

MARYVILLE COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
September 21, 2021

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

President Roger Shoup called the meeting to order at 7:00 p.m.

<u>Members Present</u>	<u>Absent</u>	<u>Guests</u>
Roger Shoup – President	Tami Schaibly	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 August 2021 MCLD BOT Meeting Minutes**

There was a motion by Roger Reeves and a second by Sharon Frey to accept the August 2021 meeting minutes. The motion passed and the minutes will be placed on file at the library.

Roll call:

AYES: Frey, Kerley, Reeves, Shoup

ABSTAIN: O’Neill, Yakstis NAYS: None ABSENT: Schaibly

Approval of July and August 2021 Financial Reports/Vote

There was a motion by Sharon Frey and a second by Roger Reeves to accept the July and August 2021 financial reports.

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: Schaibly

IV. Reports

A. Director's Report September 21, 2021

Resolution of Governing Body Unincorporated Association – The resolution was tabled at the August Board meeting for further review. Per the Library attorney's advice, since the Maryville Community Library is not nonprofit or an association, there is no need or purpose for the library to submit this resolution unless requested.

New Building Furnishings – Vote on Vendor

Two furniture vendors were compared. Louer Facility Planning, Inc., Collinsville, IL and CI Select, Maryland Heights, MO. Both have cooperative purchasing contracts through the government.

Louer Facility Planning, Inc. is recommended based upon being a more convenient location and a local Illinois company. The agreement can be discontinued at any time without penalty.

Even with cooperative prices for government entities, prices may go up next year. It is recommended to order items ahead to lock in 2021 prices. Shipping dates can be delayed up to three months after orders are placed. .

There was a motion by Jessica Yakstis and a second by Rachel O'Neill to approve proceeding with a contract with Louer Facility Planning, Inc. for the new library building furniture requirements. Roger Shoup will sign the letter of intent.

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: Schaibly

COVID -19 Maryville Community Library

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.

Executive Order 2021-20

Section 1: Face covering requirements for individuals. Beginning on Monday, August 30, 2021, 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.

Tax Exempt Status for the Professional Park Building

The Maryville Library's application for tax exempt status for #15 Professional Park, Maryville, IL was approved by the Madison County Board of Review and sent to the Illinois IRS. The latest estimate for processing time is two to three months. It might be possible to receive a reply by the end of the year.

Outreach Activities

The library's visit to Kindergarten Registration at the Maryville Elementary School on Monday, August 16 was well received. Both parents and students were happy to be greeted by Clifford the Big Red Dog. Special thanks to Diana McMahan and Heather Bowlby for taking turns wearing this very hot costume for the event.

Maryville Fall Festival in Fireman's Park, October 16

A staff member will dress as Clifford the Big Red Dog and another will provide small crafts for children.

Diaper Drive

Maryville Community Library is partnering with Representative Katie Stuart's office for a diaper drive. Diapers can be dropped off at the library September 27 through October 2. Donations will go to the Madison County and the Metro East Diaper Banks.

Programs

The adult fiction book club will meet September 17 to discuss *The Storyteller's Secret* by Sejal Badani.

The adult nonfiction book club will meet October 1 to discuss *Paper: Paging Through History* by Mark Kurlansky.

The adult book groups will continue to meet in an activity room the Lutheran church is allowing community groups to use.

Nick Waller's September 15 talk at Cambridge House was cancelled because they have a positive case of COVID-19 and are implementing more restrictions.

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.

Library Hours: Monday – Thursday 9 – 8 pm, Friday-Saturday 9-4 pm, Sunday Closed.

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.

Check out the Library’s web and Facebook pages: <http://www.maryville.lib.il.us/> and <https://www.facebook.com/MaryvillePublicLibrary/>

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.

Collection Development: 39 items were added in August. Patrons statistics – attached.

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

1. Building Remodeling Updates – No report
2. **Check Signature Cards.** Signature cards have been processed with the bank. The following people can sign checks: Peggy Pick, Roger Shoup, Rachel O'Neill, Jessica Yakstis, and Vivian Kerley.

C. Personnel Committee - No report

D. Treasurer's Report.

1. Annual Audit – New Audit Services.

Sharon Frey reported on her meeting with the library's auditor, Mr. R. J. Tolliver of Donohoo McCalley & Assoc. regarding the financial details and timelines for the annual audit and financial reports that were submitted for 2020.

Sharon also discussed problems related to the different methods of reporting done by the bookkeeper and auditor. The bookkeeper prepares a report of the annual revenues and expenses on a cash basis while the auditor uses those reports and prepares the annual report on an accrual basis resulting in different numbers.

There was a motion by Sharon Frey and a second by Jessica Yakstis to proceed with the following changes relating to the Maryville Community Library District audit and financial reporting processes:

1. The Maryville Community Library will solicit bids from the following auditor services:
 - Donohoo McCalley & Associates
 - C. J. Schlosser & Company
 - Scheffel Boyle Services
2. An exit conference will be held at the completion of each audit cycle between the library director, the bookkeeper responsible for transmitting accounting data to the auditor, and the board treasurer prior to payment for services.
3. The bookkeeper will report finances for the library district on a monthly accrual basis versus cash.

Roll call:

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

ABSTAIN: None NAYS: None ABSENT: Schaibly

2. Bookkeeping Service Agreement Revision and Financial Process

The library's September 2012 agreement with its current bookkeeping service (Vision Accounting) expires the end of this year.

A new agreement is recommended with updates that are not addressed in the current agreement:

- Cash vs. accrual reporting.
- Services specifically spelled out (who does what).
- Date and timelines for services (such as, the 2nd Thursday of each month for reports).
- Annual review and update of the agreement by the library director.
- Course of action, if dissatisfied with services.
- Specifics on dissolving the agreement.
- Bid and solicit other providers, if cannot come to resolution.

Without objection, the Board authorized Sharon Frey to approach Vision Accounting with draft terms for an updated agreement. No vote required

V. New Business – No report

V. Old Business – No report

VII. Next Board of Trustees Meeting

The next meeting will be held on Tuesday, October 19, 2021 at 7:00 p.m. at the library.

VIII. Adjournment

There was a motion by Jessica Yakstis and a second by Vivian Kerley to adjourn the Board meeting. Motion passed and the meetings adjourned at 7:46 p.m.