

MARYVILLE COMMUNITY LIBRARY DISTRICT  
BOARD OF TRUSTEES MEETING  
June 21, 2022

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

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

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

**II. Public Comment – None**

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

There was a motion by Jessica Yakstis and a second by Rachel O’Neill to accept the June 2022 meeting minutes. The motion passed and the minutes will be placed on file at the library

Roll call:

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

ABSTAIN: None      NAYS: None      ABSENT: None

**IV. Reports**

**A. Director’s Report  
June 21<sup>st</sup>, 2022**

**Budget**

The 2022-2023 library operating budget was reviewed.

**Training**

From June 6<sup>th</sup>-11<sup>th</sup>, I attended the Director’s University in Springfield, IL. We covered topics including budgets, HR, emergency preparedness, FOIA and policies. This was an invaluable training. I am still working on getting all my notes together. There were no additional charges beyond the \$200 cost and subsequent mileage reimbursement. I have applied for the first ever Director’s University 2.0 for this August and am awaiting to hear if I have been accepted.

**Grant Update**

We have concluded our purchasing for the Road to Recovery grant we received. Our last purchase was the biggest as it was the solar generator with panels and cords. The generator was \$5999 and the cords, panels and two fans came to \$4039. This will be reimbursed by the state.

We are also working on a grant for funding for our patio furniture, plants and tools needed to upkeep the patio. The Small Change, Big Impact grant is offered by the St. Louis Regional Business Council. We do not, at this time, have information regarding the date of determination. IHLS offered a grant to small libraries for 4 Chromebooks to be used for lending. We have submitted the requirements and are awaiting determination.

### **Donation Received**

Around June 13<sup>th</sup>, we received a check from a patron of \$25. The money will go towards the purchase of specific children's books needed for our new upcoming Babies, Books & Tunes program starting in September.

### **Records Retention**

We received our Authority to Dispose Application on June 16<sup>th</sup>. We will be able to make better storage decisions on what to keep and how to dispose going forward. Michael Hall, our area State of Illinois Records rep suggested contacting him in October regarding the application so we can get it in for 2023.

### **Programs/Outreach**

Nick presented a Pirate History talk at Cambridge House with 5 attendees.

We began a new passive program called Trivia Challenge. Each week participants can answer a new question, based on a theme. May's theme was Movies. Each correct answer is put together over the course of the month. It only takes one entry to get into the contest. In May, we had 87 entries! Winner received a McDonald's Gift card.

The Cougar Cupboard Food Drive we hosted had a total of 131 items donated!

Our Blood Drive on May 31<sup>st</sup> brought in 6 donors.

Scree Free Bingo ended with 13 kid's turning in their completed bingo sheets. The winner received a screen free gift basket consisting of scree free activities.

The library will be in the Homecoming parade this year for the second time!

### **Maryville Library App**

The Maryville Library app is now live. If you already had the SHARE app downloaded, you do not have to re-download, it should open as the new app.

May Usage-22 unique users

May API-2599 (# of things those users are doing)

### **Summer Reading Challenge**

The summer reading challenge has a total of 133 kids/teens signed up this year. Registration closed on Friday, June 17<sup>th</sup>. We will have a sign up for a finale field day taking place on Saturday, July 23<sup>rd</sup>. All kids who turn in their reading logs will be entered for a chance to win one of 20 Cardinal Ticket vouchers!

### **Collection Development**

We added 19 new items to the collection in May. This was down slightly from normal as we have two employees who are training in processing and barcoding.

There was a motion by Vivian Kerley and a second by Rachel O'Neill to accept the director's report. Motion carried.

**B. President's Report**

**1. Building Remodeling Update - Interior**

The remodeling of the new library building is progressing.

**2. Pay Order**

There was a motion by Sharon Frey and a second by Jessica Yakstis to approve the first application for payment from the R. W. Boeker Co., Inc., in the amount of \$10,853.10 for construction services and materials completed through May 31, 2022.

Roll call:

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

ABSTAIN: None      NAYS: None      ABSENT: None

**3. Furniture Order**

The plan is to order the necessary furniture, in a timely fashion, anticipating a November building occupation.

**C. Personnel Committee Report**

The personnel committee is putting together a new performance review document for the Director position.

**D. Treasurer's Report - None**

**E. Approval of May 2022 MCLD Financial Reports/Vote**

There was a motion by Sharon Frey and a second by Vivian Kerley to accept the May 2022 financial reports.

Roll call:

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

ABSTAIN: None      NAYS: None      ABSENT: None

**V. New Business**

The library is in need of one more full time staff member. Heather Gaines is preparing a job description for that position, which will be posted on the Maryville website and the IHLS jobs posting site. Once this position is filled, part time position needs will be reassessed.

Heather will check into when the Library Board needs to renew the officer positions.

**VI. Old Business – None**

**IX. Next Board of Trustees Meeting**

The next meeting will be held on Tuesday, July 19, 2022 at 7:00 p.m. at the Maryville Community Center.

**IX. Adjournment**

There was a motion Sharon Frey and a second by Roger Reeves to adjourn the Board meeting. Motion passed and the meetings adjourned at 7:41 p.m.