

**MARYVILLE COMMUNITY LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
May 14, 2013**

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

President Marylee Kicielinski called the meeting to order at 7:02 p.m.

Members Present

Marylee Kicielinski - President
Linda Mauck – Treasurer
Kathy Kunz – Vice President
Toni Barz – Secretary
Diane Evans

Members Absent

Janet Cange
Fran Karanovich

Guests

Peggy Pick – Library Director
Ed Kostyshock

2. Approval of April MCLD BOT Meeting Minutes

There was a motion by Linda Mauck and a second by Kathy Kunz to accept the April 2013 meeting minutes. The motion was passed and the minutes will be placed on file at the library.

3. Approval of April 2013 Financial Reports/Vote

There was a motion by Toni Barz and a second by Diane Evans to accept the April 2013 financial reports. Roll call:

AYES: Barz, Evans, Kicielinski, Kunz, Mauck

NAYS: ABSENT: Cange, Karanovich

4. Committee Reports

A. Library Director’s Report

Thank you to the Village of Maryville for the new carpet in the circulation/work room. We’ve received a lot of compliments on it.

Thank you to the Friends of the Maryville Library for the disc repair machine. It works well, and has already saved some DVDs and CDs.

Libraries within the Illinois Heartland Library System began using the Polaris software platform on April 9. Although there have been glitches as the records from 400 libraries were incorporated into this system, and a lot of procedures change from day to day, the library staff has handled the transition very well. The system IT staff is addressing problems with Polaris functions, and we look forward to continued improvement.

OPAC (Online Public Access Catalog)

The web address for our new online catalog, OPAC(Online Public Access Catalog) is search.illinoisheartland.org/mvcp. You can also access the OPAC from our web page.

The staff is making last minute preparations for the summer reading program “**Have Book, Will Travel!**” for grades K-6. The library arranged with the Village to rent the Community Center for the Summer Reading Program for \$25 per session. Thank you to the Village for working with the library to make this possible.

The Teen Book Club will also have summer reading goals and teens can receive prizes for participation.

Collection Development: 48 items were added in April.

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.**

5/11 1:00 Teens @ the Library will discuss **Dark Song** by Gail Giles

5/17 1:00 LARC II will discuss **Consider the Fork** by Bee Wilson

5/31 1:00 LARC (Ladies Adult Reading Club) will discuss **The Glitter and the Gold** by Consuelo Vanderbilt Balsan

Summer Reading Program Registration - May 13 – June 6

Summer Reading Program Activities - Thursdays 10:30 – 11:30 June 6 – July 11 at the **Maryville Community Center.**

Children's Storytime Saturdays 10:30

Thursday Preschool Storytime is on break over the summer. It will resume in the fall.

National Library Week 2013

Maryville Community Library celebrated National Library Week with giveaways and drawings for prizes donated by local businesses.

Maryville Community Library Snapshot Day Survey Results
52 surveys completed

Reasons for visiting library:

Get library card: 4

Check out materials: 47

Program: 7

Research: 3

Return items: 2

Computer/wireless: 5

Other –browse, request items, pay fines: 3

Category mentioned in comments about the library: (open-ended question)

Friendly staff: 13

Convenience: 5

Programs – storytime, book clubs, etc. : 8

Materials & resources: 2

New computer system: 2

Online selections and downloadable materials: 2

Like that we have a library: 4

Love the library: 20

Helpful, knowledgeable staff: 11

Patron Comments from
Survey:

1. All the personnel are extremely helpful and friendly. Always a pleasure to visit the library.
2. Always very helpful.
3. Best library on the planet.
4. Enjoying the new system! So easy to use.
5. Extremely nice & helpful librarians.
6. Great library and staff. Love story time.
7. Great library.
8. I am SO PLEASED to have a library in our community. I feel a library is very important for all age groups. I am in constant use of this and all the libraries in our area. Our library is very welcoming and the staff is always willing to help.
9. I have enjoyed having the Maryville Library—it is a nice bonus having our own library.
10. I love our library – especially Miss Carolyn, Miss Rebecca, Miss Carol, Joe & Andrew on Saturdays.
11. I love our library! It's been a wonderful way to keep my young daughters reading.
12. I love the new computer system!
13. It is wonderful.
14. Love everything our library offers, especially children's programs and helpful, friendly staff.
15. Love having a library so close& we love using the online selection available, too. My husband listens to audiobooks all the time.
16. Love it!
17. Love it!! Thanx!!
18. Love it, very helpful.
19. Love the atmosphere and the support of staff!
20. Love the library ladies!!
21. Love the people who work there and the resources are wonderful.
22. Love this library.
23. Outstanding! Staff is great! Hugs & kisses & ultra-compliments!
24. Personnel always very helpful.
25. Really enjoy the staff.
26. Recommend.
27. Staff is great!
28. Such friendly staff! Great place to work on projects. Quiet, clean, comfortable.
29. Thank you!
30. The library staff here is wonderful!
31. They are awesome!
32. This is a great library.
33. We love our library & the people running it.
34. We love our library.
35. We love the kids' programs!
36. We truly love our library. I cannot say enough good things about the workers, activities & services they provide!

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

B. Personnel Committee Business – topic returned later in meeting. Board went into closed session to discuss Personnel Committee Business at 8:15 p.m. and left the closed session at 8:32 p.m.

5. New Business

A. Swearing in of elected/re-elected board members.

Newly elected BOT members Diane Evans, Toni Barz and Kathy Kunz were sworn in by Sandy Shattuck at the start of the meeting. Fran Karanovich will be sworn in at a later time.

B. Ordinances considered for adoption.

a. Meeting Date and Time Ordinance Discussion and Vote

There was a motion by Linda Mauck and a second by Toni Barz to continue holding the meetings on the second Tuesday of each month at the library at 7:00 p.m.

Roll call:

AYES: Barz, Evans, Kicielinski, Kunz, Mauck

NAYS: ABSENT: Cange, Karanovich

b. Appointment of the Library Attorney Ordinance Discussion and Vote

There was a motion by Linda Mauck and a second by Kathy Kunz to retain Phil Lenzini as the library attorney.

Roll call:

AYES: Barz, Evans, Kicielinski, Kunz, Mauck

NAYS: ABSENT: Cange, Karanovich

c. A Drug Free Workplace Ordinance Discussion and Vote

There was a motion by Linda Mauck and a second by Diana Evans that the Maryville Community Library continue to be a drug free workplace.

Roll call:

AYES: Barz, Evans, Kicielinski, Kunz, Mauck

NAYS: ABSENT: Cange, Karanovich

d. Appoint Ad hoc Committee to Review Secretary's Minutes Ordinance Discussion and Vote.

There was a motion by Diane Evans and a second by Linda Mauck to reappoint the committee of Kathy Kunz (Chair), Fran Karanovich and Janet Cange to review the secretary's minutes.

Roll call:

AYES: Barz, Evans, Kicielinski, Kunz, Mauck

NAYS: ABSENT: Cange, Karanovich

e. Outstanding Obligations and Continuing Contracts Ordinance Discussion and Vote.

There was a motion by Kathy Kunz and a second by Toni Barz that the Maryville Community Library continue to take care of outstanding obligations and contracts.

Roll call:

AYES: Barz, Evans, Kicielinski, Kunz, Mauck

NAYS: ABSENT: Cange, Karanovich

f. Investment Policy Ordinances

There was a motion by Diane Evans and a second by Toni Barz to pass the investment policy ordinances.

Roll call:

AYES: Barz, Evans, Kicielinski, Kunz, Mauck

NAYS: ABSENT: Cange, Karanovich

C. Authorization of Library Director to Apply for all Applicable Grants, including per Capita Grant, etc.

There was a motion by Linda Mauck and a second by Diane Evans to authorize the Library Director to apply for all applicable grants, including per capita grant, etc.

Roll call:

AYES: Barz, Evans, Kicielinski, Kunz, Mauck

NAYS: ABSENT: Cange, Karanovich

D. Formation of Maryville Community Library Board of Trustees Committees.

There was a motion by Kathy Kunz and a second by Marylee Kicielinski to create a finance committee to include Linda Mauck (Chair), Toni Barz and Diane Evans. Other committees already formed are the Personnel Committee (Kathy Kunz [Chair], Fran Karanovich and Janet Cange) and the Ad Hoc Committee to Review the Secretary's Minutes (Kathy Kunz [Chair], Fran Karanovich and Janet Cange).

Roll call:

AYES: Barz, Evans, Kicielinski, Kunz, Mauck

NAYS: ABSENT: Cange, Karanovich

E. Treasurer's Report on Tax Computation Reports for 2011 and 2012.

Linda Mauck explained that the library had requested a general tax levy of \$391,773, which was approved by the County. However, due to the lower property assessments, the tax dollars for the Library have been reduced to \$357,761.70 (\$34,011 less). It was noted that each year the Library staff's management of the budget allows for a carryover reserve fund which can be used, if necessary, to purchase capital items (computers, furniture, books). Linda stated the rest of special levy tax (IMRF, the audit levy and liability insurance) came back as expected.

F. Library Director's Report on 2013 2014 Budget and the Draft of the 2014-2015 Budget.

Peggy Pick reviewed the areas that had to be revamped due to the shortfalls which mostly occurred in the software and IT programming areas. Linda Mauck explained that the 2014-2015 budget will be voted on at the June meeting. There was a motion by Diane Evans and a second by Kathy Kunz to accept the director's report on the 2013-14 budget.

Roll call:

AYES: Barz, Evans, Kicielinski, Kunz, Mauck

NAYS: ABSENT: Cange, Karanovich

6. Other Business

Maryville Library Expansion Committee Report Discussion

Ed Kostyshock explained that the Village Board recently discussed the area they would like the Library to build on but did not come to a decision. Half of the group prefers the north side with the other half preferring the south. Ed reemphasized that the Village definitely wants the Library there and that it will be a good thing for Maryville. He hopes that the Village Board can come to an agreement at the meeting planned for the week of May 20.

7. Unfinished Business

Review BOT Members' Responsibilities

The responsibilities document has been transferred to Word and will be emailed to everyone. Marylee recommended keeping the list current in the meeting folder.

Peggy Pick stated that the staff is doing a good job with Polaris, although there are still some glitches with the new system.

8. Next Board of Trustees Meeting

The next meeting will be held on Tuesday, June 11, 2013 at 7:00 p.m. at the library.

9. Adjournment

There was a motion by Linda Mauck and a second by Kathy Kunz to adjourn the meeting. Motion passed and the meeting adjourned at 8:34 p.m.