

MARYVILLE COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
December 20, 2022

I. Pledge of Allegiance – Roll Call

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

<u>Members Present</u>	<u>Absent</u>	<u>Guests</u>
Roger Shoup – President	Rachel O’Neill -	Heather Gaines,
Jessica Yakstis – Vice President	Secretary	Library Director
Sharon Frey - Treasurer		
Karen Harris		
Vivian Kerley		
Roger Reeves		

II. Public Comment – None

III. Approval of the November 2022 MCLD BOT Meeting Minutes and November 2022 Special BOT Meeting Minutes

There was a motion by Jessica Yakstis and a second by Sharon Frey to accept the November 2022 BOT and November Special BOT Meeting minutes. The motion passed and the minutes will be placed on file at the library.

Roll call:

AYES: Frey, Harris, Kerley, Reeves, Shoup, Yakstis

ABSTAIN: None NAYS: None ABSENT: O’Neill

IV. Review Reports

**A. Library Director’s Report
December 20, 2022**

(insert report)

1. Financial Report

Approval of November 2022 MCLD Financial Report/Vote

There was a motion by Sharon Frey and a second by Roger Reeves to accept the November 2022 financial report.

Roll call:

AYES: Frey, Harris, Kerley, Reeves, Shoup, Yakstis

ABSTAIN: None NAYS: None ABSENT: O’Neill

2. Audit Reports

The auditor is confident the audit report will be completed by the end of December.

3. 2022 Annual Financial Report

The auditor is also working on the annual financial report. A two-month extension may be required.

4. Annual Report of Receipts and Disbursements

The Annual Report of Receipts and Disbursements will be filed with the County by the due date of December 27 and published in the local paper.

2. Book Drop for New Library

There was a motion by Vivian Kerley and a second by Jessica Yakstis to approve the purchase of the book drop for the new building.

Roll call:

AYES: Frey, Harris, Kerley, Reeves, Shoup, Yakstis

ABSTAIN: None NAYS: None ABSENT: O'Neill

There was a motion by Roger Reeves and a second by Jessica Yakstis to accept the Director's report. Motion carried.

B. President's Report

1. Building Remodeling Update

Lighting is expected to be installed in early January along with the flooring. Building is heated and bathroom tiling completed. Concrete work will be dependent upon weather conditions, but should be started in January. The first furniture order, which contained all shelving, has been received. Once flooring is in, shelving can be moved to new building. Next meeting with contractor on January 4.

2. Pay Order

There was a motion by Sharon Frey and a second by Jessica Yakstis to approve the seventh application for payment from R.W. Boeker Co., Inc., in the amount of \$42,316.20 for construction services and materials completed through November 30, 2022.

Roll call:

AYES: Frey, Harris, Kerley, Reeves, Shoup, Yakstis

ABSTAIN: None NAYS: None ABSENT: O'Neill

C. Personnel Committee Report – No report

D. Treasurer's Report

Sharon Frey suggested researching interest rates at local banking institutions for the coming fiscal year regarding the Special Reserve Fund.

V. Old Business – None

VI. New Business - None

VII. Next Board of Trustees Meeting

The next meeting will be held on Tuesday, January 17, 2023 at 7:00 p.m. at the library.

VIII. Adjournment

There was a motion by Jessica Yakstis and a second by Roger Reeves to adjourn the meeting. Motion passed and the meeting adjourned at 7:29 p.m.

Monthly Highlights

- ♦ **We had 66 attendees to the Elf Christmas party on December 2nd! We plan on having a Christmas party next year as well. (see pics)**
- ♦ **Our new Teen Lit Loot boxes are doing well. We have 8 teens signed up so far!**
- ♦ **We are starting a new collection in the children's area of Vox books. (see examples) These are picture level books, both fiction and non that have a built in audiobook. This allows the child to listen as they read the book. We have 8 books that are in processing at the moment. Almost all will be available for checkout within the next week or so.**
- ♦ **We added two new items that will be part of both the Video Game collection and the Library of Things! One is an Xbox 360 Slim and the other is a Sega Genesis Model 2. Both consoles will come with 2 controllers.**
- ♦ **Trixie the Elf (aka Diana) and I stopped by the Maryville Police Department and the Maryville Fire Department to wish them a Merry Christmas, thank them for all they do and drop off some chocolate and a holiday card. (see pic)**

OUTSIDE DECOR

We decorated the front of the library for the holidays! We were able to get giant candy canes from Dollar Tree and along with ribbon, we have a candy cane entrance. We also repurposed our fall mums into giant ornaments! We have received numerous compliments from patrons who are excited to enter the library winter wonderland.

AUDIT

Our audit is nearing the end. There were a few things that were needed and those have been provided except for one, which we are waiting on the FCB bank for. Kevin is confident he can complete this before the December deadline, however, if something impedes this, he will file an extension, which will give us 2 months extra.

GRANTS

Nick and I have submitted a grant through Penguin House that would give us \$1000 towards a new makerspace. With this money, we could purchase a 3D printer, additional tools and storage to go with that and a wifi photo printer. These items, along with our Cricut machine would allow us to open up more services to patrons, plus open more programs for us to hold. Awards will not be announced till early 2023.

We are starting to work on another grant that would award us money to start programs for patrons with dementia and their caretakers. We were in the early stages of planning a collection of sorts prior to the former Director's retirement and are excited to pursue this collection again.

PROGRAMS

I have pre-registered our library for participation in the Free Comic Book Day which takes place in May. Libraries need to register in December if they wish to receive at least 50 free copies of comic books to hand out that day. We also purchased make-your-own comic book kits from ILA which we will be handing out that day as well.

We are in the process of planning the programs for the coming year. With this will come a few changes/alterations which will be ironed out. We will also be adding new programs, including Craft Club. We are looking at other potential programs to start along the way. Once we are in the new building we will be starting a D&D club and board game club.

We wrote over 100 Christmas cards to the residents at Cambridge House in Maryville. We have monthly history programs held there, along with outreach for books and other library items.

Candy canes and ribbon welcome patrons to the library. Remember the mums from November? We saved them, spray painted them silver, added some ornaments and voila! Christmas décor!



Let It Snow sign in front yard adds a festive touch to the Library!

Trixie the Elf (aka Diana) had a blast this month! Here she is after returning from the North Pole, with a bag heavy with letters from Santa to give to the kids who wrote to him!

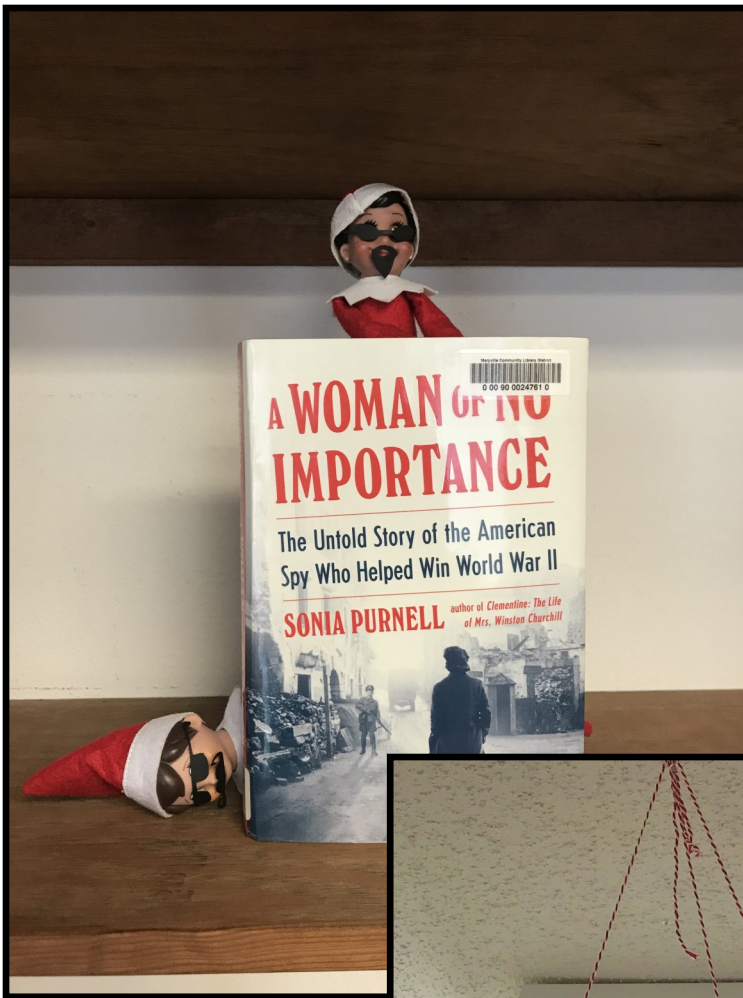
This was our first year doing letters to Santa. We handed out 48 templates and received 28 back!



Trixie and the Director visited both the Maryville Fire Department and the Maryville Police Department with Chocolate and Christmas card for all!



Trixie and her adventures continued with the Elf Christmas Party! Attendance was huge with multi-generational families showing up, we had 66 in attendance! The kids had a blast listening to stories from Trixie, dancing to Christmas music, making their own reindeer stuffie and decorating Christmas cookies!



Jingle and Kringle, our resident elves, have been up to mischief in the library again. Each week they are in a new location. When kids find them, they get a treat at the front desk!