

**MARYVILLE COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
May 19, 2020**

**I. Pledge of Allegiance – Roll Call**

President, Roger Shoup, called the meeting to order at 6:59 p.m.

**Members Present**

**Absent**

**Guests**

Roger Shoup – President  
Rachel O’Neill – Secretary (by phone)  
Laure Willmann – Treasurer (by phone)  
Sharon Frey  
Tami Schaibly  
Jessica Yakstis

Peggy Pick –  
Library Director

**II. Public Comment**

None

**III. Approval of February 2020 MCLD BOT Meeting Minutes**

There was a motion by Sharon Frey and a second by Tami Schaibly to accept the February 2020 meeting minutes. The motion passed and the minutes will be placed on file at the library.

Roll call:

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

OBSTAIN: None    NAYS: None    ABSENT: None

**IV. Approval of February, March and April 2020 Financial Reports/Vote**

There was a motion by Tami Schaibly and a second by Sharon Frey to accept the February, March and April 2020 financial reports.

Roll call:

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

OBSTAIN: None    NAYS: None    ABSENT: None

**V. Reports**

**A. Director’s Report**

**March 19, 2020**

**COVID -19 Maryville Community Library Closure**

Amid a flurry of activity to offer curbside service and sanitize items and workspaces, the Maryville Community Library closed to the public on March 20, 2020 due to COVID-19.

Since then library employees have been working from home. They are catching up on continuing education by watching webinars, reading book reviews, taking Gale Courses, and exploring the features on some of the library’s electronic features such as Novelist. They send me weekly reports on their activities.

The full time employees also have other duties. Nick checks the library every week day, picks up mail and answers voice mail. Noel checks the general library email, updates the web page, and searches for PPE materials. Noel is also cleaning and reorganizing the garage. Heather has done a terrific job of maintaining the library's Facebook page and posting fun activities. Some of the activities we've had on the Facebook page include videos of local children reading books, quizzes and questions, and a contest to recreate children's book covers. We received some fun and creative entries which were judged by Mayor Short, Police Chief Carpenter, and Fire Chief Flaughter.

We've promoted the library's eBooks, eAudio books, eZines, online courses, and data bases. With the help of the Illinois Heartland Library System, we have offered online registration for temporary cards that allow access only to our electronic resources. These cards expire in two months. After which, the patrons will have to come in to register for a regular library card.

The Governor's Executive Order to shelter in place and prevent the spread of disease has governed our daily operations and plans for reopening. A lot of my time has been devoted to directors' meetings and reading recommendations from the Illinois State Library, the library's attorney, and the Illinois State Department of Health. Like everyone else, libraries are learning as we go, trying to plan with a lot of uncertainties, while keeping the safety of our staff and patrons our number one priority.

Maryville Library's building is small and divided into several rooms, which makes social distance planning difficult. We installed a Plexiglass shield over the circulation window and are exploring ways to use the item scanner so we can have contact free check outs. There are many challenges to address, including PPE equipment for staff, handling returned items, and finding ways to make patron social distancing possible and probable in the library. The library will most likely open with curbside service as everyone adjusts to social distancing, wearing masks, and staying safe under these new circumstances.

### **Fine Free**

The library has been fine free while everyone is sheltering in place. I'd like to consider going fine free altogether. Several libraries that have gone fine free report more people using the library. They either had old fines that they hadn't/couldn't pay or were afraid of accruing fines.

**Patrons will continue to be responsible for lost or damaged items, which are property of the library district.** Patrons will still receive automatic notices when items are overdue and then bills for the items that are not returned. These fees will not be waived.

**A to Z Food Data Base** AtoZ Food America contains recipes in all course categories (appetizers, soups, salads, breads, main courses, side dishes, desserts, snacks, and beverages) for six US regions, all 50 states, and 33 ethnic cuisines. AtoZ Food America also covers food culture and ethnic cuisines with articles such as Classic Dishes, State Foods, Top Agricultural Products, Special Occasion Foods, Ethnic and Geographic Influences, and Food Trivia.

A to Z Electronic data base for patrons:

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** The Maryville Library is taking advantage of a vendor discount offered through the Illinois Heartland Library System to offer the New York Times online. In order to access the New York Times, here are the steps:

**Go to the library website. NY TIMES is located under Databases.**

**When you click to access it, a promo code will appear.**

Click on promo code, then create a new account with your email (this will only need to be done once). Once in, you will 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. It even has 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 - Wowbrary is an email newsletter that keeps patrons informed about new items and upcoming events happening at the Maryville Community Library. Sign up for the biweekly newsletter at the Wowbrary logo on the library's webpage: [www.maryville.lib.il.us](http://www.maryville.lib.il.us) .

Gale Courses - an electronic resource for library patrons. Look through Gale Courses. You might find the perfect class for you. Gale Courses offers a wide range of highly interactive, instructor led courses that 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. These courses can be accessed 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 Sharon Frey to accept the director's report. Motion carried.

## **B. President's Report**

Continued discussions with the Village regarding the library building purchase are on hold until the library is reopened.

Roger and Peggy have been discussing library reopening procedures and safety precautions for the public and library staff.

**VI. New Business – Ordinances for Review/Adoption**

The following Ordinances were passed at this meeting and signatures will be done at the June meeting.

**A. Ordinance 2020-2021-005 - Meeting Date, Time and Place**

There was a motion by Tami Schaibly and a second by Rachel O’Neill to adopt the Meeting Date, Time and Place Ordinance as presented.

Roll call:

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

NAYS: None ABSENT: None

**B. Ordinance 2020-2021-006 - A Drug Free Workplace Act**

There was a motion by Tami Schaibly and a second by Sharon Frey to enact the Drug Free Workplace Act Ordinance.

Roll call:

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

NAYS: None ABSENT: None

**C. Ordinance 2020-2021-007 - Appoint Library Attorney**

There was a motion by Tami Schaibly and a second by Sharon Frey to appoint Phil Lenzini of Kavanaugh, Scully, Sudow, White & Frederick as the Library's attorney.

Roll call:

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

NAYS: None ABSENT: None

**D. Ordinance 2020-2021-008 - Appoint Ad Hoc Committee to Audit Secretary's Minutes of the Library District**

There was a motion by Tami Schaibly and a second by Sharon Frey to appoint a committee consisting of Laure Willmann and Jessica Yakstis to review the Secretary's meeting minutes.

Roll call:

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

NAYS: None ABSENT: None

**E. Ordinance 2020-2021-009, Outstanding Obligations and Continuing Contracts**

There was a motion by Tami Schaibly and a second by Jessica Yakstis to approve and honor all of the outstanding obligations and continuing the contracts of the library for 2020-2021.

Roll call:

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

NAYS: None ABSENT: None

**F. Ordinance 2020-2021-010, Investment Policy**

There was a motion by Tami Schaibly and a second by Jessica Yakstis to adopt the Ordinance Setting Investment Policy Pursuant to the Public Funds Investment Act.

Roll call:

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

NAYS: None ABSENT: None

**VII. Unfinished Business**

Peggy presented the 2020-2021 Revised Budget and 2021-2022 Proposed Budget Draft. There was a motion by Tami Schaibly and a second by Jessica Yakstis to accept the 2020-2021 Revised Budget as presented.

Roll Call:

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

NAYS: None ABSENT: None

The 2021-2022 Proposed Budget will be reviewed further at the June Board Meeting.

**VIII. Next Board of Trustees Meeting**

The next meeting will be held on Tuesday, June 16, 2020 at 7:00 p.m. at the library.

**IX. Adjournment**

There was a motion by Jessica Yakstis and a second by Tami Schaibly to adjourn the meeting. Motion passed and the meeting adjourned at 7:57 p.m.