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Maryville Public Library Executive Board of Directors Minutes of Regular Meeting, June 8, 2021

Board President Keely Cline called the meeting to order at 12:03 p.m.

Other members participating in the meeting were Cara Colville, Giuli Coniglio, Rich Fulton, Steve Klotz, Barb Nelsen, Jenny Rytting, and Lily White. Library Director Stephanie Patterson and prospective members Paula Cobb, Bill Richardson, and Marilyn Rhea were also in attendance.

Meeting minutes: Nelsen motioned to approve the minutes of the 11 May 2021 meeting with the following correction: In the “**Board Applications**” section, the first sentence should be changed to read, “Patterson mentioned that Board member Jenny Rytting had agreed to renew her Board membership for another term, and that Keely Cline and Giuli Coniglio had chosen not to renew; with additional vacancies from Lewis Rice’s and Rich Fulton’s resignations, she distributed copies of Board Applications received from James Rash and Marilyn Rhea for Board consideration.” Rytting seconded the motion to approved the corrected minutes. Motion passed unanimously.

Bills: Patterson commented that the large bill for \$18,003.00 was a MIRMA expense, for the annual building, liability, and workman’s compensation insurance. Klotz motioned to approve the bills as presented. Colville seconded the motion. Motion passed unanimously.

Financial statements: The board reviewed financial statements for the month ending May 31, 2021. Patterson commented that she had not sent the mid-year budget revision to HCMM before they completed the May financial statements, so that the actual percentage of the current annual budget is not accurately reflected in this month’s statements. Nelsen motioned to approve the financial statements by Harden, Cummins, Moss & Miller. Rytting seconded the motion. Motion passed unanimously.

Other Action items:

Annual Request for Support from Foundation & Friends and Update on Library and Foundation Board Consolidation: Patterson noted that the Library usually requests about \$21,000 from the Foundation and about \$5,000 from the Friends organization annually. However, due to lack of an existing quorum of members of the Foundation Board, the request could not be approved. The Library’s Executive Board is not authorized to approve such a request. Patterson informed the Board that she had requested legal advice from attorney John Baker regarding consolidation of the Friends & Foundation groups with the Library’s Executive Board of Trustees to provide one governing board for both organizations. Patterson’s letter to Baker and the Charter for the Second Century Library Fund Foundation were distributed to Board members. She cited the need for the Board to assist in recruiting new Friends Board Members so that the Friends/Foundation group could re-form into a group large enough to function as intended. No motion was made.

Review and Approval of Board Applications: Patterson presented to the Board two additional Board applications from Paula Cobb and Bill Richardson, both of whom have the requisite availability and cite solid financial, budgetary, communication and administrative experiences that would be beneficial to the Library’s Executive Board. After a brief discussion, Klotz motioned that the Board accept both applications and offer positions to the applicants. White seconded the motion. Motion passed unanimously.

Library Goals & Objectives, FY2022: Director Patterson distributed a proposal for the Library's FY2021-2022 Goals & Objectives. She noted that several objectives under Goals 1&2 were a direct result of the responses received on the Adult Programming Survey, including the addition of a Reader's Advisory database and the hiring of a part-time adult programming assistant. She noted that the previous community needs assessment regarding adult technology needs and interests had been completed in 2014-2015. Patterson noted that in this fourth year after having passed the tax increase, with the greater income flexibility, she was trying to be more proactive in maintaining the library's building and grounds rather than reactive. Under Goal 4, she highlighted the Action step of adding dental and life insurance benefits for full-time library staff as being a new priority, and under Goal 5, she pointed out the need to complete a professional level Facility Condition Assessment by hiring an architecture/engineering firm to ensure the continued viability of the library's foundation and attic. Rytting motioned to approve the FY2022 Goals & Objectives. Klotz seconded the motion. Motion passed unanimously.

Surplus Property Declaration: Patterson distributed a list of four items to be declared as Surplus Property and put up for sale: A Microfilm viewer/printer, a framed Bearcat Conference Champs T-shirt, a wood step ladder, and a collection of miscellaneous plush toys and office equipment. She noted that the old Microfilm viewer/printer was no longer being used, that new ones cost \$10,000, and that the Library's microfilm was currently being housed at the Historical Society although the Library still owns a new microfilm storage cabinet. Klotz motioned approve the Surplus Property Declaration. White seconded the motion. Motion passed unanimously.

Reports and discussion items:

Circulation Report: Director Patterson distributed the May 2021 Circulation Totals Report and noted that Circulation numbers, which were drastically reduced with partial closures due to COVID-19 protocols in 2020, were beginning to come back to normal since about mid-March but were still a bit slow.

Facility Updates: Patterson handed out to Board Members the June 2021 Facility/Tech report along with an informative pamphlet titled "Biological Growth on Masonry: Identification & Understanding." She reported that Library records indicated that the last time maintenance work was done on the library's limestone exterior appeared to be 1995. Per local masonry expert Dennis Buckles, the blackened portion of the Library's exterior might be algae. If it is algae, it must be determined whether the algae is damaging or benign. Patterson reported that she had mailed RFPs to three regional contractors that handle masonry and tuckpointing, with bids due June 30. She expressed concern that our job might not be big enough to attract their interest.

Regarding the upgrading of the remaining HVAC filtration systems, Director Patterson made the decision to hire First Choice Heating. Patterson reported that the main floor study room renovations by Smith Contracting had been completed and look good. She also reported that the new dumpster (with chain and padlock) from Gaskill Sanitation (who presented the lowest rental bid) had been received, installed, and was the best looking dumpster in town! Patterson added that before the July meeting she will seek quotes from Dale Dennis and Kevin Kelmel for the second coating of elastomeric paint on the north-facing stucco wall.

Children's Business Fair: Patterson reminded Board Members that the Children's Business Fair was set to take place Saturday, June 12, at Beal Park, from 9 a.m. to 12:30 p.m. and encouraged all to attend. She mentioned that the Awards for the Business Fair had been paid for by Nodaway Valley Bank and the t-shirts were paid for by the Friends of the Library.

Adult Tech Help: Patterson handed out a flier advertising the "Walk-In Tech Help" clinic at the Library on June 16, 9-11 a.m., which would be led by Staff Member Richard Leach-Steffens.

Summer Reading Program: Patterson announced the Summer Reading program was up and running, with just over 100 sign-ups so far, and that the program would run from June 1 – July 31.

Committee Reports: None.

Correspondence: None

Statements for the Good of the Order: Patterson reflected that she had met Board Member Giuli Coniglio, who would be stepping down from the Board when her term ends this month, when her young sons were Top Super Readers at the Library, and thanked Coniglio for her service, mentioning her role as one of the major ticket sellers for the Beer & Wine for Books Events and for her assistance in hosting the Library's successful, pre-COVID pandemic, Local Author Fair. Patterson also announced that the July meeting would feature a luncheon for new Board Members and may take place in the downstairs meeting room of the Library.

Motion to Adjourn: At 1:05 pm, Klotz motioned to adjourn. White seconded the motion. Motion passed unanimously.

Respectfully submitted by Giuli Coniglio.