

MARYVILLE COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
October 18, 2022

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

President Roger Shoup called the meeting to order at 6:59 p.m.

Members Present  
Roger Shoup – President  
Sharon Frey - Treasurer  
Karen Harris  
Vivian Kerley  
Rachel O’Neill – Secretary  
Jessica Yakstis –Vice President

Absent  
Roger Reeves

Guests  
Heather Gaines,  
Library Director

**II. Public Comment – None**

**III. Approval of September 2022 MCLD BOT Meeting Minutes**

There was a motion by Rachel O’Neill and a second by Sharon Frey to accept the September 2022 meeting minutes. The motion passed and the minutes will be placed on file at the library.

Roll call:

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

ABSTAIN: None      NAYS: None      ABSENT: Reeves

**IV. Review Reports**

**A. Library Director’s Report  
October 18, 2022**

(insert report)

**1. Financial Report**

**Approval of August and September 2022 MCLD Financial Reports/Vote**

There was a motion by Sharon Frey and a second by Vivian Kerley to accept the August and September 2022 financial reports.

Roll call:

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

ABSTAIN: None      NAYS: None      ABSENT: Reeves

## **2. Furniture for Order**

A revised furniture order, removing the outdoor furniture, planters and kid zone seating, was placed on September 30 at a price of \$41,456.16 (the previous amount totaled \$65,655.86).

## **3. Quotes for Moving to the New Building**

Heather has received four responses from the six moving companies she tried to contact:

- Dodge Moving and Storage
- Sunrise Moving and Packing
- Two Men and A Truck
- Fry-Wagner Moving and Storage

The two being considered are Sunrise and Two Men and A Truck. Costs are being compared with and without the library staff packing the contents.

It was suggested to reach out to the Brentwood High School Library regarding their experience with Two Men and a Truck.

All agreed to avoid the need for interim storage.

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

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

### **1. Building Remodeling Update, Doors, ADA Suggestions**

- The two new sets of doors have been ordered (the previous doors were not ADA compliant design). Waiting on the updated price. Roger will check on the status of the order, which includes the doors and air handling exchange unit. They are not expected before December.
- There was discussion regarding how the library will function during the move/shutdown.
- The next meeting with Boeker is scheduled for October 27. Other than the doors and air handling unit, what is the finish date for everything else.
- Heather will check with Andrew Speer regarding the ordering and installation of security related work.
- A Grand Opening is expected to be held a few weeks after the move in. Past Board members and the Secretary of State will be invited. The Friends have offered to help.

### **2. Pay Order**

There was a motion by Karen Harris and a second by Sharon Frey to approve the fifth application for payment from R.W. Boeker Co., Inc., in the amount of \$48,814.20 for construction services and materials completed through September 30, 2022.

Roll call:

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

ABSTAIN: None      NAYS: None      ABSENT: Reeves

**C. Personnel Committee Report**

Jessica reported that the new Director's six month performance review has been completed. It was decided there is no need to do another review until one year is reached. There are plans to condense the performance review document.

Discussion was held regarding Christmas gifts for the library staff.

**D. Treasurer's Report**

Sharon stated that she and Heather are continuing their process of reviewing the monthly folder on a quarterly basis.

After the library move, it is suggested setting up a maintenance fund for roof repairs, etc., and revisiting the bank accounts.

**V. Old Business – None**

**VI. New Business**

Roger reported that the Friends of the Maryville Library have expressed their pleasure with the new director and library happenings. They have asked for a list of the furniture needs and plan to appeal for donations to offset the cost. There are plans to have a continuous book sale at the new library, which will be located near the director's office.

**VII. Next Board of Trustees Meeting**

The next meeting will be held on Tuesday, November 15, 2022 at 700 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 7:54 p.m.

## Monthly Highlights

- ♦ **We had 39 new library cards made during Library card Sign up Month, September! Winner of the gift bag was James Blankenship! (see pic)**
- ♦ **The Maryville Library now offers a print newsletter filled with our programs, History and more!**
- ♦ **We gave the front entrance a full face list! (see pics) full description to the side.**
- ♦ **Clifford (Diana) and Annie attended the Fall Festival on Saturday, October 14th. They handed out Halloween activity books, toys and candy.**
- ♦ **New Drill and Home tool set are being added to the Library of Things and we have begun expanding/ updating our Large Print section.**

### FACE LIFT

My mom and I painted the front posts, the front door and the rusted legs of the book drop to give the front entrance a clean, fresh look. I purchased pumpkins and mums and someone from dad's work donated corn stalks to bring together a fall look that will last through November. We also had Chabod landscaping, the same company that was keeping up with the lawn care of 15 Professional Park, come out to professionally eliminate the weeds out front. And it looks fantastic!

### TRAINING

At the end of September, ALA (the American Library Association) sent out a letter to all members to inform them of the letter they sent to the FBI. This was in regards to the multiple bomb and shooting threats received by libraries across the US in a two week period. Because of this, I had all staff members watch a bomb threat training video put out by the US Dept. of Homeland Security. I also added laminated cards to all phone areas on exactly what information to try and get if you receive a bomb threat. All staff are already required to watch and discuss active shooter training every year. Bomb threat training has now been added to their yearly required training.

### NEWS LETTER

We now offer a printed newsletter for all patrons, filled with upcoming programs, news, history and more. This newsletter is available in-house, at Village Hall, the Red Apple and at the Dental Wellness office in Maryville. At this time, we plan on still offering our virtual newsletter through Wow-brary, which we have had for several years.

### COLLECTION DEVELOPMENT

We will soon have a new Black & Decker Drill and tool set as part of the Library of Things collection. This is in the process of being specially cataloged with IHLS.

### MOVING

I met contacted 6 moving companies, set up meetings with and conducted walk-throughs with 4 of them. After the walk through's, I received quotes and have a full report with notes on each.

### PROGRAMS

We had 253 participants in our programs during September!

The winner of the Library card Sign up Gift basket was James Blankenship. He was very excited to win, as was his mom and little brother! We made 39 new cards in September.

October is Star Wars Reads month! To encourage check outs and celebrate, we are offering a chance to enter to win a Star Wars Crockpot and New Padawan cookbook every time a patron checks out.

We have handed out over 50 Library Crawl passports to our patrons! Once they visit 5 other libraries, they are eligible to be entered for a prize. Many patrons from other libraries have stopped by on their "crawl" and are loving the backscratchers as handouts.

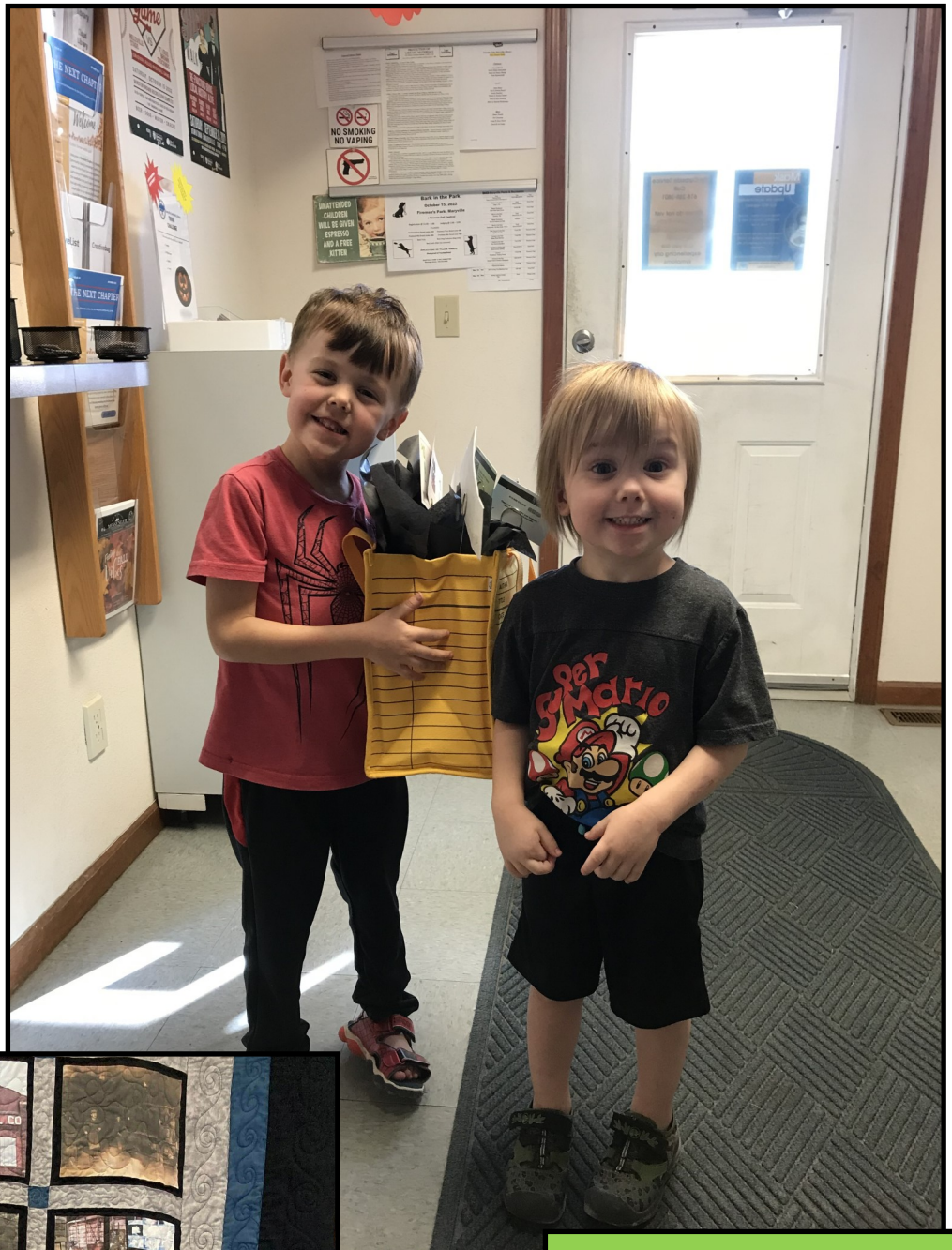


White paint refreshed the outside porch, with real pumpkins, corn-stalks, and baskets of mums. Chabod Landscaping also did a fab job of removing all the weeds and spraying to ensure they don't come back!





**Below is Debbie, a frequent Maryville patron, on the Library Crawl. She represented Maryville as she visited Six Mile Regional Library in Granite City!**



**Above is James Blankenship, winner of the Taste of Maryville gift bag, and his brother. The family was very excited to win the gift bag and we are excited to have them as new patrons!**



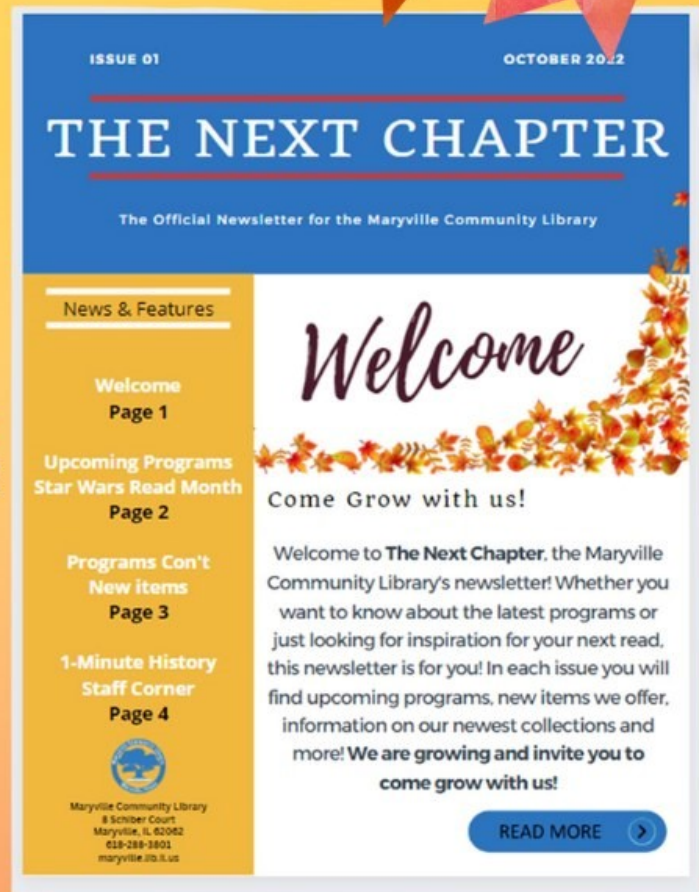


**Kiddos at one of our pop-up story times in Drost Park! Ms. Diana reads a story and makes a craft with the kids.**

# IT'S HERE!

THE MARYVILLE LIBRARY IS  
PLEASED TO ANNOUNCE THE  
ARRIVAL OF OUR BRAND  
NEW NEWSLETTER!

FILLED WITH UPCOMING  
PROGRAMS, HISTORY AND  
MORE, PICK UP A COPY  
TODAY!



Issue 1 of our brand new newsletter!!