

MARYVILLE COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
May 17, 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 April 2022 MCLD BOT Meeting Minutes and May Special Meeting Minutes

There was a motion by Jessica Yakstis and a second by Rachel O’Neill to accept the April 2022 meeting minutes as amended to include Karen Harris as an attendee, and the May 2022 Special meeting minutes as amended to include the acceptance of the Boeker building bid amount of \$653,000. The motion passed and the minutes of both meetings 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. Approval of April 2022 MCLD Financial Reports/Vote

There was a motion by Sharon Frey and a second by Jessica Yakstis to accept the April 2022 financial reports.

Roll call:

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

A. Approval of Auditor

There was a motion by Sharon Frey and a second by Vivian Kerley to approve the library utilizing the same auditor from last year (C. J. Schlosser & Company) for this year and the Director to engage the auditor to begin directly after the end of this fiscal year (June 30).

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: None

VI. Reports

A. Director’s Report

May 17, 2022

Training

I have received confirmation that I have been accepted for the Director’s University. The cost is \$200, but have not received the actual invoice as of yet. Once I receive that I will have a clearer understanding of any additional costs that may need to be covered.

There was a motion by Roger Reeves and a second by Jessica Yakstis to approve reimbursement of any expenses, with receipts, incurred by the Director at the Director’s University.

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: None

Staff Development Day

On Friday, May 20th, the library will be closed for a Staff Development Day. We will go over training, conduct staff reviews, do a “spring cleaning” to the library, and clean the garage. Deputy Chief Manley, from the Maryville Police Department, will be stopping by to introduce himself and meet the staff. He is wanting to establish a working relationship with the library so that if there ever was an emergency, we are already on familiar terms.

Records Retention

On Friday, April 29th, I met with Michael Hall from the Secretary of State’s Office. He conducted an interview in order to create a Records Retention Schedule for the Maryville Library. This should be complete sometime in June/July.

Programs/Outreach

Nick presented an extended history series at Cambridge House in April, lasting 4 weeks. He had 28 participants in the series.

Our Easter Egg hunt concluded with 73 participants!

We passed out 26 free Hackberry trees as part of our Neighborhood Trees collaboration for Earth Day.

Diana and I had a table set up at the Healthy Kids Day at the YMCA on Saturday, April 30th. We had a total of 20 kids/adults. This was the Y’s first year doing this since covid. There were only 4 participants this year. Hoping to collaborate with other libraries next year.

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.

Summer Reading Program

The SRP for both kids and teens began on May 1st.

Collection Development

We added 31 new items to the collection in April.

I reviewed the current Collection Development Policy and have included it, along with updates.

There was a motion by Roger Reeves and a second by Jessica Yakstis to approve the Maryville Community Library Collection Development Policy as updated and presented by the Director.

Laws New/Potential

Two new laws were shared with the Board.

SB3497. Fee waiver for non resident minors. Up to each library with approval by the Board.

HB5283. Library Board vacancies and treasury appointments. Sent to the Governor but not signed.

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. New Building Status

The construction contract for \$653,000 with Boeker has been signed. Permits are expected to be completed by May 18, 2022. The builder will handle the fees and then add to their charges. The two things the building inspector required were a Knoxbox with key in case the fire department needs to get into the building and a #15 sign in front of the building.

Construction is expected to take approximately 24 weeks. The builder is not anticipating any equipment shortages for our needs.

The building committee will meet this week to determine final furniture needs. The Director will contact Louer regarding the opportunity to view the items to be purchased.

There was a motion by Jessica Yakstis and a second by Roger Reeves to proceed with a Phase I agreement for the shelving order. Additional needs beyond shelving will roll into Phase II, etc.

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: None

2. Payment of Construction Bills

The monthly payment of bills for construction work completed at the new library building will be processed after a review by the Architect, a building inspection pass by the Village, and review and approval by the Board members at the monthly meetings.

VII. New Business - Ordinances

A. Ordinance 2022-2023-005 - Meeting Date, Time and Place

There was a motion by Sharon Frey and a second by Rachel O'Neill to adopt the Meeting Date, Time and Place Ordinance as presented.

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: None

B. Ordinance 2022-2023-006 - Drug Free Workplace Act

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

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: None

C. Ordinance 2022-2023-007 - Appoint Library Attorney

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

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: None

D. Ordinance 2022-2023-008 - Appoint Ad Hoc Committee to Audit Secretary's Minutes of the Library District

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

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: None

E. Ordinance 2022-2023-009, Outstanding Obligations and Continuing Contracts

There was a motion by Karen Harris and a second by Roger Reeves to approve and honor all of the outstanding obligations and continuing the contracts of the library for 2022-2023.

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: None

F. Ordinance 2022-2023-010, Investment Policy

There was a motion by Rachel O’Neill and a second by Sharon Frey to adopt the Ordinance Setting Investment Policy Pursuant to the Public Funds Investment Act.

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: None

VIII. Old Business – None

IX. Next Board of Trustees Meeting

The next meeting will be held on Tuesday, June 17, 2022 at 7:00 p.m. at the Maryville Community Center.

IX. Adjournment

There was a motion Jessica Yakstis and a second by Vivian Kerley to adjourn the Board meeting. Motion passed and the meetings adjourned at 7:58 p.m.