

MARYVILLE COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
October 17, 2023
15 Professional Park Drive, Maryville, IL

I. Call to Order – Roll Call

Interim President Jessica Yakstis called the meeting to order at 7:01 p.m.

Heather Gaines swore in Richard Coldiron as new member of the Maryville Community Library Board of Trustees

Roll Call

Members Present

Jessica Yakstis – Interim &
Vice President
Sharon Frey – Treasurer
Rachel O’Neill – Secretary
Richard Coldiron
Karen Harris
Tim Krumm

Absent

Michael Murphy

Guests

Heather Gaines, Library Director
Vivian Kerley, Resident

II. Public Comment - None

III. Approval of the September 2023 MCLD BOT Meeting Minutes

There was a motion by Tim Krumm and a second by Sharon Frey to accept the September 2023 BOT meeting minutes. The motion passed and the minutes will be placed on file at the library.

Roll Call:

Coldiron, Frey, Harris, Krumm, O’Neill, Yakstis

ABSTAIN: None NAYS: None ABSENT: Murphy

IV. Review Reports

A. Library Director’s Report

October 17, 2023

(insert report)

1. Activities

The director discussed the latest activities from her monthly highlights report.

It was noted that the 2023 Patron Statistics are close to the 2019 numbers. 2020 and 2021 numbers were influenced by the Covid pandemic.

2. Financial Report

Electronic Resources – renewal costs up. Hoopla costs rising rapidly, cuts to cost made to mitigate yearly fees.

Approval of the September 2023 MCLD Financial Reports/Vote

There was a motion by Rachel O’Neill and a second by Karen Harris to accept the September 2023 financial reports.

Roll call:

Coldiron, Frey, Harris, Krumm, O’Neill, Yakstis

ABSTAIN: None NAYS: None ABSENT: Murphy

a. Credit Card Update

The new credit card has been activated and should arrive next week. The credit limit is less than half the previous card. New card company will be contacted in due course to see about credit increase. The former card will be closed once all the library utility accounts have been transferred.

3. Security Camera Policy

Heather Gaines reviewed the library’s Security Camera Policy which had been reviewed previously with both the library’s attorney and State Archives Record Management.

There was a motion by Tim Krumm and a second by Sharon Frey to accept the Maryville Community Library Security Camera Policy effective immediately.

Roll call:

Coldiron, Frey, Harris, Krumm, O’Neill, Yakstis

ABSTAIN: None NAYS: None ABSENT: Murphy

There was a motion by Sharon Frey and a second by Karen to approve the Library Director’s Report.

4. New Part Time Hire

Heather Gaines discussed the need for hiring an additional 1-2 new part time employees for additional coverage in the evenings and on Saturdays. The individual(s) would also serve as substitutes for current employee absences.

There was a motion by Rachel O’Neill and a second by Sharon Frey to allow the director to proceed with hiring 1-2 new part time employees as required.

Roll call:

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

B. Interim President's Report

1. Updates on the FCB Account

a. Safe Deposit Box

The former library board president's name has been removed from all the necessary accounts and the safe deposit box at FCB has been closed.

2. December Meeting

There was a motion by Sharon Frey and a second by Tim Krumm to not hold a December 2023 Board of Trustees Meeting.

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: Murphy

C. Personnel Committee Report

Discussion was held regarding board member donations and ideas for the library staff holiday gifts.

D. Treasurer's Report

Sharon Frey reported that the process has started with moving funds from FCB to Fidelity and the library is in good financial condition.

E. Building Committee Report

1. Building Remodel Update

The new toppers arrived. The new additional shelving should arrive by the end of November or early December. Heather discussed potentially qualifying for a "beautification" grant that would cover replacing all of the windows. We should find out by the end of October.

2. Old Location Update

Sharon Frey discussed the status of the remaining items in the old library building. Some of the items were taken by the Habitat for Humanity, African Vision of Hope and Granny's Attic. There are only a few shelves remaining, which need to be moved to the garage. Hopefully, those shelves will also be taken in lieu of having to spend funds hiring a removal company. Bids are being reviewed.

V. Old Business – No report

VI. New Business – No Report

VII. Next Board of Trustees Meeting

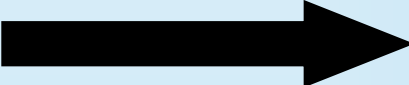
The next meeting will be held on Tuesday, November 21, 2023 at 7:00 p.m. at the library.

VIII. Adjournment Regular BOT Meeting

There was a motion by Tim Krumm and a second by Rachel O'Neill to adjourn the regular BOT Meeting. Motion passed and the meeting adjourned at 8:02 p.m.

Monthly Highlights

- **Library Card Sign Up Month saw 43 new registrations for the month. Compared to last September (2022) we had 39.**
- **We are in the middle of the 5th annual library crawl. So far we have given out over 100 crawl bags to visitors. Crawl bags include brochures on Maryville P&R, Heritage Museum and this year's giveaway.**
- **Our new shelf toppers came in and were installed on Wednesday, October 11th. We are excited to have the addition of the toppers as this will help us to display more of both the collection and the upcoming events.**
- **I received word that I had been awarded an HR Source Grant. HR Source is a great resource for Directors as it provides fast access to legal help regarding all things HR related. This grant reduces our cost down to \$250 to be able to try it out till 06/2024. At that time, I will assess if this is something the library should purchase into or not at full cost.**



This is just a highlight of some of our bigger or seasonal programs taking place over the next few months. We also have our 4 books clubs, history speaks and more.

Good Neighbor Day

On September 28th, we celebrated Good Neighbor Day. Originally set up as an initiative for neighborhoods to come together and become advocates for each other, we have chosen to use this day as a way to spread a little cheer (and some info) from the Maryville Library to those businesses located within our street or vicinity. We created small goody bags for each of our Pro Park neighbors and handed them out to everyone. Many were surprised as none of them usually connect with each other, but they were all excited to receive their treats. (see pics)

Open House Plans

Our Open House is scheduled for Sunday, October 22nd from 1pm -3pm. Invites have been sent to the who's who of the Village of Maryville, IHLS Directors, SHARE management and advertised to everyone. I have coordinated with the Friends who will be providing bottled water and cookies. I have ordered some additional food, keeping the selection to finger foods and small bites. In addition to the bottled water, we will also offer iced tea and lemonade. The staff will be around the library at various "stations" to not only engage the visitors with some fun but also to share all that the library has to offer. We are looking forward to showing off the new library and hope everyone can make it.

iLEAD

iLEAD, an interactive database specifically designed for Illinois Library Trustees, will be ready to launch at the end of the month. I have been looking forward to this not only for our trustees, but for myself. I have no details as to specifics, but we have all been informed that it will be a comprehensive information source for trustees and Directors to turn to for information on boards and such. I will be sure to email everyone when it goes live and we have more details.

Coming Events

Fall Festival– Saturday, October 21st 11am-2pm (Fireman's Park)
D&D Session 0– Saturday, October 21st @ 1pm
Halloween Party-Saturday, October 28th @ 1030am Star Wars Reads month and the Library Crawl-last day to participate is Tuesday, October 31st
Local Author Holiday Book Market-Thursday, November 2nd @530pm-730pm (community center)
Santa Letters-starts November 13th
Christmas Gift Tags Class– Tuesday, November 28th @ 6pm
2nd Annual Elf Party– Friday, December 1st 6pm-730pm



Above are the bags we set up for our neighbors on Good Neighbor Day! Each bag contained a seasonal popcorn, sparkling apple cider, mini pretzels, a small bag of chocolates, some library magnets, library pens, an invite to our Open House and a newsletter for the library.



Picture from our Ribbon Cutting on September 22nd! We had our staff, members of our board and friends group there, along with members of the Chamber of Commerce.

We have had several new kiddos join our 1000 Books Before Kindergarten challenge recently. Pictured is a young patron who just completed her 1000 books!

