

MARYVILLE COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
November 18, 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 7:00 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 October 2025 MCLD BOT Meeting Minutes**

There was a motion by Michael Murphy and a second by Tim Krumm to accept the October 21, 2025 BOT meeting minutes. The motion passed and the minutes will be placed on file at the library.

Roll Call:

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

- Elf Party-In-A-bag. The 26 registration spots filled up immediately.
- Trunk/Treat saw over 1,000 kids.

There was a motion by Rachel O’Neill and a second by Michael Murphy to approve the Library Director’s Report.

## **B. Financial Reports**

Discussion continued regarding clarity with some of the Spectrum Internet pricing over the past months. The Director will continue to pursue more details and breakdown on the charges and will email the information to the Board Treasurer.

### **Approval of the October 2025 MCLD Financial Reports/Vote**

There was a motion by Michael Murphy and a second by Sharon Ax to accept the October 2025 financial reports.

#### Roll Call:

Yakstis, Krumm, Frey, O'Neill, Ax, Harris, Murphy  
ABSTAIN: None      NAYS: None      ABSENT: None

## **C. President's Report – No Report**

## **D. Treasurer's Report**

Treasurer Sharon Frey discussed recent transactions made based upon the proposals agreed upon by the Board members in the October meeting.

## **V. Personnel Committee**

### **A. Director Tuition Reimbursement**

Rachel O'Neill explained that the Personnel Committee met with the Director and signed the required tuition reimbursement forms, based upon meeting the policy requirements, for the classes completed at this point. All present at this Board meeting were in agreement.

## **VI. Building Committee**

The new back doors have been installed.

It was decided a third person was needed on the Building Committee. The committee members will now include Sharon Frey, Heather Gaines and Tim Krumm.

## **VII. Library Use and Circulation Policy**

The Director presented a proposed “Library Use and Circulation” policy for addressing all aspects of borrowing services available to cardholders. Current policies for standard practice have been in place for years. All agreed that more policies are needed for various reasons including staff protection.

It was noted that the driver's license number is required by the IHLS system. Replacing the requirement of a photo ID with “government issued photo ID”.

There was a motion by Sharon Ax and a second by Karen Harris to accept the Maryville Community Library “Library Use and Circulation Policy” with the change to “photo ID” relating to the issues discussed effective November 18, 2025.

#### Roll Call:

Yakstis, Krumm, Frey, O'Neill, Ax, Harris, Murphy  
ABSTAIN: None      NAYS: None      ABSENT: None

**VIII. Memorial Update**

The topic of the staff member memorial was tabled until the January meeting. The Director will continue discussion with the Friends related to donations. She also reached out to other libraries and found all were doing different methods. It was decided to continue to explore other options on what the best fit would be with the funds collected.

**IX. Old Business**

Sharon Frey discussed attending a recent TIF meeting and the potential opportunity for the library to pursue application for funding.

**X. New Business**

Sharon Ax discussed exploring issues other libraries have incurred and the possibility of new policies.

It was agreed to create a Policy Oversight Committee to include the Director and two Board members (Sharon Ax and Michael Murphy). As the need arises for new policies, the committee with work to create the policies and present them to the Board. The Director will reach out to the committee members in the new year in regards to next steps.

**XI. Next Board of Trustees Meeting**

The next meeting will be held on Tuesday, January 20, 2026 at 7:00 p.m. at the library.

**XII. Adjournment**

There was a motion by Rachel O'Neill and a second by Karen Harris to adjourn the meeting. Motion passed and the meeting adjourned at 7:55 p.m.