

MARYVILLE COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
May 16, 2023
15 Professional Park Drive, Maryville, IL

I. Call to Order – Roll Call

President Roger Shoup called the meeting to order at 6:57 p.m.

II. Election of Officers

Reelected members (Roger Shoup, Sharon Frey and Karen Harris) were sworn in by Nick Waller. The oaths of office were signed and notarized.

Roll Call

Members Present

Roger Shoup – President
Jessica Yakstis – Vice President
Sharon Frey – Treasurer
Karen Harris

Absent

Rachel O’Neill -
Secretary

Guests

Heather Gaines, Library Director
Diane Semanisin
Linda Mauck

Roger Shoup opened the Board’s election of officers. The following officers were elected by acclamation:

Roger Shoup – President
Jessica Yakstis – Vice President
Sharon Frey – Treasurer
Rachel O’Neill - Secretary

III. Open/Close Decennial Committee Meeting - See separate minutes

IV. Public Comment – None

V. Approval of the April 2023 MCLD BOT Meeting Minutes

There was a motion by Sharon Frey and a second by Jessica Yakstis to accept the April 2023 BOT Meeting minutes. The motion passed and the minutes will be placed on file at the library.

Roll call:

AYES: Frey, Harris, Shoup, Yakstis

ABSTAIN: None

NAYS: None

ABSENT: O’Neill

VI. Review Reports

A. Library Director's Report

May 16, 2023

(insert report)

1. Financial Report

The final tax payment was received in March, according to records. May see an additional payment in June.

Approval of the April 2023 MCLD Financial Reports/Vote

There was a motion by Sharon Frey and a second by Jessica Yakstis to accept the April 2023 financial report.

Roll call:

AYES: Frey, Harris, Shoup, Yakstis

ABSTAIN: None NAYS: None ABSENT: O'Neill

2. Activities

- The Summer Reading Challenge registration has started and is open to 3-17 year olds. The Board was shown the reading logs the library staff developed.
- Magnets with the library's new address have arrived.
- We are working on new library cards for after the move.
- The planters for the new building have been purchased at a much lower costs than the original plans.
- All board members need to complete the FOIA and OMA training. The link to Sexual Harassment training will be sent later.
- We are currently checking into local newspaper options for the library. NewsBank was mentioned as a possibility.

There was a motion by Jessica Yakstis and a second by Karen Harris to accept the Director's report. Motion carried.

B. President's Report

1. Building Remodeling Update/Progress

- Working on the punch list items now.
- The builder has requested a payout. Roger recommended holding until the small things are finished.
- The shipment dates for the damaged shelves have been given.
- Discussed smoke detector options
- Letters are mounted on the north side of the building. The logo sign is mounted but slightly askew.
- Prices have been received for the refrigerator and dishwasher from Terry's Appliances in Collinsville. They do not install dishwashers but will recommend someone.
- The doors will be fixed to work properly.

2. Pay Order – None

3. Signing of Checks

There are currently only two board members who can sign checks. More are needed as the checks each require two signatures.

C. Personnel Committee Report – No report

D. Treasurer’s Report

Sharon Frey reported on the money market account.

VII. Old Business - No report

VIII. New Business

A policy concerning pets in the new library is being looked into by the Personnel Committee.

New Business – Ordinances

A. Ordinance 2023-2024-005 - Meeting Date, Time and Place (3rd Tuesday at 7:00 pm at the library)

There was a motion by Jessica Yakstis and a second by Karen Harris to adopt the Meeting Date, Time and Place Ordinance as presented.

Roll call:

AYES: Frey, Harris, Shoup, Yakstis

ABSTAIN: None NAYS: None ABSENT: O’Neill

B. Ordinance 2023-2024-006 - Drug Free Workplace Act

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

Roll call:

AYES: Frey, Harris, Shoup, Yakstis

ABSTAIN: None NAYS: None ABSENT: O’Neill

C. Ordinance 2023-2024-007 - Appoint Library Attorney

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

Roll call:

AYES: Frey, Harris, Shoup, Yakstis

ABSTAIN: None NAYS: None ABSENT: O’Neill

D. Ordinance 2023-2024-008 - Appoint Ad Hoc Committee to Audit Secretary's Minutes of the Library District

There was a motion by Karen Harris and a second by Sharon Frey to appoint a committee consisting of Jessica Yakstis and Rachel O’Neill to review the Secretary's meeting minutes.

Roll call:

AYES: Frey, Harris, Shoup, Yakstis

ABSTAIN: None NAYS: None ABSENT: O'Neill

E. Ordinance 2023-2024-009, Outstanding Obligations and Continuing Contracts

There was a motion by Sharon Frey and a second by Jessica Yakstis to approve and honor all of the outstanding obligations and continuing the contracts of the library for 2023-2024.

Roll call:

AYES: Frey, Harris, Shoup, Yakstis

ABSTAIN: None NAYS: None ABSENT: O'Neill

F. Ordinance 2023-2024-010, Investment Policy

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

Roll call:

AYES: Frey, Harris, Shoup, Yakstis

ABSTAIN: None NAYS: None ABSENT: O'Neill

IX. Next Board of Trustees Meeting

The next meeting will be held on Tuesday, June 20, 2023 at 7:00 p.m. at the library.

X. Adjournment

There was a motion by Jessica Yakstis and a second by Karen Harris to adjourn the meeting. Motion passed and the meeting adjourned at 7:53 p.m.

Monthly Highlights

- ♦ **Summer Reading Challenge registration begins Monday, May 15th! Open to ages 3-17! We have special storytimes, a castle building contest and a fun finale planned!**
- ♦ **I have designed new magnets for the new library and am working on getting new library cards ordered. I have also ordered products needed for the new building.**
- ♦ **Clifford, myself and Carol took pizza and brownie bites to the Maryville Elementary school for the Library card contest winning class. They loved the food and party so much! We can't wait to do this again next year!**
- ♦ **New flowers have been planted in the blue planters out front of the library, along with the weeds being treated by Chabod.**
- ♦ **Just a reminder to complete the FOIA/OMA training, if you have not. Also, I will be sending out the Sexual Harassment training to both the Board and the Staff by the end of this month.**

ROYAL READERS SRC

Our Summer Reading Challenge is kicking off on Monday, May 15th. Open to ages 3-17, there are tons of fun ways to participate throughout the summer. With the reading goals, programs, castle building contest and the finale with a real Knight, we are sure to have a great time! This year, we created our own reading logs that include fun puzzles and are themed.

TRAINING

Keep an eye out for the Sexual Harassment training information that I will be sending out soon. This needs to be completed by both the Board and the staff.

BUDGET

I have received the final settlement sheet from the county and am working on finalizing the budget. I plan on meeting with Sharon to go over it and make any changes or add unforeseen expenses and such. The budget will be presented at the June board meeting.

DATABASE USAGE

Our database checkouts has increased, comparing Jan-Apr of 2023 to Jan-Apr of 2022. We are looking to get stats on Ancestry and FOLD3 as well. **see Online Check Outs report for exact numbers.*

NEW BUILDING SUPPLIERS

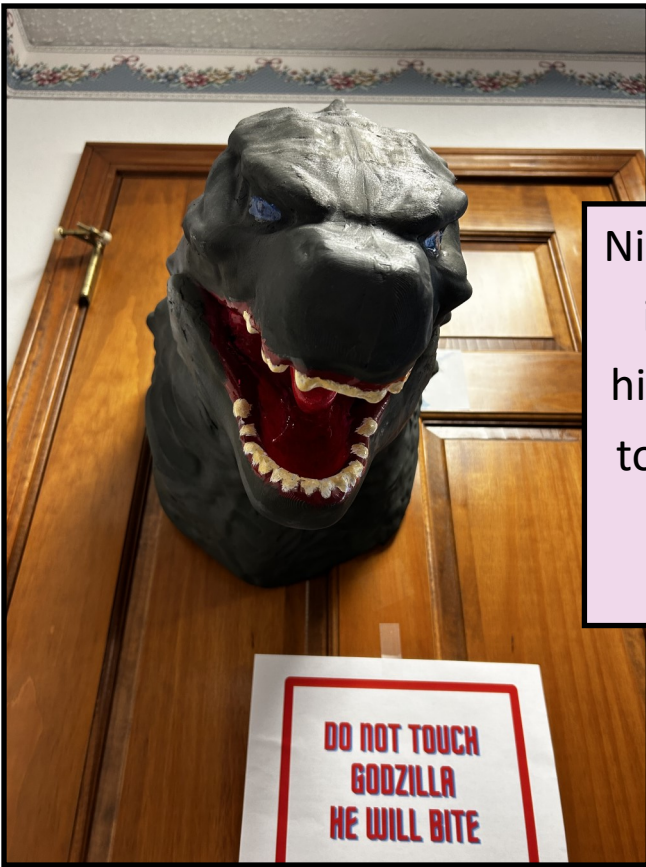
I will be meeting with a couple of alarm companies and janitorial services next week to get quotes on various services. I have also been ordering any new supplies we will need for when we move to ensure the transition is as smooth as possible.



I was able to purchase planters for the patio at a great price from Aldi! I purchased tall and short, with the idea that maybe some of the short ones could be used in-house.



The Library and Clifford went to Maryville Elementary School to celebrate with Ms. Bertelsmann's class. They won the library card contest! Clifford brought pizza and brownie bites to everyone!



Nick 3D printed this Godzilla head and has it “hiding” in the library. Each week he hides in a different spot and patrons have to search for him, receiving a sweet treat when he is found!

New flowers have been planted in the blue pots outside, bringing color and life to the Maryville Library curb appeal!

We also had Chabod out last month to treat the weeds that, due to the early heat, had exploded.





Lego League built “dragon” themed creations as part of a lead up to the Royal Readers Summer Reading challenge. Some built dragons, while others built dragon lairs.





The kids cooking clubs have been a continued success, with them making brownie bites and cut out cookies.



Both our History Speaks (above) and our Teen Book Club (left) meet monthly and spark lively discussions.