

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

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

President Roger Shoup called the meeting to order at 7 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		Kevin Tepen,
Rachel O’Neill – Secretary		Auditor
Roger Reeves		
Jessica Yakstis –Vice President		

Nick Waller swore in Karen Harris as a member of the Maryville Community Library Board of Trustees.

II. **Public Comment** – None

III. **Audit Report**

Kevin Tepen of C. J. Schlosser & Co. reviewed highlights of the annual library audit. This was the first year for his company to complete the Maryville Library’s audit. He emphasized the library is very sound financially with good balances.

IV. **Approval of February 2022-2022 MCLD BOT Meeting Minutes**

There was a motion by Sharon Frey and a second by Jessica Yakstis to accept the February 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

V. **Reports**

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

Trustees

Still time to sign up for the Trustee Spring Workshops, hosted by ILA. The first one is over. The other upcoming events are:

Saturday, April 2nd 10:00 am – 11:30 am
Library Director Evaluation
(sign up by March 25th)

Interim Director's Report (Continued)

Saturday, May 14 10:00 am – 11:30 am
Streamlining the Budget Process
(*sign up by May 5th*)

If you are interested in signing up, please contact me.

Training

The staff and I have completed the Sexual Harassment Training. I have also sent the board the link to the sexual harassment training. If you have not received the link to the training, please let me know.

I completed the FOIA/OMA training this month as well. The link to the training has also been shared with the board to complete as well. If you have not received the link to the training, please let me know.

Collection Development

In February, the library received a generous donation from Hank Wiseman. This donation, which totaled \$500, was specified to be used to start a video game collection for the library. After getting a wish list from Mr. Wiseman, I spoke with Nick W. who had previously prepared a wish list for another project. We combined and curated the lists and placed an initial order for 13 video games.

The library has thanked Mr. Wiseman for his continued generosity to the Maryville Community Library. When the collection goes live (which we hope will be before the end of the month), we will have a giveaway as a way to celebrate the new collection. We have two \$25 gift cards to Grumpy Bob's, which they have kindly donated.

Library SHARE App

In November 2021, SHARE released the first library app for the system. To start, this is just a basic app for all users. However, we are getting closer to having a more custom looking app for our library. Although there is not a timeframe for this to be released, the system and our library are working together. The custom app will feature our logo, color scheme, links to our library and databases, plus include links for the entire IHLS card catalog, access to the patron account, social media and more. There is a small fee involved. \$100 for initial setup and \$250 annually thereafter. This is nominal compared to building our own app. I will share updates for when the customization steps are complete and the new app is ready. For now, I have included a QR code in everyone's binder to begin use of the current app today.

Library Book Clubs

The two adult library book clubs are planning on coming back to in person meeting in April. For the time being, the groups will combine as one group.

Programs & Outreach

In March, Oreos celebrated its 110th birthday. As a way to celebrate, Heather B. purchased packs of Oreos, added a small birthday card on them and we handed them out to patrons. This was advertised on our Facebook page and on the community page. We handed out 90 packs in total.

Interim Director's Report (Continued)

From March 1st-31st, we are collecting feminine hygiene products. This drive is hosted by State Rep. Katie Stuart and helps *I Support the Girls* in Edwardsville. *I Support the Girls* is an international non-profit that provides feminine products to the homeless.

We have partnered with Neighborhood Forest for a free tree giveaway. Every child that registers under our link will receive one free tree sapling that they can plant. The trees, which will be native to our area, are arriving around the 20th of April, just in time for us to hand out for Earth Day. On the first day of registration, we already had 20 kids signed up. When the parents register, they are also given the option to purchase more trees to pick up along with their free one.

The library reopened on February 22 to inside foot traffic. The sign requiring masks be worn in the building was taken down last week. The staff is still required to wear masks due to building size and the impact on coverage with an outbreak.

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

B. President's Report

Building Remodeling Update - Interior

The committee met on March 14 with the library's IT professional, Andrew Speer, to review his recommendations for the new building. Another meeting will be held next week to review furniture. The plan is for all documentation to be ready by March 24 to start the bidding process through the Southern Illinois Builders Association (SIBA) with a 30-day time limit on bidding.

C. Personnel Committee Report

Director Search Committee Report

An offer was made to the candidate discussed and agreed upon at the February Board meeting. The candidate requested an increase in salary and declined the counter offer. There is a second candidate from the interview process. In addition, an internal candidate was contacted for consideration. The committee will continue to review benefits and potential changes.

D. Treasurer's Report.

It was explained that the unusual increase in expenses under General Building Supplies on the Revenues and Expenditures report for February was due to a Covid preparedness grant (Road to Recovery) Nick W. obtained for the library. The purchases will be reimbursed on a quarterly basis. A list of the purchases will be provided to the board members.

E. Approval of February 2022 Financial Reports/Vote

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

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: None

VI. New Business - None

VII. Old Business – None

VIII. Next Board of Trustees Meeting

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

IX. Adjournment

There was a motion by Rachel O'Neill and a second by Vivian Kerley to adjourn the Board meeting. Motion passed and the meetings adjourned at 7:44 p.m.