

MARYVILLE COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
October 15, 2024
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
Sharon Frey – Treasurer
Rachel O’Neill – Secretary
Josh Coldiron
Karen Harris
Michael Murphy

Absent

Tim Krumm -
Vice President

Guests

Heather Gaines, Library Director

II. Public Comment - None

III. Approval of the September 2024 MCLD BOT Meeting Minutes

There was a motion by Sharon Frey and a second by Rachel O’Neil to accept the September 2024 BOT meeting minutes. The motion passed and the minutes will be placed on file at the library.

Roll Call:

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

ABSTAIN: None NAYS: None ABSENT: Krumm

IV. Review Reports

A. Library Director’s Report

October 2024

(insert report)

1. Activities

The Director discussed the latest activities and statistics from the monthly highlights report, which included:

There were 37 new patrons registered during the Library Card Sign Up Month. The percentage of Maryville residents who are current library patrons was requested. Regarding the Ingram Account Transfer, it was recommended to confirm the “positive pay” with FCB.

Game Nights is currently a work in progress.

A statistics report on the use of the library genealogy databases was requested.

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

B. Financial Reports

Approval of the September 2024 MCLD Financial Reports/Vote

Questions regarding the Profit and Loss report included:

- Library Maintenance charges of \$700
- Publicity/Advertising
- Travel Reimbursement

It was noted that 52 percent of the property tax levy distribution occurs within the first three months of the fiscal year

There was a motion by Josh Coldiron and a second by Rachel O'Neill to accept the September 2024 financial reports.

Roll Call:

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

ABSTAIN: None NAYS: None ABSENT: Krumm

C. President's Report – No Report

D. Treasurer's Report – No changes reported.

V. Personnel Committee

A. Director Education Development

Discussed the Director's continued education plan.

It was requested she confirm that credits will transfer to a university for a bachelor's or AAS degree. Timeline was discussed. Director will seek policies from other local libraries regarding continuing education and potential reimbursement. A closed session may be held at the November meeting to review the general policy and potential education expenses reimbursement policy (to include all employees).

B. Full Time Benefits Proposal

A recommendation was made by the director to reevaluate the current health benefits for full time employees in an effort to be a more competitive employer. The current coverage is at 75%. The recommendation is 100%, and to include Dental/Vision. The Director will contact the broker for more information and additional quotes.

The topic will be further discussed at the November Board meeting.

C. Director Update

Discussed the Director's upcoming leave of absence for surgery recovery. Director is working on obtaining the doctor's note as requested that would release her to work from home including dates and the recovery plan.

VI. Building Committee

A. Snow Removal

Only one quote was received from Cliff, Inc. Heather will reach out to the other companies and send responses to the Board. It was suggested reaching out to the PPA again for possibilities. A joint lawn and snow package would be preferred. The Board President will reach out to the Vice President to connect with the PPA regarding this topic.

B. HVAC quotes

Quotes from three of the five companies were received. BeloMan, who also did the plumbing for the new building, is recommended to try for a year.

There was a motion by Sharon Frey and a second by Rachel O'Neil for the Director to proceed with a HVAC contract with BeloMan.

Roll Call:

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

ABSTAIN: None NAYS: None ABSENT: Krumm

VII. Old Business

Regarding new building windows, the Director will reach out to the companies that submitted quotes to include fixed versus single hung windows. She will also reach out to the Maryville City Engineer regarding building permit and any ordinances related to windows.

VIII. New Business – No Report

The decision on whether to hold a December Board meeting will be determined at the November meeting in lieu of all the pending topics.

IX. Next Board of Trustees Meeting

The next meeting will be held on Tuesday, November 19, 2024, at 7:00 p.m. at the library.

X. Adjournment

There was a motion by Sharon Frey and a second by Karen Harris to adjourn the meeting. Motion passed and the meeting adjourned at 8:24 p.m.