

MARYVILLE COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
August 15, 2023
15 Professional Park Drive, Maryville, IL

I. Call to Order – Roll Call – Truth In Taxation Hearing

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

Roll Call

Members Present

Roger Shoup – President
Jessica Yakstis – Vice President
Sharon Frey – Treasurer
Rachel O’Neill – Secretary
Karen Harris
Tim Krumm
Michael Murphy

Absent

Guests

Heather Gaines, Library Director

Public

Vivian Kerley

II. Public Comment – No comments.

III. Approval of the July 2023 MCLD BOT Meeting Minutes

There was a motion by Rachel O’Neill and a second by Jessica Yakstis to accept the July 2023 BOT meeting minutes. The motion passed and the minutes will be placed on file at the library.

Roll Call:

Frey, Harris, Krumm, Murphy, O’Neill, Shoup, Yakstis
ABSTAIN: None NAYS: None ABSENT: None

IV. Review Reports

A. Library Director’s Report

August 15, 2023

(insert report)

1. Financial Report

Discussed Tax Distribution received thus far.

Treasurer recommended the review and contact of the accountant regarding possible discrepancy on Rev/Exp report.

Approval of the July 2023 MCLD Financial Reports/Vote

There was a motion by Tim Krumm and a second by Sharon Frey to accept the July 2023 financial reports.

Roll call:

Frey, Harris, Krumm, Murphy, O'Neill, Shoup, Yakstis

ABSTAIN: None NAYS: None ABSENT: None

2. Activities

The director discussed the latest activities from the monthly highlights report and details of the time capsule.

3. Furnishings

Discussion regarding limited shelving including the lack of shelving available for certain collections. Reviewed potential options and quotes from Louer Facility Planning on additional shelving listed as Opt 1, Opt 2, Opt 3 and Opt 4. Director to work with Louer regarding additional quote on book shelf.

There was a motion by Michael Murphy and a second by Sharon Frey to accept Opt 1 and Opt 3, with totals to be determined by the director, (up to 15) as needed. Hold on Opt 4.

Roll call:

Frey, Harris, Krumm, Murphy, O'Neill

ABSTAIN: None NAYS: Shoup, Yakstis ABSENT: None

There was a motion by Michael Murphy and a second by Jessica Yakstis to approve the Library Director's Report.

B. President's Report

1. Building Remodeling Update/Progress

- All previous concerns resolved regarding punch list and final walkthrough items.

2. Building Payment

New Pay request (includes all remaining amount owed) from contractor discussed. Treasurer recommended tabling pay request until architect has signed off on it. Questions discussed and answered regarding retainage. Discussion of legal matter concerning tree wall discussed.

There was a motion by Sharon Frey and a second by Tin Krumm to table R. W. Boeker company, Inc. Application No. 12 and Certificate for Payment until the architect's opinion rendered and sign off of payout.

Roll call:

Frey, Harris, Krumm, Murphy, O'Neill, Yakstis

ABSTAIN: None NAYS: Shoup ABSENT: None

3. Staff bonuses

There was a motion by Sharon Frey and a second by Michael Murphy to approve a \$100 bonus for the staff's above and beyond efforts with making the move happen swiftly and efficiently.

Roll call:

Frey, Harris, Krumm, Murphy, O'Neill, Shoup, Yakstis

ABSTAIN: None NAYS: None ABSENT: None

4. Open House Date

The open house discussed as being on Sunday, October 22, 1-3 (or 4)pm. Further details and exact time and date to come soon.

Director added that she would like to wait on Open House until the shelf toppers were added and tree wall resolved.

Ribbon cutting ceremony will be held separate in early Sept.

5. Attorney Response

Attorney and legal counsel regarding tree wall were discussed.

Pay Application 12 came back into discussion at which time there was approval given to the building committee to make a partial payment of reasonable amount to contractor upon approval and sign off of architect.

There was a motion by Tim Krumm and a second by Sharon Frey to enable the Building committee pay contractor reasonable amount of payment #12 upon approval of architect.

Roll call:

Frey, Harris, Krumm, Murphy, O'Neill, Shoup, Yakstis

ABSTAIN: None NAYS: None ABSENT: None

C. Personnel Committee Report – No report

D. Treasurer's Report

1. Review Investment Fund

Library budget and funds discussed along with investment choices.

Options included going through an investment firm, managing treasury direct ourselves or keeping money in current bank.

There was a motion by Karen Harris and a second by Michael Murphy (1) hold excess funds for investment over \$250,000 from 1st Collinsville Bank, (2) Open brokerage account with the library director, treasurer and another trustee, if needed as signatory.

Roll call:

Frey, Harris, Krumm, Murphy, O'Neill, Shoup, Yakstis

ABSTAIN: None NAYS: None ABSENT: None

V. Old Business – No report

VI. New Business – No Report

VII. Next Board of Trustees Meeting

The next meeting will be held on Tuesday, September 19, 2023 at 7:00 p.m. at the library.

X. Adjournment Regular BOT Meeting and TIT Hearing

There was a motion by Sharon Frey and a second by Rachel O'Neill to adjourn the regular BOT Meeting and the TIT hearing. Motion passed and the meeting adjourned at 9:16 p.m.

Ordinances for Review

A. Ordinance 2023-2024-003, Assessment Levy and Collection of Taxes. Roll Call/Vote

There was a motion by Jessica Yakstis and a second by Sharon Frey to accept as presented Ordinance Number 2023-2024-003, An Ordinance for the Assessment Levy and Collection of Taxes within the Corporate Limits of the Maryville Community Library District, Madison County, Illinois, for the Fiscal Year beginning July 1, 2023 and closing June 30, 2024.

Roll call:

Frey, Harris, Krumm, Murphy, O'Neill, Shoup, Yakstis

ABSTAIN: None NAYS: None ABSENT: None

B. Special Reserve Fund Resolution. Roll Call/Vote

There was a motion by Rachel O'Neill and a second by Sharon Frey to accept as presented the Maryville Community Library District Special Reserve Fund Resolution for Fiscal Year Commencing July 1, 2023 and Closing June 30, 2024.

Roll call:

Frey, Harris, Krumm, Murphy, O'Neill, Shoup, Yakstis

ABSTAIN: None NAYS: None ABSENT: None

C. Truth-In-Taxation, Certificate of Compliance

Roger Shoup will sign the Truth-In-Taxation, Certificate of Compliance, certifying to the Madison County Clerk that the Maryville Community Library District has complied with all of the provisions of the Maryville Community Library District of 35 ILCS 200/18-55 through 18-100, "Truth-in-Taxation Act", with respect to the adoption of the 2023-2024 Tax Levy.

Monthly Highlights

- ⇒ **Although we had a soft opening with our History Speaks program on Saturday, July 29th, our first full day open was Monday, July 31st. We received 18 tubs in our delivery (we normally get 2-3!) and we were still getting situated with the work room, but it was so much fun seeing and hearing everyone who came in gasp and ooh and ahh.**
- ⇒ **Since we moved in, I have been working hard on completing the IPLAR and gathering the items needed for the audit. The IPLAR is due at the end on August and is an annual required report that ensures we receive the Per Capita grant each year.**
- ⇒ **The 5th Annual Library Crawl will be October 1st-31st and we are ready! October will be a busy month with the Crawl, Star Wars Reads Month, Solar Eclipse, Halloween Party and more!**
- ⇒ **Our first Local Author Holiday Market will take place on Thursday, November 2nd at the Maryville Community Center. We are waiting to hear back from our invited local authors, although a few have already RSVP'd. Each author will have a table to set up their book(s), they can sell, sign and promote their work. The library will have light refreshments and offer complimentary gift wrap service to the market-goers who purchase books that evening.**

WE'RE IN THE NEW LIBRARY!

On Monday, July 24th, we had Two Men and a Truck arrive and begin packing us up. What was thought to be a 2-day process was able to be completed within 1 day! With the hard work of the staff and I ensuring that the collection was condensed to make it easier and more efficient for packing, along with removing all wall décor and packing any additional items we could, we were able to begin unpacking by 330pm on Monday! It was a long week and a lot of work, but the whole staff came together with very little notice and made it work.

AUDIT UPDATE

Kevin Tepen reached out with a list of items needed for the audit. Currently, I have everything to him that he needs, but will continue to touch base with him to ensure there are no missed items needed.

PROGRAM UPDATES

Now that we are in August, it will be Christmas before we know it. The full time staff and I had a meeting the other day to ensure we have our programs and events lined up through the end of the year, along with spotting any potential opportunities along the way. We will be starting a D&D group in September and a Board Game group in Sep/Oct. We are in the early stages of planning some indoor movie nights, a Halloween Party, our 2nd annual Elf Christmas Party and maybe even some Apple Butter Making. . . Oh, and don't forget there is a smaller eclipse happening in October in addition to the one in April 2024. We have plenty of solar glasses for all. The annual Library Crawl will be in October this year as well. We are hoping to start our biz campaign in September to start spreading the word in Maryville that we are here!



The day we moved, we made a special delivery to the Maryville Dental Wellness Center with 110 brand new toys for their Fire Truck O'Toys Drive!



The squares above are from our first craft club that was held in the new library. Participants were excited to come and see the new building while creating enchanting mirrors to take home.

**Ready
To
Move!**



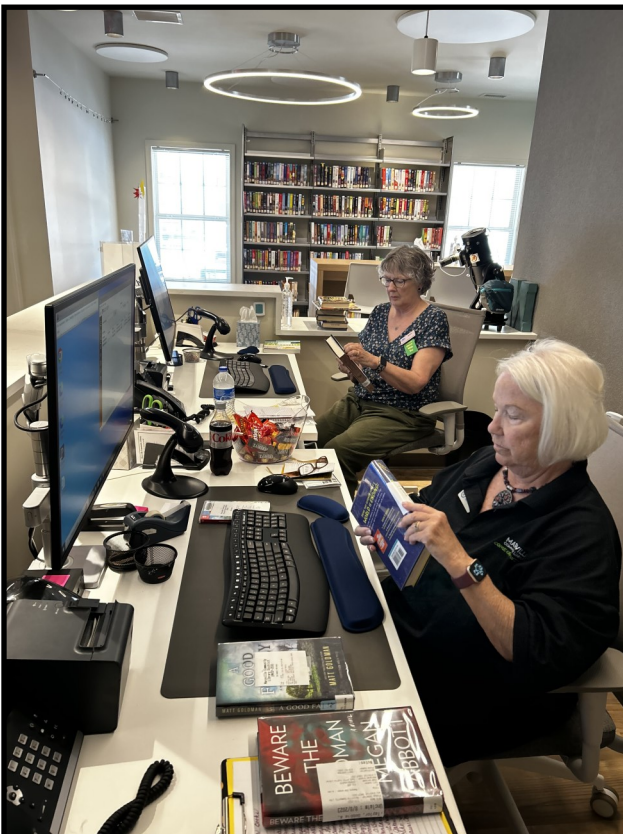
**Organized
Chaos!**



**Finally
In the
New Library!**



State Farm stopped by to drop off a beautiful potted plant and say welcome to the Neighborhood!



The ladies hard at work getting us ready for showtime in the new building. It's been A LOT of work, but the building is a joy and relief to be in! We had 18 tubs in our delivery the first day we opened.