

MARYVILLE COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
March 21, 2023

**I. Pledge of Allegiance – Roll Call**

President Roger Shoup called the meeting to order at 7:00 p.m.

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

**II. Public Comment – None**

**III. Approval of the February 2023 MCLD BOT Meeting Minutes**

There was a motion by Jessica Yakstis and a second by Sharon Frey to accept the February 2023 BOT Meeting minutes. The motion passed and the minutes will be placed on file at the library.

Roll call:

AYES: Frey, Harris, O’Neill, Reeves, Shoup, Yakstis

ABSTAIN: None      NAYS: None      ABSENT: Kerley

**IV. Review Reports**

**A. Library Director’s Report**

**March 21, 2023**

(insert report)

- The shipping date for the book drop for the new library is now expected to be the end of March or beginning of April.

## **1. Financial Report**

- \$18,000 refund from Bond was related to the ramp entrance required changes.

### **Approval of the February 2023 MCLD Financial Reports/Vote**

There was a motion by Jessica Yakstis and a second by Sharon Frey to accept the February 2023 financial report.

Roll call:

AYES: Frey, Harris, O'Neill, Reeves, Shoup, Yakstis

ABSTAIN: None      NAYS: None      ABSENT: Kerley

There was a motion by Roger Reeves and a second by Rachel O'Neill to accept the Director's report. Motion carried.

## **B. President's Report**

### **1. Building Remodeling Update/Progress**

#### **a. HVAC in Public Restrooms**

The new library building plans did not include HVAC in the two public restrooms. The builder has been asked to provide an estimate on the cost.

There was a motion by Roger Reeves and a second by Jessica Yakstis to enter into negotiations to get heating and air conditioning installed in the two new library public restrooms with a \$4,000 cap in price. The motion passed and the minutes will be placed on file at the library.

Roll call:

AYES: Frey, Harris, O'Neill, Reeves, Shoup, Yakstis

ABSTAIN: None      NAYS: None      ABSENT: Kerley

#### **b. IT Hookups**

The library's IT specialist, Andrew Speer, has determined that specific standard procedure IT equipment had not yet been ordered. Three companies have been approached for bids.

There was a motion by Jessica Yakstis and a second by Rachel O'Neill for the building committee to move forward with approving the necessary work to complete the necessary IT set up with a \$5,000 cap in price.. The motion passed and the minutes will be placed on file at the library.

Roll call:

AYES: Frey, Harris, O'Neill, Reeves, Shoup, Yakstis

ABSTAIN: None      NAYS: None      ABSENT: Kerley

## **2. Pay Order**

There was a motion by Sharon Frey and a second by Roger Reeves to approve the tenth application for payment from R.W. Boeker Co., Inc., in the amount of \$120,240.00 for construction services and materials completed through February 28, 2023.

Roll call:

AYES: Frey, Harris, O'Neill, Reeves, Shoup, Yakstis

ABSTAIN: None      NAYS: None      ABSENT: Kerley

## **3. PA 102-1088 Report Committee**

Public Act 102-1088 requires certain governmental units to establish a committee within one year of the effective date (June 9, 2023) and at least once every 10 years thereafter, to study local efficiencies and report recommendations to the county board no later than 18 months after the committee has been formed. Library districts that have the ability to levy a tax are one of the units of local government affected by the provisions of this initiative. The committee is required to meet at least three times. The Maryville Community Library will form their committee at the May board meeting. Two former board members who are current Friends of the Library have agreed join on this committee.

## **4. PA 102-1143 Paid leave (Paid Leave for All Workers Act)**

This policy establishes a minimum paid leave standard for all workers in Illinois to have some paid leave from work to maintain their health and well-being, care for their families, or use for any other reason of their choosing. The law requires 1 hour of paid leave for every 40 hours work. The Director recommends PTO for the library part time employees be adjusted to reflect new law.

## **5. House Bill 2789. Banned books**

This is a proposed bill that would potentially effect libraries that allow book bans. Libraries that allow books to be banned would potentially lose state funding. Maryville library has a policy in place regarding the reconsideration and banning of books and it is the policy of the Board of Trustees not to allow books to be banned.

## **6. Election Transition**

Four of the library board members will be running in the April 2023 election. Election of officers, along with swearing in of trustees, will be done at the May meeting.

## **C. Personnel Committee Report**

The Library Director's one-year review is coming up and will be completed by Personnel Committee members, Jessica Yakstis and Rachel O'Neill. One staff member will be asked to complete a review form along with the Director completing a self-review. Comments from other board members are welcomed. A closed session will be held at the April meeting to review the completed forms and discuss the proposed salary. The review will be held following the meeting.

**D. Treasurer's Report – No report**

Sharon Frey stated that the library is in a good financial position.

**V. Old Business - No report**

**VI. New Business – No report**

**VII. Next Board of Trustees Meeting**

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

**VIII. Adjournment**

There was a motion by Jessica Yakstis and a second by Rachel O'Neill to adjourn the meeting. Motion passed and the meeting adjourned at 7:49 p.m.

## Monthly Highlights

- ♦ **On Wednesday, February 22nd, Nick and I attended the Maryville Heritage Museum Open House. We met with various members of the Village and were able to see the museum. Both the museum and us look forward to partnering with each other in the future.**
- ♦ **Our first kids cooking club met on Wed, March 8th and was a hit! They made tortilla pizzas. We currently have three groups, one for the older kids and two for the younger. (see pic)**
- ♦ **National Popcorn Lover's Day was March 9th and we had popcorn available for patrons that day. In total, we handed out 48 bags! (see pic)**
- ♦ **Due to an incredible sale, we were able to add 100 new biographies to the children's collection, called the Who Is/ Was! This collection is very popular with the youth and will be well-loved.**

## CONTINUING EDUCATION

At the beginning of this fiscal year, I started a new initiative with the staff which required all full time staff to get at least 10 hours of CE and all part time staff to get at least 5 hours of CE. I am excited to share that the staff is averaging 17.5 hours per person!

## CURB APPEAL

The front posts of the library were decorated with gold ribbon and glittery shamrocks for March. Since the temps are still cold, I purchased some flower spinners to place in the two planters out front to bring some bright colors into the front. We are looking forward to planting flowers in the pots again soon!

## PROGRAMS

Craft Club is staying a hit with the patrons. Our second meet-up came together to create string art. The class was full and the creations turned out beautiful! (See pics)

We have started advertising for our first Lego League meet up in April. We received a ton of lego donations. We are anticipating on only needing to purchase a few base boards to get the league going.

## COLLECTIONS

I was able to purchase 100 books for the children's biography and non fiction section from a very popular collection for about \$2/book! The collection is the Who Is/Who Was series and covers both living and dead historical figures, historical events and even places of interest.

After purchasing Non-GMO seeds of veggies, herbs and flowers, the staff and I are engaging in creating a functional seed library that will be available for everyone. Seeds will be available for patrons to take and they will be encouraged to save and return seeds for the following year. We are looking forward to offering this every year and hope to have this collection available by April.





March Shamrocks and bright spinning flowers were added to the front.

Many compliments from community members!

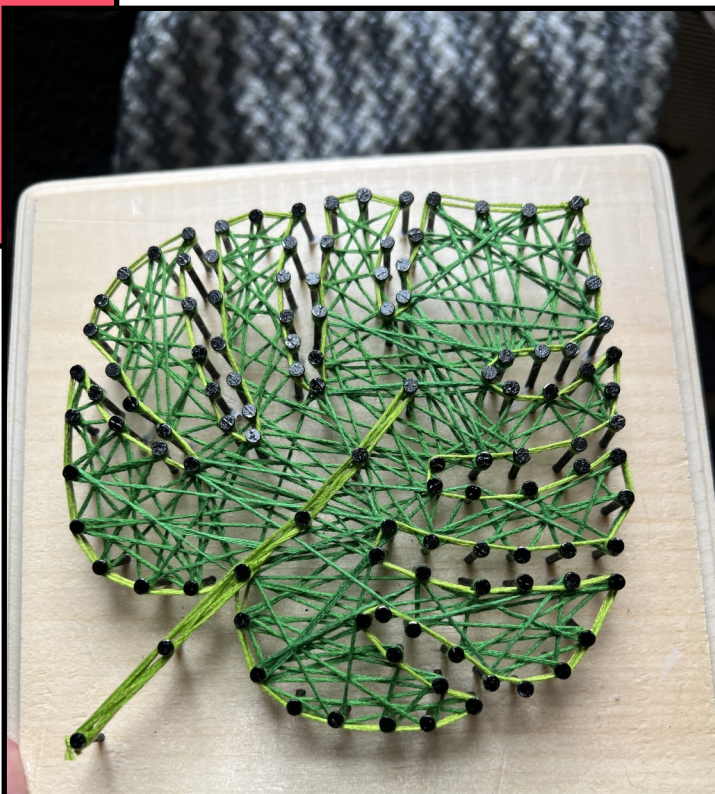


Kettle Corn, Cheddar, Zebra and Butter popcorn were all available on National Popcorn Day and patrons loved it, saying it was a nice surprise!

The tags on the popcorn read "Thanks for popping in on National Popcorn Lovers' Day"



Craft Club met for the second time with a full sign up. They created string art and the end results were fabulous! Craft Club is open to adults and teens and meets once a month.







The Kid's Cooking classes are a hit! We have one class for older kids that is open to ages 12 and two younger classes for 3-7 year olds. This month, they are making pizza!

