MARYVILLE COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
September 16, 2025
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 7:03 p.m.

Roll Call

Present	Absent	Guests
Jessica Yakstis – President	None	Heather Gaines – Library Director
Tim Krumm – Vice President		
Sharon Frey - Treasurer		
Rachel O'Neill – Secretary		
Sharon Ax		
Karen Harris		
Michael Murphy		

II. Public Comment – None

III. Approval of the August 2025 MCLD BOT Meeting Minutes
There was a motion by Rachel O'Neill and a second by Tim Krumm to accept the August 19, 2025 BOT meeting minutes. The motion passed and the minutes will be placed on file at the library.

Roll Call:
Yakstis, Krumm, Frey, O'Neill, Ax, Harris, Murphy
ABSTAIN: None NAYS: None ABSENT: None

IV. Review Reports

A. **Library Director's Report**

1. **Activities/Stats**
The Director discussed the latest activities and statistics from the monthly highlights report, which included:
    - Artist drawing of the library building for the 20th birthday celebration
    - The order has been placed for the back doors. Installation is expected in 8 weeks (end of October/beginning of November).

2. **Review of Chapters 12/13 Standards**
The Maryville Community Library meets all of the standards within the following:
    - Chapter 12, Technology
    - Chapter 13, Marketing, Promotion and Collaboration

There was a motion by Tim Krumm and a second by Michael Murphy to approve the Library Director's Report.

B. Financial Reports

Review of current reports and highlights about various charges were shared by the Director, including:

- A problem with the credit card amounts matching was responsible for holding up the R&E.
- The Per Capita Grant amount needs to be moved from "Other Miscellaneous" to the "Per Capita Grant from State" section.
- The Maryville parade fee was discussed. The library was able to participate by sponsoring the band.

Approval of the August 2025 MCLD Financial Reports/Vote

There was a motion by Tim Krumm and a second by Rachel O'Neill to accept the August 2025 financial reports.

Roll Call:
Yakstis, Krumm, Frey, O'Neill, Ax, Harris, Murphy
ABSTAIN: None NAYS: None ABSENT: None

C. President's Report – No Report

D. Treasurer's Report

1. Policy Review/Vote

Authority to Spend Policy

There was a motion by Tim Krumm and a second by Michael Murphy to accept the Authority to Spend policy dated September 16, 2025 authorizing the Library Director to spend up to $5,000.00 on any single item without Board approval for items previously approved as a budgeted line item. The Board is to be informed by email of the expenditure, stating at a minimum what the expenditure is for, the budgeted line item it is shown under and the total amount.

Roll Call:
Yakstis, Krumm, Frey, O'Neill, Ax, Harris, Murphy
ABSTAIN: None NAYS: None ABSENT: None

Fund Balance Policy

There was a motion by Rachel O'Neill and a second by Michael Murphy to accept the Fund Balance policy dated September 16, 2025 establishing a minimum level at which the projected year end fund balances should be maintained, in order to provide long-term financial stability, cash flow for operations, and fund balances adequate to ensure that the Library will be able to respond to emergencies from a strong fiscal position

Roll Call:
Yakstis, Krumm, Frey, O'Neill, Ax, Harris, Murphy
ABSTAIN: None NAYS: None ABSENT: None

V. Personnel Committee – No Report

VI. Building Committee

A. Cleaning Quotes – Review & Vote

After review of additional quotes received for a replacement cleaning company, a selection was made based up meeting certain criteria:

- Local Company
- Address
- Complete contract (defined level of responsibility)
- Unsatisfactory performance clause

There was a motion by Michael Murphy and a second by Sharon Frey to contract with Ellis Janitorial Services LLC, located in Edwardsville, IL, for biweekly cleaning in the library at a rate of $682 monthly/$8,184 annually, effective immediately for an initial period of one year.

<u>Roll Call</u>:
Yakstis, Krumm, Frey, O'Neill, Ax, Harris, Murphy
ABSTAIN: None NAYS: None ABSENT: None

VII. Old Business - None.

VIII. New Business - None

IX. Next Board of Trustees Meeting

The next meeting will be held on Tuesday, October 21, 2025 at 7:00 p.m. at the library.

X. Adjournment

There was a motion by Tim Krumm and a second by Karen Harris to adjourn the meetings. Motion passed and the meeting adjourned at 7:37p.m.