of 75 ILCS 5/3-1.

K. Revised Annual Library Trustee/Director Responsibilities - Change in date of Budget & Appropriation Hearing to July and Budget Year

There was a motion by Linda Mauck and a second by Fran Karanovich to accept the proposed changes to the Annual Library Trustee/Director Responsibilities and to change the date of the MCLD Budget & Appropriation Hearing to July. Roll call:

AYES: Barz, Cange, Evans, Karanovich, Kicielinski, Kunz, Mauck

NAYS: None

L. Discussion regarding locking in lower health care rates by signing a contract for employee health insurance that will begin in December 2013 versus waiting until February 2014. Vote

There was a motion by Janet Cange and a second by Diane Evans to sign a contract for employee health insurance that will begin in December 2013 instead of waiting until February 2014. Roll call:

AYES: Barz, Cange, Evans, Karanovich, Kicielinski, Kunz, Mauck

NAYS: None

VI. Other Business

Maryville Library Expansion Committee Report Discussion/Vote

On September 12, Marylee Kicielinski and Linda Mauck will present a timeline for the construction of a new library at a meeting of the new library working committee. This committee consists of Mayor Larry Gullede, Village Trustee Ed Kostyshock, Village Attorney Ron Motil, MCLD Board President Marylee Kicielinski, and MCLD Board Treasurer Linda Mauck.

VII. Unfinished Business

No unfinished business.

VIII. Next Board of Trustees Meeting

The next meeting will be held on Tuesday, October 8, 2013 at 7 p.m. at the library.

X. Adjournment

There was a motion by Linda Mauck and a second by Janet Cange to adjourn the meeting. Motion passed and the meeting adjourned at 8:08 p.m.