

MARYVILLE COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
November 16, 2021

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		Peggy Pick –
Sharon Frey - Treasurer		Library Director
Vivian Kerley		
Rachel O’Neill – Secretary		
Roger Reeves		
Jessica Yakstis –Vice President		

II. **Public Comment** - None

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

There was a motion by Rachel O’Neill and a second by Jessica Yakstis to accept the October 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: Reeves NAYS: None ABSENT: None

Approval of October 2021 Financial Reports/Vote

There was a motion by Roger Reeves and a second by Rachel O’Neill to accept the October 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 October 19, 2021

COVID -19 Maryville Community Library

The latest news of the COVID -19 transmission rate is cautiously optimistic, although daily hospitalization rates across the state have plateaued. For the present, the Maryville Library continues to be open for 30 minute browsing sessions.

The library is now operating on the regular pre-pandemic schedule: M – T 9 – 8, F – Sat 9 – 4, closed Sunday.

There are no toys, tables, or computers available. We will continue porch pick-up services as some patrons seem to prefer this. Several patrons have thanked the library staff for continuing this service so they do not have to enter the building to pick up books.

As of November 9, Executive Order 2021-20 is still in effect.

Section 1: Face covering requirements for individuals. All individuals in Illinois who are age two or over and able to medically tolerate a face covering (a mask or cloth face covering) shall be required to cover their nose and mouth with a face covering when in an indoor public place. Illinoisans should also consider wearing a mask in crowded outdoor settings and for activities that involve close contact with others who are not fully vaccinated.

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

Grant for emergency preparedness supplies for the Professional Park Bldg.

I provided the architect's office with information about the grant application I submitted for emergency preparedness supplies for the Professional Park Building, which includes some funding for Plexiglas. That is the only item that will be physically attached to the building. The grant is funded by reimbursement. Funds must be used or obligated by September 30, 2022 and align with the approved application to be eligible for reimbursement.

The grant for \$11,739 was awarded by the Illinois State Library. In addition to Plexiglas panels, it includes reimbursement for charging stations for phones and devices, a solar generator, and other emergency preparedness materials that will be useful in a variety of disasters.

Food Drive for the Maryville Food Pantry

During the months of December and January, the library will collect 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. The Food Pantry respectfully requests no canned corn or beans as they currently have plenty of these items.

Programs

The adult book group **LARC** will meet November 19 to discuss *I Have a Bad Feeling About This* by Jeff Strand. At the January 21 meeting the group will discuss *The Brilliant Life of Eudora Honeysett* by Annie Lyons.

LARC II will meet January 7 to discuss *Finding Dorothy: A Novel* by Elizabeth Letts. The adult book groups will continue to meet in an activity room the Lutheran church is allowing community groups to use.

Cambridge House is once again allowing Nick Waller to visit with books and give talks on historical subjects. His November talk will be “The History of Pizza.”

Hoopla

Maryville Library’s patrons are discovering the library’s Hoopla account. 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 will be able to check out 6 items per month.

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

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: 47 items were added in October. Patrons statistics – attached.

There was a motion by Roger Reeves and a second by Vivian Kerley to accept the director's report. Motion carried.

B. President's Report

1. **Building Remodeling Updates** – There was discussion at the last meeting with the assistant architect regarding another diagram with possible changes.
2. **Bank Account Changes** – The necessary procedures have been finalized so that Board Treasurer, Sharon Frey, has access to the financials through the bank.

C. Personnel Committee Report

1. Director Search Committee Report
 - a. Job Description
 - b. Questions for Director and Board

The library attorney will review the draft of the job description and list of interview questions to ensure everything meets with all equal opportunity requirements. The goal is to have the position posted early December and the interview process started by the end of the year. All applicants are to send their information to the applicants@maryville.lib.il.us email, which will be monitored by the search committee.

The search committee had some questions:

- Duties the Director has that the library staff may not be aware of.
- Duties the Board requires of only the Director.
- Access to accounts by the Assistant Director.

There was a motion by Sharon Frey and a second by Vivian Kerley to preapprove the job posting, upon review by the attorney, so the process moves along as fast as possible. Motion carried.

D. Treasurer's Report.

1. **Bookkeeping Service Search** – After review of the bids from the three firms who responded (Franklin & Vaughn, YCG Accounting and Thompson & Lengacher), and feedback from the treasurers of other local libraries, the recommendation is to hire Franklin & Vaughn to start after the new year with a December changeover.

There was a motion by Sharon Frey and a second by Jessica Yakstis to engage Franklin & Vaughn as the Maryville Community Library's new bookkeeping service starting January 1, 2022.

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: None

- V. **New Business** – The replacement process for open board member positions was discussed. Any current new board member would be appointed until the Spring 2022 election. If that member decides to stay, he/she would run for a two year term. Midterm replacements serve until the next election, regardless of how long the previous board member had remaining in the term. The County Clerk always sends a list of board members and terms.

- V. **Old Business** – The library will hold a food drive for the local food pantry through December and January.

VII. Next Board of Trustees Meeting

There was a motion by Jessica Yakstis and a second by Roger Reeves to not hold a board meeting in December. Motion carried.

The next meeting will be held on Tuesday, January 18, 2022 at 7:00 p.m. at the Maryville Community Center.

VIII. Adjournment

There was a motion by Vivian Kerley and a second by Rachel O'Neill to adjourn the Board meeting. Motion passed and the meetings adjourned at 7:49 p.m.