

MARYVILLE COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
January 18, 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		
Rachel O’Neill – Secretary		
Roger Reeves		
Jessica Yakstis –Vice President		

II. **Public Comment** - None

III. **Approval of November 2021 MCLD BOT Meeting Minutes**

There was a motion by Sharon Frey and a second by Rachel O’Neill to accept the November 2021 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: NAYS: None ABSENT: None

Sharon Frey suggested the list of board members and their election terms be added to the contacts list.

Approval of 2021 Financial Reports/Vote

There was a motion by Roger Reeves and a second by Vivian Kerley to accept the December 2021 financial reports.

Roll call:

AYES: Frey, Kerley, O’Neill, Reeves, Shoup, Yakstis
ABSTAIN: None NAYS: None ABSENT: None

IV. **Reports**

A. Director's Report January 18, 2022

Audit Status. The new auditor for the library has applied for an extension.

COVID -19 Maryville Community Library

Due to the highly contagious nature of the Omicron variant and rising infection rates, the Maryville Library has once again gone to Porch Pick Up. Patrons call the library, and staff members collect the requested items, leaving them in bins on the porch.

The library staff continues to wear masks, social distance, and clean frequently. Items are cleaned before being returned to the shelves. They continue to make every effort to provide a safe environment for patrons and staff. Guidelines and recommendations from the American Library Association, the Illinois Library Association, and other local libraries will be closely monitored as the situation evolves.

Food Drive for the Maryville Food Pantry

During the months of December and January, the library has been collecting items for the Maryville Food Pantry. Suggested items include: Cereal, Sugar/Flour, Salad Dressing, Coffee/Tea, Peanut Butter/Jelly, Crackers, Hamburger Helper, Rice/Pasta, Salt/Pepper, Mustard/Mayonnaise/ Ketchup, Toilet Paper, Kleenex, and Paper Towels. All items will be donated to the Maryville Outreach Center/Food Pantry in February. There has been a very good community response to the food drive, even in porch pick up status.

The library also partnered with Representative Katie Stuart's office to collect winter weather gear and diapers that were donated in Madison County and the Metro East.

Programs

The book groups have been put on hold due to the Omicron variant.

December's take and make project to make toys to be donated to local no kill shelters was very successful.

New Bookkeeper and Auditor

Library staff have been working with the new bookkeeper, Franklin & Vaughn, to provide a smooth transition.

C.J. Schlosser, the auditor, collected a great deal of information from the bookkeeper and the library staff for the audit. Because they began the audit process later than usual, C.J. Schlosser applied for an extension to allow more time to process the audit.

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

The library has a new digital resource for patrons:

CloudLibrary NewsStand — provides access to digital magazines and newspapers.

<https://www.maryville.lib.il.us/online-resources/digital-lending/>

Hoopla

The library’s Hoopla account is becoming more and more popular with patrons. 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 is able to check out 6 items per month.

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.

HeritageQuest Online

Offers genealogy resources. Can be accessed through the Databases section of the library’s webpage. <http://www.maryville.lib.il.us/>

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.

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

Library Hours: Monday – Thursday 9 – 8 pm, Friday-Saturday 9-4 pm, Sunday Closed.

Collection Development: 53 items were added in November and 41 items were added in December. Patron's statistics – attached.

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 Updates –

Roger Shoup and Sharon Frey discussed their recent review of the new library building remodeling plans with the architect, electrical and mechanical engineers.

- Current ductwork will be reused.
- Two new furnaces in the mechanical room.
- Checking into pricing for a covered walkway at the front of the building.
- Potential for some fencing
- All LED lighting.
- Motion lights that will be controlled from a central panel timed to closing and opening hours. Tutorials and manuals will be available for the staff.
- Two thermostats. One will be a backup.
- Other than the cabinets in the breakroom, most cabinetry and counter tops will be removed and possibly donated.
- New hot water tank.
- Extra air exchanger in the ceiling drawing more fresh outside air into the HVAC unit.
- Filter system may be upgraded.
- Cost for a safe room determined too expensive. Safest place in the building is the restrooms.
- Will use Southwest Building Contractors.

2. Resolution of Covid 19

In an effort to ensure the best safety and health practices for the patrons and staff at the library, Roger Shoup presented a resolution addressing the requirements for necessary changes in the library's operating procedures due to ongoing COVID 19.

There was a motion by Vivian Kerley and a second by Jessica Yakstis to adopt the Resolution Regarding Health and Safety Issues Affecting the Library Community Including Staff and Patrons.

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: None

C. Personnel Committee Report

1. Director Search Committee Report

The open library director job position was posted early December on the Illinois Library Association, Illinois Heartland Library System and the Maryville Library websites. The search committee is currently reviewing applications and plans to begin the interview process in early February.

D. Treasurer's Report.

1. **Bookkeeping Service Search**

The transition with the new library bookkeeper service, Franklin & Vaughn, has been going well. Mr. Vaughn will present a different print version of the financial reports at the next board meeting for the review.

V. New Business – none

V. Old Business – none

VII. Next Board of Trustees Meeting

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

VIII. Adjournment

There was a motion by Rachel O'Neill and a second by Sharon Frey to adjourn the Board meeting. Motion passed and the meetings adjourned at 7:28 p.m.