

**MARYVILLE COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
February 23, 2021**

I. Pledge of Allegiance – Roll Call

President Roger Shoup called the meeting to order at 7:02 p.m.

Nick Waller swore in Roger Reeves as a member of the Maryville Community Library Board of Trustees.

<u>Members Present</u>	<u>Absent</u>	<u>Guests</u>
Roger Shoup – President		Peggy Pick –
Laure Willmann – Treasurer (by phone)		Library Director
Rachel O’Neill – Secretary		
Sharon Frey (by phone)		
Roger Reeves		
Tami Schaibly		
Jessica Yakstis		

II. Public Comment - None

III. Approval of November 2020 MCLD BOT Meeting Minutes

There was a motion by Rachel O’Neill and a second by Tami Schaibly to accept the November 2020 meeting minutes. The motion passed and the minutes will be placed on file at the library.

Roll call:

AYES: Frey, O’Neill, Reeves, Schaibly, Shoup, Willmann, Yakstis

OBSTAIN: None NAYS: None ABSENT: None

IV. Approval of November 2020 and January 2021 Financial Reports/Vote

There was a motion by Sharon Frey and a second by Jessica Yakstis to accept the November 2020 and January 2021 financial reports.

Roll call:

AYES: Frey, O’Neill, Reeves, Schaibly, Shoup, Willmann, Yakstis

OBSTAIN: None NAYS: None ABSENT: None

V. **Reports**
A. **Director's Report**
February 16, 2021

COVID -19 Maryville Community Library
The Library Resumed Porch Pick-Up on November 18.

January was the deadliest month yet for the Coronavirus Pandemic.

The library staff continue to wear masks, social distance, and clean frequently. Items are cleaned before being returned to the shelves. We continue to make every effort to provide a safe environment for our patrons and staff. All in-person programs and events are cancelled until further notice.

The Illinois Heartland library System (IHLS) reduced the quarantine period to 3 days in December. Items continue to be quarantined at the delivery hubs.

UPDATE: As of February 22, the Illinois Heartland Library System reduced the item quarantine period from 72 to 48 hours

Fraudulent Unemployment Claim - In November, I received notice of a fraudulent unemployment claim using a library employee's name. With the bookkeeper's very prompt assistance, this was resolved, and we received notice from the State of Illinois that it was designated fraudulent. I have since received an additional fraudulent unemployment claim in another employee's name. We were able to have that claim declared fraudulent as well.

Overdrive - Overdrive acquired RB Digital earlier this year. The Overdrive/RB Digital meeting on February 3 dealt primarily with RB digital e-magazines. These will be available to patrons until June 30, 2021. The library system must decide by June 30 how to proceed, and new sources of e-magazines are being considered.

Hoopla - Maryville Library's Hoopla account will be available to patrons as of **February 15**. Hoopla provides access to e-books, e-comic books and graphic novels, e-audiobooks, TV series, movies, and music. Sign up at <https://www.hoopladigital.com/> or at www.maryville.lib.il.us/online-resources/digital-lending/. Each patron will be able to check out 6 items per month.

2020 Patron Savings from Library Use - Total 2020 yearly savings for using the Maryville Community Library instead of buying the items was \$464,767.82.

Heritage Quest Free Trial --Two hundred and five people used Heritage Quest during the trial period, so we believe there is enough interest to warrant a subscription to this genealogy service.

UPDATE: The library will not offer Heritage Quest based upon the requirement that the only way patrons can access and legally abide by the agreement is through the library WIFI, which is not practical.

Fine Free - The library has been officially Fine Free since mid-November. This has been very well received by our patrons. Overdue notices are sent out, and most items are being returned in a timely manner. The patrons who do not return items are billed for lost or damaged items. We will continue to promote our Fine Free status.

Library Food Drive - The Maryville Library Community Food Drive was a great success. Last year we collected 331 items and this year we collected **547** items, our largest collection so far. All of these items were delivered to the Maryville Food Pantry during the first week of February.

Patron Outreach - In addition to planning engaging projects and activities for patrons to take and make, the library staff checks on some of our regular senior patrons who live alone. Staff members call several patrons each week to discuss which books they'd like us to request. These calls only take a few minutes, but they are a way of checking on our isolated seniors. One of our seniors described books as her lifeline. She said she doesn't feel quite so lonesome if she has a good book for company. A staff member drops off books at Cambridge House because weekly visits to deliver and discuss books with some of the residents have been discontinued due to the pandemic.

StoryWalk

Per Sharon Petty:

The Parks & Rec Committee's general consensus was that this is a great idea for both the Library and the Park. However, no motion was made to approve the concept. They want to discuss some issues before a formal motion is made.

By starting the StoryWalk at the Library and circling the northern path (which is not used as much by bikers) there is more than 3000' of trail, which would be a nice walk and talk for adults and kids. 20 boards could be spaced out 100'-150+' apart. That section also encircles the playground and 2 small pavilions. Probably a bell shaped mulched area 3' off the walking path might be safer for kids and make mowing easier for grass cutters to work around.

The Village would need an agreement or contract between the Village and the Library about maintenance and upkeep. Also, the library would need to ask the Parks & Rec Committee to have Mayor Short and Trustee Julie Clark discuss the Story Walk with the Village Trustees.

Two quotes for StoryWalk frames are included in your attachments. Please note that one quote is for frames that "mount on customer supplied 4x4 wood posts." The other quote includes metal posts (illustrations included.)

Library Hours: Monday-Thursday 10am-6pm, Friday-Saturday 10am-4pm,
Sundays CLOSED

Electronic Resources – Can be accessed from the library's web page: www.maryville.lib.il.us under Databases and Digital Lending.

A to Z Food Data Base AtoZ Food America contains recipes for six US regions, all 50 states, and 33 ethnic cuisines. AtoZ Food America also covers food culture and ethnic cuisines.

A to Z USA – facts, figures, articles, reports, and photos

A to Z World Culture – society, culture, trade, commerce, and maps

A to Z World Travel – city facts, attractions and excursions, and travel resources

New York Times Online — NY TIMES is located under Databases on the library's website. When you click the icon, a promo code will appear. Click on promo code, then create a new account with your email. Once in, you have access to the complete New York Times.

Creativebug is an online arts and crafts learning center featuring thousands of video tutorials, downloadable PDFs, discussion boards, daily challenges and more, including recipes and cooking videos.

Go to our website, hover over Online Resources, click on Databases, and use your Maryville library card to access Creativebug. There is no limit to the information you can use in a month.

Check out the Library's web and Facebook pages: <http://www.maryville.lib.il.us/> and <https://www.facebook.com/MaryvillePublicLibrary/>

Wowbrary — a bi-weekly email newsletter about new items and upcoming events at the Maryville Library. Sign up at the Wowbrary logo on the library's webpage: www.maryville.lib.il.us .

Gale Courses—Offers a wide range of highly interactive, instructor led courses you can take entirely online. As a library card holder in good standing, you are entitled to these courses at no cost. Courses run for six weeks and new sessions begin every month. Access through the library's web page. Click on Databases and Gale Courses to get started.

<http://www.maryville.lib.il.us/>

Other Electronic Resources for Library Patrons. The funding for the following electronic resources was generously donated by the Friends of the Library: EBSCO database package including Consumer Reports, Consumer Health Information, Legal Reference Center, MasterFile of complete text magazine articles, Science Reference Center, Novelist Plus, and Novelist K-8 Plus.

There was a motion by Tami Schaibly and a second by Roger Reeves to accept the director's report. Motion carried.

B. President's Report

1. Porch Pickup will continue for the foreseeable future. Given the size of the building, the continued incidents of Covid and the variants in the local area, and the fact that the process is working well, it has been determined curbside service will continue for time being.
2. Building Purchase Status – The Mayor has indicated that the building purchase will be addressed immediately once the new Village attorney takes office. There are two other potential buildings for sale that will be looked into. However, limited parking may be an issue.
3. Electrical Issue and Proposal – The Mayor has recommended the library hire an electrician to run more lines and the cost will be offset with the rent.

C. Personnel Committee

No report.

VI. New Business

StoryWalk Vendors.

The Village of Maryville Park Committee has unanimously approved the Library's proposed StoryWalk project. The next step will be to present to the Village Board for final approval.

Bids for the posts and frames have been received from two Wisconsin companies:

- Best Exhibits, A Division of DRM Industries
- Barking Dog Interpretive Design, Inc.

The more expensive bid from Best Exhibits includes aluminum posts and frames, which are very well made and expected to have good weather endurance with limited maintenance.

Other comments and suggestions were:

- The project will be good advertisement for the library.
- Library programs and activities will be incorporated.
- Promotion with the local schools suggested.
- Other educational information can be included, such as, local tree identification.
- Community groups and businesses could be sponsors, which will help offset the yearly maintenance costs.
- Installation could be a good project for a local community group, such as the Eagle Scouts.

VII. Old Business

New Telephone System

Two companies, CDS Office Technologies and NEC Univerge Blue, have been compared for the purchase of a new telephone system for the library. The recommendation is to go with CDS Office Technologies. The decision was based upon:

NEC Univerge will not do the installation.

CDS was more responsive.

Good references and recommendations from other local libraries who use CDS.

CDS will provide training.

Sharon Frey and Roger Reeves will review the contract details.

There was a motion by Laure Willmann and a second by Jessica Yakstis that the Maryville Community Library, barring any discrepancies found in the contract details to be reviewed by Roger Reeves and Sharon Frey, proceed with the purchase of a new telephone system with CDS Office Technologies.

Roll call:

AYES: Frey, O'Neill, Reeves, Schaibly, Shoup, Willmann, Yakstis

OBSTAIN: None NAYS: None ABSENT: None

VIII. Next Board of Trustees Meeting

The next meeting will be held on Tuesday, April 20, 2021 at 7:00 p.m. at the library.

X. Adjournment

There was a motion by Rachel O'Neill and a second by Tami Schaibly to adjourn the meeting. Motion passed and the meeting adjourned at 7:57 p.m.