

MARYVILLE COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
September 19, 2023
15 Professional Park Drive, Maryville, IL

I. Call to Order – Roll Call

Interim/Vice President Jessica Yakstis called the meeting to order at 7:02 p.m.

Roll Call

Members Present

Jessica Yakstis – Vice and Interim President
Sharon Frey – Treasurer
Rachel O’Neill – Secretary
Karen Harris
Tim Krumm
Michael Murphy

Absent

None

Guests

Heather Gaines, Library Director
Vivian Kerley, Resident
Richard Coldiron, Resident

II. Public Comment

Richard Coldiron, resident of Maryville, introduced himself and expressed interest in joining the Board.

III. Approval of the August 2023 MCLD BOT and Special BOT Meeting Minutes

There was a motion by Tim Krumm and a second by Michael Murphy to accept the August 15, 2023 BOT meeting minutes and the August 29, 2023 Special BOT meeting minutes. The motion passed and the minutes will be placed on file at the library.

Roll Call:

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

ABSTAIN: None

NAYS: None

ABSENT: None

IV. Review Reports

A. Library Director’s Report

September 19, 2023

(insert report)

1. Activities

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

2. Holiday Schedule

In lieu of December 24 and 25 falling on a Sunday and Monday this year, the library will be closed Monday and Tuesday, December 25 and 26. Christmas holiday closure dates will be decided each year.

There was a motion by Rachel O'Neill and a second by Karen Harris to close the library on Monday and Tuesday, December 25 and 26, 2023, with holiday pay for staff who have regular work hours on those days.

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: None

3. Financial Report

Approval of the August 2023 MCLD Financial Reports/Vote

There was a motion by Sharon Frey and a second by Tim Krumm to accept the August 2023 financial reports.

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: None

a. Credit Card Update and Options

The current library credit card needs to be closed since it was opened in the former board president's name. Heather Gaines researched options with FCB to compare with the current Spark Cash Business Visa account. It was decided that Tim Krumm will open the account. The recommendation is to pay off the current card and transfer to a FCB card. As many of the library utility accounts as possible will be transferred to the card.

There was a motion by Michael Murphy and a second by Sharon Frey to allow the library director to proceed with the selection of a credit card in the best interests of the library.

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: None

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

B. Interim President's Report

1. Updates on the FCB Account

a. Safe Deposit Box

The Interim Vice President has worked with FCB to remove the former Board President's name from all accounts. All current board members are authorized for signing checks except for the Board Treasurer, Sharon Frey.

There was a motion by Tim Krumm and a second by Karen Harris for Jessica Yakstis to close the Library's FCB safe deposit box and obtain the \$5.00 from petty cash to pay the fine for the missing secondary key.

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: None

2. Open House

The open house date is set for Sunday, October 22, 1:00 – 3:00 p.m.

C. Personnel Committee Report – No report

D. Treasurer’s Report

1. Investment of Funds

The Fidelity Account is open and access begins on Wednesday, September 20. The plans are to proceed with investment options in the best interest of the library. \$250,000 will be retained at FCB per insurance regulations.

E. Building Committee Report

1. Building Remodel Update

The architect has signed the certification of substantial completion and Application #12 payment (withholding \$5,000).

Punch Lists are completed.

Track lighting ordered (shipment expected September 18).

Removal of tree wall and installation is scheduled for September 25.

2. Building Payment

The final payment was \$85,000 (with \$5,000 withheld to cover the completion of the tree wall).

3. Furniture Quote Update

Heather Gaines reviewed the Louer proposal for the needed additional metal shelves and the bookcases that fit with the current benches.

There was a motion by Rachel O’Neill and a second by Michael Murphy to accept the Louer Facility Planning, Inc. proposal dated September 8, 2023 for additional shelving in the amount of \$5,667.79.

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: None

V. Old Business – No report

VI. New Business

Heather Gaines explained the Maryville Community Library Non-Resident Card Policy which is to be reviewed and passed by the Library Board annually before June 30th of each year.

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: None

VII. Next Board of Trustees Meeting

The next meeting will be held on Tuesday, October 17, 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 Michael Murphy to adjourn the regular BOT Meeting. Motion passed and the meeting adjourned at 8:05 p.m.

Monthly Highlights

- **September is Library Card Sign Up Month and we are back with 2 prizes for registrees to win. One is for kids and the other for adults. Similar to the set up last year with the Taste of Maryville, we have gift bags with various gift cards to explore the area.**
- **We concluded our Fall Food Drive at the end of August with 306 items, including food and toiletries. All items were dropped off at the Maryville food pantry at the beginning of September.**
- **After a “fruitful” spring/summer, we pulled our seed library and did a quick audit. We had 136 seed packets taken during our first season! We have made note of the seeds that were popular and will be able to select more of what is wanted for next spring.**
- **Eclipse glasses will be available starting mid-September for the partial eclipse taking place October 14th this year. Glasses were donated by the Adler Planetarium.**
- **We have received word that we are due to received a \$2000 grant from Ameren! This generous grant was through an internal program they have in which their staff can nominate any public library. Though we have not received specifics on who nominated us, we are thrilled to receive this and plan on putting the funds towards our PR Outreach purchases as we go around Maryville to spread the word of our library and all we have to offer.**

Shifting/Weeding

You may have noticed movement in our collections. As we continue to get settled into our new “home” we have made assessments of our collections and are moving forward with changes accordingly. These include shifting some of the children’s collections to differing areas to allow for better access and sight, weeding major fiction collections to allow for more growth and retaining the items that are truly looked for, and updating collections like our non-fiction collection to better serve our patrons. More changes will be coming over the many months, but these are all for the better and we look forward to being able to serve our patrons even more efficiently with these changes.

Ribbon Cutting

Our Ribbon Cutting with the Chamber of Commerce is scheduled for Friday, September 22nd at 830am. This event is to be around 20 minutes long with Dawn Mushill going live on FB, announcing our new location and some details, then the ribbon is cut. We are looking forward to this occasion as a way to further spread the word that we are here and open.

Patronage

Comparing August this year to August last year, we had nearly 1000 more patrons visit this year! (999 to be exact)

Village Meet & Greet

Starting with Good Neighbor Day on September 28th, we will be kicking off our visits around Maryville. We plan on starting off with the Professional Park on September 28th as a way to say hello and spread the word on what we have to offer. From there, we hope to do a handful each week with at least 2-3 of us stopping by businesses throughout the village. The money from the Ameren grant will help go towards the cost of the items, from flyers to totes to magnets and more.

Library Crawl

October is the start of the Library Crawl and we are ready! We have partnered with the Maryville Heritage Museum to get both rack cards and a walking tour brochure of Maryville Historic Sites for all visitors.

Craft Club created dried flower votive holders with LED candles



Sir Lancesloth visited us from Cromwell Beldon Public Library in Cromwell, CT! He is travelling around the country as their ambassador and we were thrilled to be on his route. We took him to several places, including the Brook's Catsup Bottle, Monk's Mound, Bobby's and even around St. Louis!

Clifford's Library Card Challenge

Attention all teachers!

From September 1st, 2023-March 29th, 2024, encourage your students to get a library card from their local library! In April, submit to the main office how many students in your class have library cards.

The teacher with the most students with library cards gets an Amazon gift card and a Grumpy Bob's gift card and the class gets a pizza party with Clifford, courtesy of the Maryville Community Library!

For more information, please contact the Maryville Community Library at 618-288-3801 or
heathergaines@maryville.lib.il.us
dianamcmahan@maryville.lib.il.us



Principal Kirk at Maryville Elementary has partnered with us for our second year of Clifford's Library Card Challenge!

Last year we had good participation and many parents and kids come to the library to register for cards.

September is Library Card Sign Up Month and this year we are offering 2 prizes, one for kids and one for adults!

Taste of Maryville

September is Library Card Sign Up Month!

Adults and children who register for a new library card between 9/1-9/30 will be entered to win the Taste of Maryville gift bag, filled with vouchers to some of Maryville's finest! Prizes are separated into an adult bag and a goodie bag just for kiddos.

cards available to anyone ages 5 & up who reside within the Maryville Library district.

**not applicable to renewed cards*