

**MARYVILLE COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
JUNE 12, 2012**

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

President Phyllis Coy presided and called the meeting to order at 7:12 p.m.

Members Present

Phyllis Coy – President

Marylee Kicielinski –

Vice President

Linda Mauck – Treasurer

Mary Goodwin

Members Absent

Janet Cange

Fran Karanovich

Donna Kocot

Guests

Peggy Pick – Library

Director

Toni Barz – Library Board

Member Nominee

II. Approval of May BOT Meeting Minutes/Vote

There was a motion by Phyllis Coy and a second by Marylee Kicielinski to accept the April 2012 minutes as presented. Motion passed, and the minutes will be placed on file in the library.

III. Approval of May Financial Reports

There was a motion by Phyllis Coy and a second by Mary Goodwin to approve the May financial reports as presented.

Roll call:

AYES: Coy, Kicielinski, Mauck, Goodwin

NAYS: None

ABSENT: Cange, Karanovich, Kocot

Motion passed, and the reports will be placed on file with the minutes at the library.

IV. Committee Reports

1. Personnel Committee

A. Closed Session/Vote

A closed session vote was held later in the meeting at 7:43 p.m. There was a motion by Phyllis Coy and a second by Linda Mauck to approve. The meeting was called back to order at 7:50 p.m. by Phyllis Coy.

B. Recommendations of Personnel Committee/Vote

Phyllis Coy stated that the MCLD BOT accepted and voted to approve the Personnel Committee recommendation. There was a motion by Marylee Kicielinski and a second by Linda Mauck to accept the recommendation of the personnel committee. Motion Passed.

Roll call:

AYES: Coy, Kicielinski, Mauck, Goodwin

NAYS: None

ABSENT: Cange, Karanovich, Kocot

2. Library Director's Report

Director Pick presented the following report:

The Summer Reading Program, "Reading is So Delicious," begins June 7 with Serengeti Steve's Reptile Experience. There are over 120 children in grades K- 6 registered for the Summer Reading Program. Thank you to the Village for allowing the library to hold the Summer Reading Program activities in the Village Community Center.

The library received official notice of a 9% rate increase from Southwestern Electric Cooperative, effective October 2012.

During the month of June, the library will have a Food for Fines program, allowing patrons to bring in food items to pay fines. All the food will be donated to the Maryville Food Pantry in July.

Jacob Rosser continues landscaping around the library for his Eagle Scout project. Benches have been ordered to anchor to concrete near the footpath by the lake.

Collection Development: 93 items were added in May
Patron Statistics – attached.

Library Programs and Activities – These can be found on the library website: maryville.lib.il.us. They are also included in the news release emails that Sandy sends you. Invite a friend.

6/7 – 7/12 Summer Reading Program

6/7 10:30 Serengeti Steve's Reptile Experience (Community Center)

6/14 10:30 Babaloo (Community Center)

6/15 1:00 LARC II will discuss The Sorrow of War by Bao Ninh

6/21 10:30 Kermit Harrah (Community Center)

6/28 10:30 Animal Tales (Community Center)

6/29 1:00 LARC (Ladies Adult Reading Club) will discuss The Tenth Circle by Jodi Picoult.

6/30 1:00 Teens @ the Library will discuss The Help by Kathryn Stockett.

7/5 10:30 Wet and Wild (Community Center)

7/12 10:30 Wildheart Performance (Community Center)

Children's Storytime Saturdays 10:30

There was a motion by Phyllis Coy and a second by Linda Mauck to approve the Library Director's report. Motion carried.

Additional Topics Discussed by Director Pick:

Library Facility: Director Pick stated there have been comments from patron(s) regarding the library's appearance. The library door needs to be repainted and the concrete parking barriers are difficult to see because they are the same color as the gravel. Director Pick will discuss this with the Village.

Director Pick reminded everyone that the library will be collecting food for fines during the month of June.

3. Treasurer's Report

A. Discussion or Revisions of 2012-2013 Budget/Vote

No discussion required. There was a motion by Phyllis Coy and a second by Marylee Kicielinski to accept the budget revisions as presented. Motion Passed

Roll call:

AYES: Coy, Kicielinski, Mauck, Goodwin

NAYS: None

ABSENT: Cange, Karanovich, Kocot

B. Special Levies Discussion/Vote

Linda Mauck explained that many different items can be levied, such as Social Security, Medicare, etc. However, these levies are restricted to the actual cost for these items. Due to an excess in funds for unemployment compensation and insurance, this category will not be levied in 2013-2014. Linda is tracking the dollars. This is the reason the budget was revised one more time. It was noted that the work done on the budget by Director Pick was appreciated.

Phyllis Coy stated there was nothing further to do about the B&A hearing. The budget and appropriations hearing is scheduled for September 11. Linda Mauck confirmed with Phillip Lenzini that the September meeting is the final date for the budget and appropriations hearing. There was a motion by Phyllis Coy and a second by Marylee Kicielinski to accept the special levy revisions as presented. Motion Passed

Roll call:

AYES: Coy, Kicielinski, Mauck, Goodwin

NAYS: None

ABSENT: Cange, Karanovich, Kocot

C. Discussion or Revisions of Draft Budget for 2013-2014/Vote

All have received a copy of the 2013-14 budget. There were no questions or concerns. There was a motion by Phyllis Coy and a second by Marylee Kicielinski to accept the draft revisions to the 2013-2014 budget as presented. The budget was approved as presented.

Roll call:

AYES: Coy, Kicielinski, Mauck, Goodwin

NAYS: None

ABSENT: Cange, Karanovich, Kocot

V. New Business

1. MCLD BOT Secretary Letter of Resignation/Vote

Phyllis Coy distributed a copy of the resignation letter received from Donna Kocot. Linda Mauck will send a copy of the letter to the County. The County requires notification of any changes in the Board officers. There was a motion by Phyllis Coy and a second by Linda Mauck to accept the resignation of Donna Kocot. Motion passed

2. Investment Policy Ordinance 2011-2012-010 Discussion/Vote

Linda Mauck spoke with Phillip Lenzini, who confirmed the need for a new Investment Policy Ordinance. Having an investment policy in place will improve the library's credit rating. A motion was made by Phyllis Coy and second by Mary Goodwin that the Investment Policy Ordinance 2011-2012-010 be adopted by the MCLD BOT.

Roll Call:

AYES: Coy, Kicielinski, Mauck, Goodwin

NAYS: None

ABSENT: Cange, Karanovich, Kocot

VI. Other Business

1. Maryville Library Improvement Committee Report

Director Pick received Phillip Lenzini's comments on the draft agreement with Bond Architects and forwarded it to Doug Sitton.

VII. Unfinished Business

1. Tentative B&A Ordinance 2011-2012-009 Discussion/Vote

There was a motion by Phyllis Coy and a second by Mary Goodwin to accept the Tentative B&A Ordinance as presented.

Roll Call:

AYES: Coy, Kicielinski, Mauck, Goodwin

NAYS: None

ABSENT: Cange, Karanovich, Kocot

2. New Board Member

New Board member nominee, Toni Barz, was introduced.

3. List of Responsibilities for MCLD BOT

All Board members have received updated copies of the Library Responsibility List. The list will be reviewed in a year.

4. Automatic Deposit of Staff Payroll

Marylee Kicielinski brought up a recent situation regarding the library staff payroll not being completed in time for automatic deposit, which required distribution of paper checks. Director Pick was asked to check with the staff to see if anyone incurred late fees associated with their paycheck deposits with the intent to be reimbursed by the library. In addition, since this was the third such occurrence, it was decided that Director Pick and Linda Mauck would speak with the accountant. Marylee Kicielinski requested to state on the record that, if a situation like this occurs a fourth time, there would be a definite need to find someone new for the position.

The Visa Statement was also paid late and, as a result, the library incurred a \$155.29 finance charge and \$39.00 late fee. Linda Mauck will contact Visa and inquire about automatic debit account payment of the bill and the possibility of waiving the fees for the May statement. All agreed it was unacceptable to incur late fees. If Visa will not waive the fees, it was agreed that it is appropriate to ask the accountant to reimburse the Library. Marylee Kicielinski asked that the topic be revisited at next month's meeting after there has been an opportunity to meet with the accountant and hear her response.

VIII. Next Meeting July 10, 2012

The next meeting of the Board of Trustees will be held on Tuesday, July 10, 2012 at 7:00 p.m. at the library.

IX. Adjournment

There was a motion by Phyllis Coy and a second by Marylee Kicielinski to adjourn the meeting. Motion passed and the meeting adjourned at 8:04 p.m.