

MARYVILLE COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
September 20, 2022

I. Pledge of Allegiance – Roll Call

President Roger Shoup called the meeting to order at 7:01 p.m.

<u>Members Present</u>	<u>Absent</u>	<u>Guests</u>
Roger Shoup – President	None	Heather Gaines,
Sharon Frey - Treasurer		Library Director
Karen Harris (arrived 7:06 p.m.)		
Vivian Kerley		
Rachel O’Neill – Secretary		
Roger Reeves		
Jessica Yakstis –Vice President		

II. Public Comment – None

III. Approval of August 2022 MCLD BOT Meeting Minutes

There was a motion by Vivian Kerley and a second by Jessica Yakstis to accept the August 2022 meeting minutes. The motion passed and the minutes will be placed on file at the library.

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: Harris (not present at time of approval)

IV. Review Reports

**A. Library Director’s Report
September 20, 2022**

1. Financial Report

Approval of August 2022 MCLD Financial Reports/Vote

There was a motion by Rachel O’Neill. A second was withheld till the financials were corrected. Director will reach out to the accountant regarding the changes needed.

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: None

2. Furniture for Order

- Discussed secondary furniture order.
- Agreed to eliminate outdoor furniture from the order and seek reasonably priced furniture at a later date.
- Agreed to eliminate sit-upons at the Director's recommendation.
- The Director will reach out to Louer and Bond to verify measurements and delivery prior to the order placement.
- The Director was given authorization to place the order when the questions are answered.

3. Staffing

The Director gave a brief overview of the new full time employee and how it is going.

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

B. President's Report

1. Building Remodeling Update, Doors, ADA Suggestions

- The doors at 15 Professional Park are not ADA compliant and there will be a cost to correct.
- Roger Shoup will reach out to Bond and Boeker to find out how this was missed.
- ADA ramp/entrance changes were discussed.
- Roger Shoup will reach out to Bond, Boeker and the Mayor for a second opinion from an ADA professional.

2. Pay Order

There was a motion by Sharon Frey and a second by Karen Harris to approve the fourth application for payment from R.W. Boeker Co., Inc., in the amount of \$33,873.30 for construction services and materials completed through August 31, 2022.

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: None

C. Personnel Committee Report

1. Library Director's Review

The Library Director's review was discussed in a closed session.

D. Treasurer's Report – No Report

V. Old Business – None

VI. New Business – None

VII. Next Board of Trustees Meeting

The next meeting will be held on Tuesday, October 18, 2022 at 700 p.m. at the library.

VIII. Adjournment

There was a motion by Rachel O'Neill and a second by Jessica Yakstis to adjourn the Closed Session and the Board meeting. Motion passed and the meetings adjourned at 8:30 p.m.

Monthly Highlights

- ♦ **Facebook Stats**
8/16/22-9/13/22
25 new page likes
26 new page followers
- ♦ **Library of Things collection is growing!** We are adding a Lightbox, used for tracing and art projects, to the collection!
- ♦ **Newest Community Connection: Maryville Elementary School.**
We have teamed up with Mrs. Loemker to start a year long contest for students and teachers. The class at the end of the year with the most library cards will get a pizza party with Clifford and the teacher will get a gift card to Amazon!
- ♦ **Clifford (Diana) and Nick went to the Maryville Elementary School on August 16th for their Open House.** They handed out goody bags with Scooby snacks, pencils, erasers, bookmarks and stickers.
- ♦ **A couple (who wish to remain anonymous) came by on Friday, August 26th to say they noticed the changes over the past few months and how good the library was doing. They gave the library a \$1000 check to support us! (see pic)**

IN THE NEWS

Roger Shoup and I were featured in the Edwardsville Intelligencer in late August. The reporter reached out to me via Facebook after seeing our post on the Library Card Sign up giveaway. (see pic)

STAFF MEETING

The staff and I had a staff meeting on Friday, August 26th to go over the updated Employee Handbook.

AUDIT

The audit is under way and is being completed by Kevin Tepen. He is the same auditor we used last year. We have supplied him with the info he needed.

TRAINING

As of July 1st, 2022, all staff are required to earn CE or Continuing Education throughout the year. All full time employees are required to earn at least 10 hours CE and part time at least 5 hours CE. By the end of August, the staff had earned 20.5 hours of CE!

I attended a multi-day virtual conference from September 15th-16th, hosted by the Association of Rural and Small Libraries. This is a yearly, national event that is specified and directed towards libraries of our size. They covered a variety of topics including programing, outreach, development and management.

COLLECTION DEVELOPMENT

We have added to the Library of Things with a new Lightbox! This can be used for tracing and art projects. Once this undergoes special cataloging from IHLS, it will be ready for checkout.

We are currently working on weeding and updating the Junior non fiction section. Many of the books in that collection are dated and/or worn. We plan on updating and growing the collection.

PROGRAMS

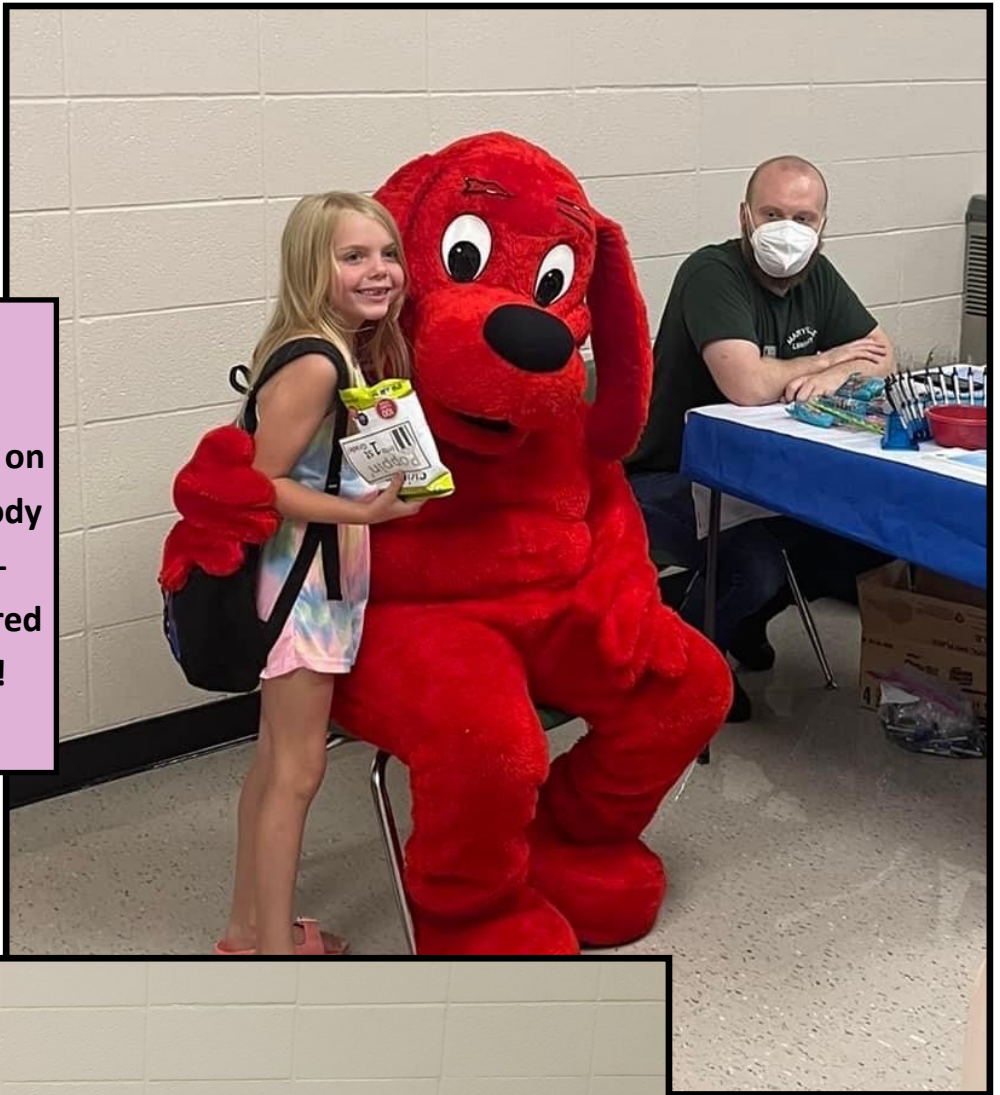
1000 Books Before Kindergarten, which started July 15th, has 9 kids participating at this time, with 2 who have already completed their first 100 books! There is a display in the front lobby with a hot air balloon scene. Each hot air balloon has the kid's name on it. For every hundred, the kids receive a "brag tag" and their hot air balloon gets moved up. (see pic)

Trivia Challenge has continued success with 131 participants over the month of August!

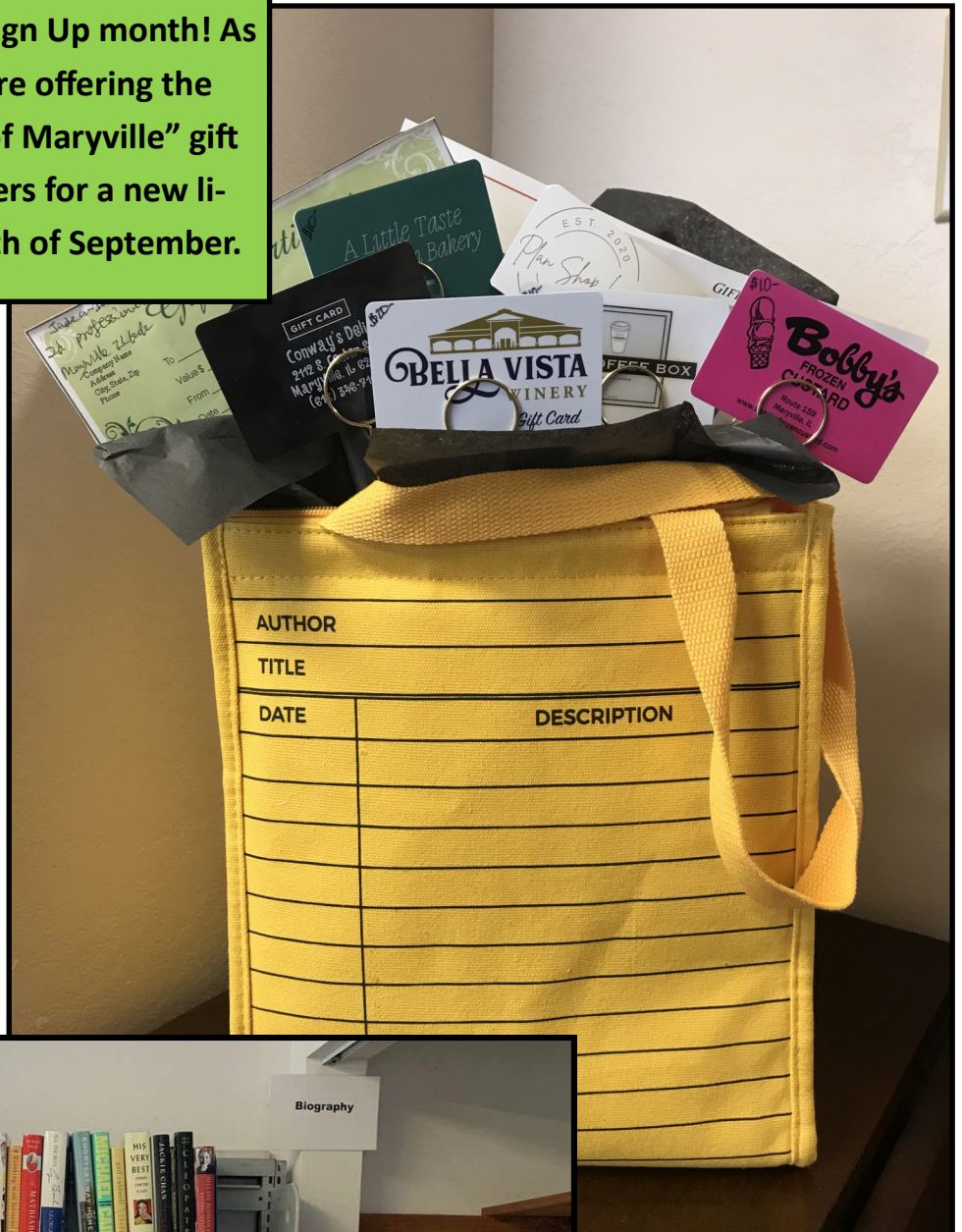
The Teen Book Club met for the first time in 2 years. We had three teens, who came together and decided to change the name of the club to the "Readers Digest Teen Book Club".

Library Card Sign Up Month is going well, with us making a card a day so far! All who register for a new library card will be entered to win the Taste of Maryville gift bag! (see pic)

Nick and Diana attended the Maryville Elementary Open House on August 16th! They handed out goody bags with pencils, erasers, book-marks and Scooby Snacks and shared info on upcoming library events!



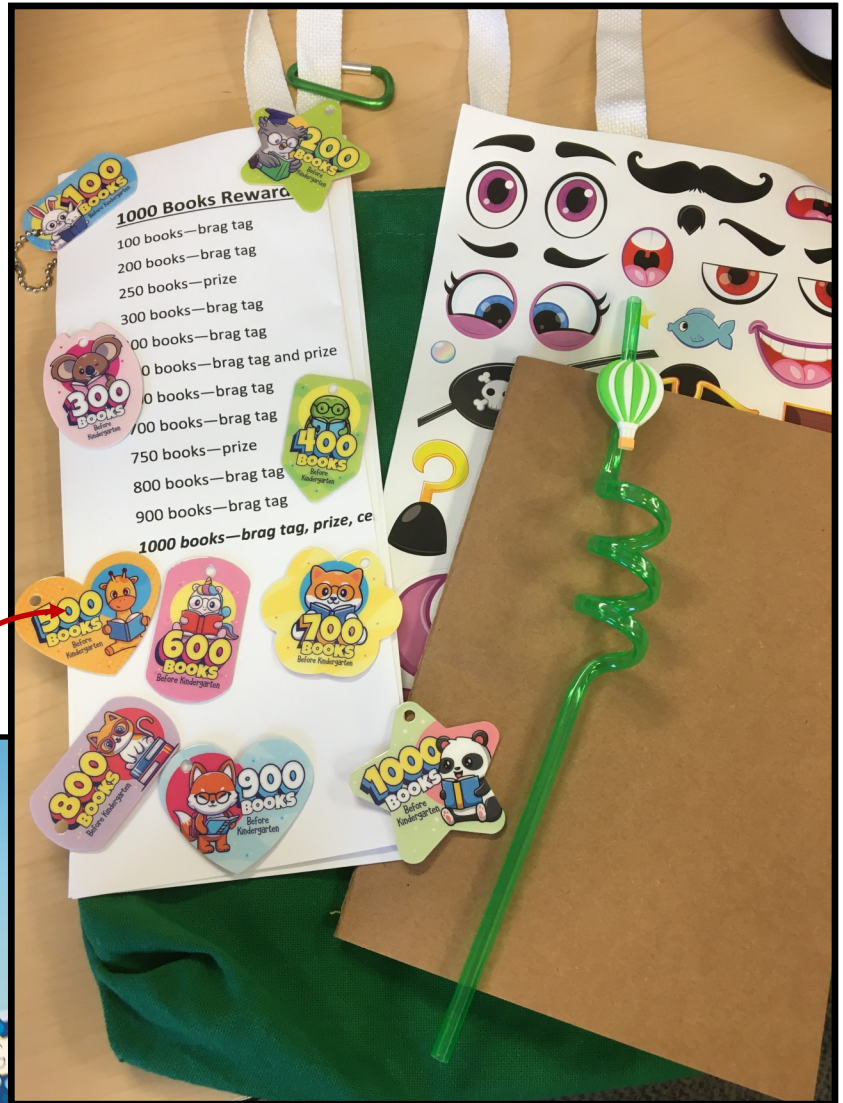
September is Library Card Sign Up month! As an encouragement, we are offering the chance to win this “Taste of Maryville” gift bag to anyone who registers for a new library card during the month of September.



Roger and I were interviewed in August regarding our Library Card Sign up month give away! The reporter said he would return to do a story on our open house as well!

1000 Books Before Kindergarten kit and prizes! When a kid registers for the program, they receive a bag with a notebook, stickers to decorate, and a hot air balloon straw. For every 100 books, they receive a "brag tag" that they can hook onto their carabineer on their bag.

Brag tags



One of our 1000 Book readers who completed his first 100 books!

Below is the note attached to the \$1000 check.

It reads:

Dear Librarians

Please accept this anonymous donation for use as needed. As retired teachers and avid readers from an early age we appreciate the work you do to encourage young readers.

They said they have been long time supporters of the library but have not been to the library in a while. They saw the positive changes over the past few months and wanted to ensure we were supported.

Dear Librarians

Please accept this anonymous donation for use as needed. As retired teachers and avid readers from an early age we appreciate the work you do to encourage young readers.