

MARYVILLE COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
June 17, 2025
15 Professional Park Drive, Maryville, IL

I. Call to Order – Roll Call – Pledge of Allegiance

President Jessica Yakstis called the Board of Trustees meeting at 7:01 p.m.

Roll Call

Present

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

Absent

Guests

Heather Gaines – Library Director

II. Public Comment - None

III. Approval of the May 2025 MCLD BOT Meeting Minutes

There was a motion by Rachel O’Neill and a second by Tim Krumm to accept the May 20, 2025 BOT meeting minutes, upon correction of the spelling of “pro ten”. The motion passed and the minutes will be placed on file at the library.

Roll Call:

Ax, Frey, Harris, Krumm, Murphy, O’Neill, Yakstis

ABSTAIN: None NAYS: None ABSENT: None

IV. Review Reports

A. Library Director’s Report

1. Activities/Stats

The Director discussed the latest activities and statistics from the monthly highlights report, which included plans for a 2026 Library Cook Book:

- 100% funded by the Friends of the Library
- Celebration of the community and library patrons
- 300 books
- Invitation only
- Start collecting recipes in September
- Library staff will type the recipes resulting in a savings
- Ready for sale by 6/1/26
- The cost will be \$18.00 with a \$9.85 return and anticipated library profit of \$2,955.

2. Review of Chapter 7 Standards, Collection Management

The purpose of the collection management policy was review. The standards require the library to spend 8 to 12 percent of their budget on materials. Our current rate is 5 to 6 percent. It was questioned whether this percentage includes programs, digital lending or interlibrary loads. Heather will look at the numbers.

The MVE collection development policy is reviewed every two years (due in 2025).
Collection weeding is done annually.

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

B. Financial Reports

Review of current reports and highlights about various charges were shared by Director.

The \$193.73 under Utilities/Other will be moved to Southwestern Electric.

The \$2,240 under Electronic Resources included the costs for Libby/Newsbank renewals.

The correction under Employer Insurance has not been done yet. The amounts should only include employer costs and not any employee costs. Heather will advise the Board after reaching out to the accountant before the July Board meeting.

Approval of the May 2025 MCLD Financial Reports/Vote

There was a motion by Rachel O'Neill and a second by Michael Murphy to accept the May 2025 financial reports.

Roll Call:

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

ABSTAIN: None NAYS: None ABSENT: None

C. President's Report – No Report

D. Treasurer's Report

Sharon Frey reported that the Library is receiving \$4,400 a month interest through Fidelity.

V. 2025-2026 Proposed Budget Review

The proposed 2025-2026 budget was reviewed. The review included totals for the 2024-2025, as of May 30, including tax distributions. Regarding Computer Software, there is interest in looking into other options besides Spectrum for the computer backup system.

VI. Non Resident Card Policy Review

While Maryville boundaries are land locked and there are no probable cases for non resident library cards, the policy is required by law annually.

There was a motion by Tim Krumm and a second by Karen Harris to accept the Maryville Community Library Non Resident Card Policy as presented.

Roll Call:

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

ABSTAIN: None NAYS: None ABSENT: None

VII. Personnel Committee

A. Employee Salary Increases

The Director and Personnel Committee reviewed their recommendations for personnel salary increases. Stipulations include that the increases are to be based upon positive employee performance review and equal treatment with the exception of going above and beyond duties.

There was a motion by Michael Murphy and a second by Karen Harris to accept the employee salary increases, effective July 1, 2025, as recommended by the Personnel Committee and Director.

Roll Call:

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

ABSTAIN: None NAYS: None ABSENT: None

B. Direction Education Update

An update on the Director's continuing education was given. The Personnel Committee stated they have started the annual performance review process.

VIII. Building Committee

A. PPA Secretary Position

Discussion continued regarding the Library's involvement with the PPA duties. Tim Krumm will continue his discussions with the PPA board members on moving forward.

B. Windows Installation Update Blind Selection

Everyone was very pleased with the installation of the new windows. Discussion continued regarding the advantages and disadvantages of the type of blinds preferred (faux versus metal).

There was a motion by Michael Murphy and a second by Tim Krumm to approve a \$5,000 maximum amount for the Library Director to proceed with the purchase of the blinds at her preference.

Roll Call:

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

ABSTAIN: None NAYS: None ABSENT: None

Appreciation was noted for the work the Director's family did at the Library in preparation of the installation of the windows.

There was a motion by Sharon Frey and a second by Sharon Ax to approve the purchase of a gift card locally at the discretion of the Director to be given to her family members in appreciation of their help in getting the library ready for the window installation. An amendment to the motion to include the amount of \$100.00 for the gift card was made by Michael Murphy and second by Rachel O'Neill.

Roll Call:

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

ABSTAIN: None NAYS: None ABSENT: None

C. Bird Remediation Quotes

The bird remediation problem has been resolved.

IX. Old Business – None

X. New Business - None

XI. Next Board of Trustees Meeting

The next meeting will be held on Tuesday, July 15, 2025 at 7:00 p.m. at the library.

Two members are expected to be absent.

X. Adjournment

There was a motion by Sharon Frey and a second by Rachael O'Neill to adjourn the meeting. Motion passed and the meeting adjourned at 8:36 p.m.