

**MARYVILLE COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
MAY 13, 2014**

I. Pledge of Allegiance – Roll Call

President Marylee Kicielinski called the meeting to order at 7:03 p.m.

Members Present

Marylee Kicielinski – President
Kathy Kunz – Vice President
Linda Mauck – Treasurer
Toni Barz – Secretary
Diane Evans
Fran Karanovich
Roger Shoup

Guests

Peggy Pick – Library Director

II. Public Comment

There was no public comment.

III. Approval of April 2014 MCLD BOT Meeting Minutes

There was a motion by Fran Karanovich and a second by Roger Shoup to accept the April 2014 meeting minutes as printed. The motion was passed and the minutes will be placed on file at the library.

IV. Approval of April 2014 Financial Reports/Vote

There was a motion by Diane Evans and a second by Toni Barz to accept the April 2014 financial reports. Roll call:

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

NAYS: None ABSENT: None

A. Preliminary Budget Discussion; Review Draft of 2015/2016 Budget

Peggy Pick presented a draft of the 2015/2016 budget.

B. Discuss Possible Changes (Recommended by Phil Lenzini) in Levies to be Passed at the June Meeting

Linda Mauck discussed changes recommended by Library Attorney Phil Lenzini to the MCLD Board of Trustees' schedule of Budget and Appropriations and Truth in Taxation hearings. Lenzini also recommended a different schedule for the adoption of the Building Maintenance Levy and the Budget and Appropriations Ordinances.

V. Reports

A. Library Director's Report/Vote

Visit from Chief Carpenter

Rob Carpenter, the Maryville Chief of Police, stopped by the library to discuss safety issues.

We had a very nice visit, and he gave me the dispatch phone number for library staff to post in

the circulation room with the phrase "police walk through." If someone makes staff feel uncomfortable, they can call the dispatch number and say this is not an emergency, they'd just like a police walk through. The Maryville police do this for businesses all the time.

Non-Resident Fees for library cards – The Library Board of Trustees needs to vote to adopt a method of determining non-resident fees for library cards. In the past, the Board has chosen the Tax Bill Method. They need to vote to accept this method for the coming year or adopt another method.

Methods provided by the Illinois State Library

General Mathematical Formula:

- The library divides its total local property tax revenue (excluding state and federal funds) by the local population (using the most recent federal census information available). This number is multiplied by the average number of persons per local household (again, using the most recent federal census data). This is the fee charged to all non-residents when purchasing a library card.

Tax Bill Method:

- For Home/Property Owners: The library's tax rate is multiplied with the valuation of the non-resident's property assessment. The non-resident must bring their most recent tax bill then this method is used. When this method is chosen, each non-resident card sold must be individually recalculated.
- For Renters: The library will either charge a minimum of 15 percent of the monthly rent as the annual non-resident fee, or devise its own formula. The local formula takes into account the average local rent of the general community of the public library, property tax rate, and the non-resident fee for residential homeowners.

Average Non-resident Fee in Library System:

- A library must have written approval from the Director of the Illinois State Library to use this method, which is applicable only to public libraries with a disproportionate amount of agricultural, industrial, mining or commercial property. In IHLS, few libraries would qualify.

According to ISL, the non-resident fee cannot be any less than that paid by residents but should approximate the cost paid by residents. There is nothing in the law or the rules that prohibits a library from charging a reasonable amount more than the cost of library service to residents. For example, a library could include within the nonresident fee the cost of administering and issuing a non-resident card. (Information provided by IHLS.)

Audit of Secretary's Minutes –I need this before September first. The Illinois Public Library Report is due September first and the secretary's audit needs to be included in this report.

National Library Week 2014 - April 13 – 19

The theme for National Library Week 2014 was **Lives Change @ the Library**. The library gave away pencils, bookmarks, and chances to win prizes donated by area businesses. There was also a survey for patrons to complete. The survey results are listed below.

Email addresses for Board Members – Maryville Library Board members have designated email addresses to be used for library business.

Directors’ Meeting – At the last area directors’ meeting, plans to develop a secret shopper system to evaluate area libraries was discussed. Library staff will visit libraries in other communities and assess the service they receive. More details forthcoming at the May meeting.

Summer Reading Program –Maryville Library staff continue to prepare for the 2014 summer reading program, **Paws to Read, June 4 – July 2**. They are also organizing the SRP service project around this theme, and plan to collect donations of supplies for area animal shelters.

3M Cloud Library eRead Illinois

There is a new collection of eBooks for our patrons. Go to the library’s webpage, select the **Downloadable Books and Audio Books** button and then select **3M Cloud Library**. There is a 3M Cloud Library App to download and instructions on how to check out eBooks from this collection. <http://www.maryville.lib.il.us/downloadable-books-and-audio-books.html>

When you get to the 3MCloud App page, select **Illinois Heartland Library System** as your library. <http://3m-ssd.implex.net/cloudapps/>
<http://ebook.3m.com/library/illinoisheartland/>

Collection Development: 75 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.**

5/9 1:00 LARC II will discuss **Nine Years Under: Coming of Age in an Inner-City Funeral Home** by Sheri Booker

5/23 1:00 LARC (Ladies Adult Reading Club) will discuss **The Storyteller** by Jodi Picoult

5/31 2:00 Teens @ the Library will discuss **Divergent** by Veronica Roth

6/6 & 6/7 9-4 Commemoration of the 70th Anniversary of D-Day with WWII re-enactors

Children’s Storytime Saturdays 10:30

Preschool Storytime Wednesdays 10:30
Spring session January 15 – May 14

National Library Week 2014

Maryville Community Library Survey Results

87 surveys completed

Reasons for visiting library:

Get library card: 12

Check out materials: 72

Program: 9

Research: 2

Return items: 6

Computer/wireless: 7

Other –browse, request items, homework: 4

Category mentioned in comments about the library: (open-ended question)

Friendly staff: 14

Convenience: 3

Programs – storytime, book clubs, etc. : 4

Materials & resources: 6

Online selections and downloadable materials: 2

Like that we have a library: 5

Love the library: 24

Helpful, knowledgeable staff: 16

Wonderful/fantastic staff: 20

Patron Comments from Survey:

1. A wonderful little library. The staff is fantastic, They brought back my love of reading \ when I thought I was too busy.
2. Everyone here is so kind and fun. Love coming here.
3. Everyone is friendly and helpful.
4. Everyone is very friendly & helpful.
5. Excellent Staff!!
6. Fantastic! Couldn't be more helpful.
7. Friendly & informative staff
8. Friendly and helpful.
9. Friendly –helpful staff!
10. Friendly staff very friendly & helpful.
11. Friendly staff.
12. Great employees.
13. Great service.
14. Great/friendly/helpful
15. Helpful staff. Had equipment I needed.
16. I go there as much as I grocery shop because both are essential to my body and soul. Staff is sparkling and so helpful.
17. I love it!
18. I love the library. The staff is wonderful. Thank you for the Maryville Library!
19. I love the people and my library

20. I love this library. The help is great. I enjoy coming to the library very much. They get me every book or movie I ask for.
21. I think the environment is pleasant and the staff is very helpful.
22. It's great! We love it! Excellent family.
23. Looked at book sale. Also get good books here & also movie rentals.
24. Love it and people are fabulous
25. Love it here!
26. Love it!
27. Love it! friendly staff! New material.
28. Love it!!
29. Love that all of our librarians know us and are sincerely interested and helpful. We really enjoy the children's programs, especially preschool story time with Miss Heather and summer reading programs.
30. Love the convenience.
31. Love the library and the wonderful people that work there.
32. Love the Maryville Library!
33. Love this place!
34. Maryville Library and staff are wonderful and a great asset to the community. Everyone is kind and helpful!
35. Maryville Library staff are fantastic, friendly, and helpful.
36. My daughter & I love the preschool storytime at this library. Miss Heather does a wonderful job with the kids!
37. Nice
38. Nice place – needs to be bigger.
39. Staff is great!
40. The staff are very personable and helpful and know you by name.
41. The staff is always very helpful and friendly.
42. This is our first time at Maryville. The staff was very helpful in locating book for us.
43. Very organized, central location. High marks!
44. We just love our Maryville Library! The librarians are absolutely the best. They are so helpful and friendly. We always feel so welcome here and my kids look so forward to coming here.
45. We love the library.
46. We love the library. The librarians are the best! Rebecca keeps me up to date with the latest, best books & movies. I love the access to any form of media I could possibly think of. We love our library. Miss Heather et al do a great job on the summer reading program. Carolyn & Joe always get my books checked out quickly. Maryville Library is the best.
47. We love the Maryville Library, their programs & events and especially the staff! We are so blessed to have this & really appreciate all they do.
48. Wonderful friendly community meeting place.
49. Wonderful library, staff is great!

There was a motion by Fran Karanovich and a second by Roger Shoup to accept the Library Director's report. Motion carried.

B. Determine Non-Resident Fees for Library Cards. Vote.

There was a motion by Roger Shoup and a second by Kathy Kunz to continue to use the Tax Bill Method described above to determine fees for non-resident library cards. Roll call:

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

NAYS: None ABSENT: None

VI. New Business

A. Ordinances to be Considered for Adoption

1. Ordinance Number 2013-2014-007, Meeting Date and Time Ordinance. Discussion and Vote.

a. Discuss why change is required for meeting date and time for future July meetings. Vote.

Future July meetings of the MCLD Board of Trustees will move to the third Tuesday of the month to ensure that there is enough time between the June and July meetings to publish and provide the required 30 day legal notice of the Budget and Appropriations hearing.

There was a motion by Fran Karanovich and a second by Roger Shoup to permanently change the July meeting of the MCLD Board of Trustees to the third Tuesday of the month. Roll call:

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

NAYS: None ABSENT: None

There was a motion by Linda Mauck and a second by Toni Barz to approve the Meeting Date and Time Ordinance as presented. Roll call:

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

NAYS: None ABSENT: None

2. Ordinance Number 2013-2014-008, Appointment of the Library Attorney Ordinance. Discussion and Vote.

There was a motion by Linda Mauck and a second by Kathy Kunz to appoint Phillip B. Lenzini of Cavanaugh, Scully, Sutto, White and Fredrick as the library attorney. Roll call:

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

NAYS: None ABSENT: None

3. Ordinance Number 2013-2014-009, Drug Free Workplace Ordinance. Discussion and Vote.

There was a motion by Diane Evans and a second by Fran Karanovich to pass the Drug Free Workplace Ordinance. Roll call:

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

NAYS: None ABSENT: None

4. Ordinance Number 2013-2014-010, Appoint Ad Hoc Committee to Audit Secretary's Minutes. Discussion and Vote.

There was a motion by Diane Evans and a second by Linda Mauck to appoint Fran Karanovich, Kathy Kunz, and Roger Shoup to an Ad Hoc Committee to audit the Secretary's minutes. Roll call:

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

NAYS: None ABSENT: None

5. Ordinance Number 2013-2014-011, Outstanding Obligations and Continuing Contracts Ordinance. Discussion and Vote.

There was a motion by Diane Evans and a second by Roger Shoup to accept the Outstanding Obligations and Continuing Contracts Ordinance. Roll call:

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

NAYS: None ABSENT: None

6. Ordinance Number 2013-2014-12, Investment Policy Ordinance. Discussion and Vote.

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

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

NAYS: None ABSENT: None

B. Authorization of Library Director to Apply for All Applicable Grants Including Per Capita Grant, etc.

There was a motion by Linda Mauck and a second by Toni Barz 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, Karanovich, Kicielinski, Kunz, Mauck, Shoup

NAYS: None ABSENT: None

C. Formation of Maryville Community Library Board of Trustees Committees

Linda Mauck moved with a second by Diane Evans that the following committees of the MCLD Board of Trustees be accepted as slated. Motion passed.

Finance: Linda Mauck (chair), Toni Barz, Diane Evans

Personnel: Kathy Kunz (chair), Fran Karanovich, Roger Shoup

Audit of Secretary's Minutes: Fran Karanovich (chair), Kathy Kunz, Roger Shoup

D. Treasurer's Report on Tax Computation Reports for 2013 and 2014

Linda Mauck reported that the library received the County's Tax Computation Reports in April.

E. Library Director's Report on 2014-2015 Budget and the Draft of the 2015-2016 Budget

Discussion tabled until July.

VII. Other Business

A. Maryville Library Expansion Committee Report. Discussion/Vote.

1. Discuss possible properties to purchase for new library construction.

The board discussed various properties as potential sites for the construction of a new library building.

VIII. Unfinished Business

A. Review BOT Members' Responsibilities

Review tabled until the June meeting.

IX. Next Board of Trustees Meeting

The next meeting will be held on Tuesday, June 10, 2014 at 7 p.m.

X. Adjournment

There was a motion by Linda Mauck and a second by Kathy Kunz to adjourn the meeting. Motion passed and the meeting adjourned at 8:42 p.m.