

MARYVILLE COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
November 19, 2024
15 Professional Park Drive, Maryville, IL

I. Call to Order – Roll Call – Pledge of Allegiance

President Jessica Yakstis called the Board of Trustees meeting at 7:03 p.m.

Roll Call

Present

Jessica Yakstis – President
Tim Krumm – Vice President
Sharon Frey – Treasurer
Josh Coldiron
Karen Harris
Michael Murphy

Absent

Rachel O’Neill
- Secretary
Heather Gaines
- Library Director

Guests

Sharon Ax

II. Public Comment - None

III. Approval of the October 2024 MCLD BOT Meeting Minutes

There was a motion by Sharon Frey and a second by Michael Murphy to accept the October 2024 BOT meeting minutes. The motion passed and the minutes will be placed on file at the library.

Roll Call:

Coldiron, Frey, Harris, Krumm, Murphy, Yakstis
ABSTAIN: None NAYS: None ABSENT: O’Neill

IV. Review Reports

A. Library Director’s Report – No October report available in lieu of the Director’s Medical Leave Absence

B. Financial Reports

Approval of the October 2024 MCLD Financial Reports/Vote

There was a motion by Tim Krumm and a second by Josh Coldiron to accept the October 2024 financial reports.

Roll Call:

Coldiron, Frey, Harris, Krumm, Murphy, Yakstis
ABSTAIN: None NAYS: None ABSENT: O’Neill

C. President’s Report – No Report

D. Treasurer's Report

Sharon reported the library is still in good financial condition and may want to start looking at additional investment possibilities.

V. Personnel Committee

A. Director Education Plan Review

Continued the discussion from the previous board meeting regarding the Director pursuing an AAS in Business Management Degree from SWIC, with the plan to transfer to a Bachelor's in Business Management. Jessica researched and learned that with the degree chosen most classes will not transfer to a Business Program at SIUE. Additional classes would be involved. The SWIC site shows the necessary courses to take that would transfer to a SIUE Bachelor's in Business Administration. This could be costly and may not lead to the BA desired. It was recommended the Director continue looking at options, in addition to tuition assistance, such as FAFSA. The topic will be discussed again at the next board meeting.

B. Tuition Reimbursement Policy

Tuition reimbursement policies from three other local libraries was reviewed. All were similar. As all local libraries have a degree policy, it was agreed by all board members that should Maryville.

Questions/things discussed:

- Policy approval process. How and who will draft the policy. (Board/Personnel Committee/Director).
- Full time and part time employees
- A flat rate percentage amount
- Grade level required
- Every class?
- Books/activities fees. Substantial cost.
- It was noted that the maximum reimbursement amount was different with each library. None used a percentage of tuition.
- Lump sum/percentage expense help with books/activities
- One of the libraries reimburse courses only related to a library science related degree.
- All agreed the goal should be to benefit the library justifying tax dollars.
- Grants.
- Level of employee eligibility (1,2 or 3 years of service)
- Require a length of time continuing working at the library.

The following terms were agreed upon relating to the Tuition Policy:

- Full time staff qualify after one year of employment.
- With a realistic baseline, employees will be reimbursed 50% of tuition only per semester at a maximum of \$6,500 per year.
- Reimbursement only with a Grade B or better.
- Course preapproval required.
- A curriculum must be provided.
- The degree/program must be a benefit to the library.

The policy to be drafted by the Director, reviewed by the Personnel Committee and approved by the Board (all budget permitting).

C. Dental/Vision Insurance Review

a. Percentage Library Will Pay for Benefits

Jessica noted that data from other libraries indicated most provide paid employee health insurance including dental. Dependents not included. All agreed it is not unrealistic to ask employees to pay a percentage. Maryville currently pays 75 percent. The topic will be discussed at the next meeting when the Director will be providing more information on insurance providers and quotes.

E. Donation for Flowers for Heather and Gift Cards for Employees for Christmas – Discussed.

VI. Building Committee

A. Snow Removal Update

Tim Krumm met with Bob Bertels from the PPA and confirmed sidewalk snow removal is the responsibility of each business. They will provide Saturday parking lot snow removal. Tim will request a copy of their contract to see who they employ. We currently have one quote received from Cliff, Inc. (independent contractor). Need to pursue more quotes for snow greater than 2 inches. The question of insurance was brought up. It was suggested holding off and just pay the PPA cost of \$245 for the service. In the worst case, we can close the library. Find out when the next PPA meeting is scheduled and request a copy of our PPA policy relating snow removal.

B. HVAC Quotes

The BeloMan contract was approved at the previous board meeting They have already provided a thorough service in the library. No deficiencies or concerns discovered for the Winter. They will be back in the Spring.

VII. Old Business

Sharon Frey reported on a Country Mutual Insurance Audit (a subcontractor) completed on November 8. The audit was related to workman’s compensation/general liability.

VIII. New Business – No report.

IX. Next Board of Trustees Meeting

The decision to hold a board meeting in December will be determined once the Director returns from medical leave. Therefore, the next meeting will be held on either Tuesday, December 17, 2024, or Tuesday, January 21, 2025 at 7:00 p.m. at the library.

X. Adjournment

There was a motion by Tim Krumm and a second by Josh Coldiron to adjourn the meeting. Motion passed and the meeting adjourned at 8:24 p.m.