

**MARYVILLE COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
JULY 15, 2014**

I. Pledge of Allegiance – Roll Call

President Marylee Kicielinski called the meeting to order at 7:01 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
Ed Kostyshock

II. Public Comment

There was no public comment.

A. Discuss Policy

The Board reviewed the public comment policy contained in the Board's By-Laws.

III. Approval of June 2014 MCLD BOT Meeting Minutes

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

IV. Approval of June 2014 Financial Reports/Vote

A. Approve June 2014 Financial Reports/Vote

There was a motion by Kathy Kunz and a second by Diane Evans to accept the June 2014 financial reports. Roll call:

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

NAYS: None ABSENT: None

B. Approve Budget and Appropriations Ordinance 2014-2015-001/Vote

There was a motion by Diane Evans and a second by Toni Barz to approve the Budget and Appropriations Ordinance 2014-2015-001. Roll call:

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

NAYS: None ABSENT: None

C. Approve Maintenance Ordinance 2014-2015-002/Vote

There was a motion by Roger Shoup and a second by Fran Karanovich to approve the Maintenance Ordinance 2014-2015-002. Roll call:

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

NAYS: None ABSENT: None

D. Adopt Maryville Community Library District Tax Levy Resolution

There was a motion by Diane Evans and a second by Marylee Kicielinski to approve the Tax Levy Resolution for the Maryville Community Library District. Roll call:

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

NAYS: None ABSENT: None

E. Review Financial Figures for Year End Close

The Board reviewed financial figures for the fiscal year ending June 30, 2014.

F. Review the Management of the Established Budget by the Library Director

The Board discussed the Library Director's management of the budget for the fiscal year ending June 30, 2014.

G. Review the Development of the Projected 2015-2016 Budget by the Library Director

The Board discussed the development of the 2015-2016 budget.

V. Committee Reports

A. Library Director's Report/Vote

Thank you to the Village of Maryville for adding gravel to the parking lot. This will make getting from their cars to the library much easier for our patrons and staff.

We received several favorable comments about the Commemoration of the 70th Anniversary of D-Day event with WWII re-enactors. Special thanks to the volunteers who organized and ran this event.

Landscaping

Thank you to Roger Shoup for working on the landscaping, planting flowers around the library sign, and vastly improving the external appearance of the library.

Directors' Meeting – As part of the area directors' program to unofficially tour neighboring libraries, borrow ideas, and see how the libraries look to visitors, I recently visited the Bethalto Library. I will be visiting other area libraries from time to time as part of this program.

Summer Reading Program – The 2014 summer reading program, **Paws to Read**, was a success with 146 children enrolled. Each child received a reading log to keep track of the books they read during the program. The reading goal for children in grades K-3 was to read 25 books alone or with a parent. Children in grades 4th – 6th had a goal of ten chapter books. Teens were encouraged to read 5 books during the program.

New Employee

We will soon say goodbye to Rebecca McKoon and Andrew Speer who are expecting their baby in early August. We appreciate their service to the library and wish them well as they begin their life as parents.

Noel Gaines, the new employee who is replacing Rebecca, will start July 21.

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: 45 items were added in June

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.**

- 7/11 1:00 LARC II will discuss **The Good Son** by Craig Nova
- 7/25 1:00 LARC (Ladies Adult Reading Club) will discuss **The Persian Pickle Club** by Sandra Dallas
- 7/26 2:00 Teens @ the Library will discuss **Maze Runner** by James Dashner

Children’s Storytime Saturdays 10:30

Preschool Storytime Wednesdays 10:30
Will resume in the fall

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

(Items IV, VII, and VIII were discussed before the meeting entered closed session.)

CLOSED SESSION

Linda Mauck made a motion, seconded by Roger Shoup, that the MCLD Board of Trustees meeting enter closed session pursuant to IL State Code 120/2a to discuss personnel matters. The meeting entered closed session at 8:12 p.m.

B. Personnel Committee Report

- 1. Discuss Library Director's Review/Salary/Vote**
- 2. Discuss Library Staff Sick Days Policy**

CLOSED SESSION

C. President's Report

- 1. Discussion of Appropriate Behavior and Establishment of Policy in Regards to Approaching the Library Staff by any BOT Member**
- 2. Discussion of Library Director's Responsibilities as it Applies to the Hiring, Staff Appraisals, Staff Wage Increases, Disciplinary Action or Termination of Library Staff. Personnel Committee to Prepare a Draft of this Policy to be Presented at the August 12 BOT Meeting. This Will be in Addition to the Library Director's Job Description.**
- 3. Discussion and Establishment of Policy that the BOT is to Never Micro Manage the Library Director as Outlined in ILA Guidelines. (See "What Does a Library Trustee Do?")**

There was a motion by Diane Evans, seconded by Toni Barz, to end the closed session. Motion carried, and the closed session adjourned at 9:07 p.m. Kathy Kunz proposed a short recess. The regular meeting continued at 9:14 p.m.

There was a motion by Linda Mauck and a second by Diane Evans that the Board approve the Personnel Committee's recommended salary increase for the Library Director as discussed in closed session. Roll call:

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

NAYS: None ABSENT: None

VI. New Business

A. Review Annual Responsibility List

The Board reviewed the Annual Responsibility List and noted several important upcoming tasks to be completed.

VII. Other Business

A. Maryville Library Expansion Committee Report Discussion/Vote

There was no progress to report in finding a site for a new library building.

VIII. Unfinished Business

A. Dutch Doors

Kathy Kunz discussed purchase, delivery, and installation of Dutch doors for the Director's office and circulation area of the Library.

B. Faded Library Signs

Marylee Kicielinski noted that the streets signs pointing to the Library are faded and unreadable. Peggy Pick will contact the Village of Maryville to find out if they can be replaced.

IX. Next Board of Trustees Meeting

The Truth in Taxation Hearing will be held at 6:30 p.m. on August 12, 2014. The next regular meeting will be held on Tuesday, August 12, 2014 at 7 p.m.

X. Adjournment

There was a motion by Linda Mauck and a second by Diane Evans to adjourn the meeting. Motion passed and the meeting adjourned at 9:17 p.m.