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## Maryville Public Library Executive Board of Directors Minutes of Regular Meeting, August 10, 2021

Board President Jenny Rytting called the meeting to order at 12:00 p.m.

Other members participating in the meeting were Paula Cobb, Cara Colville, Steve Klotz, Barb Nelsen, Jim Rash, Marilyn Rhea, and Bill Richardson. Library Director Stephanie Patterson was also in attendance.

**Meeting Minutes:** Richardson moved to approve the minutes of the July 13, 2021 meeting. Klotz seconded the motion. Motion passed unanimously.

**Bills:** Richardson moved to approve the bills as presented. Rhea seconded the motion. Motion passed unanimously.

**Financial Statements:** Patterson noted that even after adjusting the Ad Valorem tax income higher in May we continue to collect more than was budgeted. She also shared that the Second Century Foundation transferred \$21,500 to the library in July. Rytting commented that the non-resident fees collected shows that county residents are interested in using the library. Nelsen moved to approve the July 31, 2021 Financial Statements as presented by Hardin, Cummins, Moss & Miller LLC. Cobb seconded the motion. Motion passed unanimously.

### **Other Action Items:**

**Proposal for FY2022 Library Operating Budget:** Rytting asked how shifting the expense for the limestone to 2022 would impact the reserves and Patterson said the reserves would be just above the recommended minimum of 30% of the budget. Patterson reminded the Board that the budget is a starting point and may need to be adjusted. Personnel spending is down to 55% which will allow for fewer hours for desk workers. The budget includes estimated Total Regular Revenue of \$486,192; Total Regular Expenses of \$461,976; and allows for \$60,000 in reserve spending and \$90,000 in Capital Outlay. Klotz moved to approve the proposed budget. Rhea seconded the motion. Motion passed unanimously.

**Proposal for FY2022 Salary Schedule and Extra Duty Pay Schedule:** Patterson shared a salary schedule that includes a boost in starting pay for clerks to match the upcoming increase in the state minimum wage. The Youth Services Coordinator position was increased to be in line with the Maryville R-II Base Teacher Salary and the director's salary was set at \$53,580. Klotz expressed the opinion that an increase in pay for hourly employees shouldn't come at the expense of the director's salary. He said we may need to look at increasing the percentage for payroll. Rytting agreed that Patterson is worth more than \$53,580. Patterson explained she is fine with her salary and wanted to make room in the extra duty pay schedule to pay someone to work on the National Registry listing. There was a discussion about reviewing and possibly revising the policy regarding how the director's salary is determined. Rytting expressed concerns that Group V in the Extra Duty Pay Schedule might be lower than other groups. Rash moved to approve the FY2022 Salary Schedule and to approve the FY2022 Extra Duty Pay

Schedule contingent on a review by Patterson to ensure Group V meets minimum wage. Rhea seconded the motion. Motion passed unanimously.

**Library Executive Board Application: Scott Kuhlemeyer:** Barb Nelsen moved to approve Kuhlemeyer's application to the board. Rhea seconded the motion and expressed her appreciation to him for sharing his expertise at the previous meeting. Motion passed unanimously.

**Ratifying Contract with IHP Industrial, Inc.:** IHP is contracted to replace the outside faucet and add an additional one. The cost will be \$1503. The current limit for expenses Patterson can approve without board approval is \$500. Klotz recommended a review of the policy manual to raise that limit. Patterson said the city allows department heads to approve expenses up to \$2000. Rhea suggested this be addressed during the by-law revisions. Richardson moved to ratify the contract. Klotz seconded. Motion passed unanimously.

**Policy Proposal: Social Media Policy:** Klotz moved to approve the social media policy. Nelsen seconded the motion. Motion passed unanimously.

**Reports and discussion items:**

**Facility Update:** Kuhlemeyer received a quote from American Engineering Testing, Inc. for the evaluation of the mortar and limestone in preparing for the tuckpointing. The cost is between \$3400 and \$11000. Patterson will ask for clarification about the total cost. This doesn't include the cost of gathering the samples. Kuhlemeyer visited the library and helped identify a location for pulling the samples that won't be too visible. Rhea moved to approve the quote with authorization for the board officers to approve if the cost increases. Richardson seconded the motion. Motion passed unanimously. First Choice heating & Cooling was hired at a cost of \$560 to upgrade the filtration. Patterson stated there is new paint peeling on the ceiling and she is working to contact Jason Brown.

**Policy Manual Review:** Patterson explained the board needs to review the manual during the month of August and send any comments to her. The board will discuss those comments and make any revisions at the September board meeting.

**Circulation Report:** Patterson stated circulation is better than last year but not yet back to pre-Covid numbers.

**Programming Update:** Patterson shared the Summer Reading Program ended with 53 children in grades K-6 completing the program. Prizes were sponsored by the Maryville Pride Lions' Club.

**Committee Reports:** None.

**Statements for the Good of the Order:** None

**Motion to Adjourn:** At 1:09 pm, Rhea moved to adjourn. Rytting declared the meeting adjourned.

Respectfully submitted by Cara Colville