

MARYVILLE COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
February 15, 2022

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

President Roger Shoup called the meeting to order at 7:00 p.m.

<u>Members Present</u>	<u>Absent</u>	<u>Guests</u>
Roger Shoup – President	None	Heather Gaines
Sharon Frey - Treasurer		Asst. Library Director
Vivian Kerley		Karen Harris
Rachel O’Neill – Secretary		Sue Pruchnicki,
Roger Reeves		Bond Architects
Jessica Yakstis –Vice President		

II. **Public Comment** – Introductions of Sue Pruchnicki and Karen Harris.

III. **Approval of January 2022 MCLD BOT Meeting Minutes**

There was a motion by Roger Reeves and a second by Rachel O’Neill to accept the January 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: None

IV. **Reports**

A. **Interim Director’s Report**
February 15, 2022

Hoopla BingePass

Hoopla now offers BingePass. BingePass is a 7-day, all inclusive pass which gives the borrower to access two new featured collections. The featured collections are Hoopla Magazines, which gives the reader access to 1000’s of magazines, and the second is access to Great Courses. This is a great new addition to Hoopla that helps expand our services even more. The BingePass feature is available by logging into your Hoopla account, then searching for “BingePass”.

Programs/Outreach

The Maryville Library staff filled out 120 Valentine cards that were distributed to the residents and staff at Cambridge House in Maryville.

Patrons returned approx. 100 braided dog toys that will be donated to Partners 4 Pets.

Patrons are being treated to a free bottle of soap for the Valentine's Day holiday. They have a note that reads "Soapin' you have a Happy Valentine's Day-compliments of the Maryville Library"

Nick Waller's "History Speaks" program will return on March 15th at Cambridge House. He typically has between 10-15 residents attend the programs. He also takes care of any library business while there (i.e. checkouts, renewals)

Food Drive

The library is pleased to announce the totals for the December 21-January 22 food drive. We had a very good response from the community, even while on porch pickup.

Total Food Items: 224

Total Non Food Items: 53

Grand Total: 277

All items have been delivered to the Maryville Food Pantry.

Our Year in Numbers

For the past few years, the IHLS has created a report that allows us to see how much our patrons have saved. This number is taken from the input of libraries as they determined how much each item costs that is in their collection. As items are checked out to patrons, the system adds that amount up, per person. This allows patrons and libraries to see, financially, another way they are impacting the lives around them. **This year, the average Maryville Patron saved \$657.68**

This information is also passed on to the Maryville Friends group.

Collection Development

The Maryville Library added 27 new items to the collection in January.

Freedom of Information Act (FOIA) and Open Meetings Act (OMA) required electronic training compliance for elected and appointed members of a public body. The Assistant Director will share the link.

Spring trustee workshops are coming up. Information will be sent. Attendance is not required.

Porch pickup – The library will reopen once the local numbers get to 10 percent or lower. Our mask mandate will remain in place for staff and patrons.

There was a motion by Jessica Yakstis and a second by Sharon Frey to accept the director's report. Motion carried.

B. President's Report

1. Building Remodeling Update - Interior

Sue Pruchnicki presented an update and addressed questions on the new building progress. There will be a page by page review of all the documents at the next committee meeting. Two additional library staff members will be added to the committee. The goal is to review the bids at the March Board meeting and select a contractor. Hopefully starting construction by this Spring/Summer.

2. Possible New Board Member Introduction

Karen Harris was introduced and will be sworn in as the new library board member at the March meeting.

3. Resolution for Heather Noel Gaines to become the IMRF agent.

There was a motion by Vivian Kerley and a second by Sharon Frey to add Heather Noel Gaines as an authorized agent for IMRF, allowing her to perform payroll and submissions to IMRF.

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: None

C. Personnel Committee Report

Director Search Committee Report

The search committee has interviewed four candidates for the open director position and discussed their recommendation. There were questions regarding dental and vision insurance, which is not offered at this time. It was recommended insurance and other offerings be reviewed by a subcommittee and make recommendations to the Board for further discussion.

A start date of 21 to 30 days is preferred with a two week minimum timeframe. It was suggested to make the offer with the understanding the candidate attend any interim new building meetings.

A probationary period was discussed.

There was a motion by Sharon Frey and a second by Vivian Kerley to authorize the director search committee to move forward and negotiate with the selected candidate for the library director open position.

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: None

D. Treasurer’s Report.

Bookkeeping Service Report Update

There was a motion by Roger Reeves and a second by Jessica Yakstis to accept the bookkeeper’s new suggested format for the monthly financial reports with the addition of adding a purpose on the bank report.

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: None

Roger Shoup and Sharon Frey have reviewed the audit report draft and determined there was nothing unusual. Heather Gaines will contact the auditor to proceed with printing and request attendance at the March board meeting to discuss and point out any significant issues. Copies will be provided to the board members prior to the meeting.

E. Approval of 2021 Financial Reports/Vote

There was a motion by Roger Reeves and a second by Jessica Yakstis to accept the January 2022 financial reports.

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: None

V. New Business – Roger Shoup and the Personnel Committee discussed additional compensation for the current Acting Director for performing additional duties required until a new library director is hired.

There was a motion by Vivian Kerley and a second by Sharon Frey to compensate the Interim Acting Director an amount of \$2,000 additional compensation for performing the extra duties required until a new library director is hired. Also, to allow for any unknown future additional compensation that may be warranted.

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: None

V. Old Business – none

VII. Next Board of Trustees Meeting

The next meeting will be held on Tuesday, March 15, 2022 at 7:00 p.m. at the Maryville Community Center.

VIII. Adjournment

There was a motion by Roger Reeves and a second by Rachel O’Neill to adjourn the Board meeting. Motion passed and the meetings adjourned at 8:35 p.m.