



509 North Main  
Maryville, MO  
64468-1610

Phone: (660) 582.5281  
Fax: (660) 582.2411

## Maryville Public Library Executive Board of Trustees

**Regular Meeting:** May 10, 2022

Held at First Christian Church Meeting Room, 201 West 3<sup>rd</sup> St., Maryville, MO

Board President Jenny Rytting called the meeting to order at 12:02 p.m.

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

**Meeting Minutes:** Rhea moved to approve the minutes of the April 12, 2022 meeting. Nelsen seconded the motion. Motion passed unanimously.

**Bills:** Klotz moved to approve the bills as presented. Kuhlemeyer seconded the motion. Patterson noted there was a question during the previous meeting about the cost of the hotspots from T-Mobile. She stated the monthly cost is \$28.75/device for 4 devices with unlimited usage. Rash asked about the library's returned check policy. Patterson said a patron wrote a check to cover a replacement fee. She has added the cost of the returned check and is contacting the patron. She said this rarely happens. After discussion, the motion passed unanimously.

**Financial Reports:** Cobb moved to approve the April 30, 2022 Financial Reports as presented by Hardin, Cummins, Moss & Miller LLC. Richardson seconded the motion. Patterson noted the revenue streams have been a little higher and the expenses have been a little lower. About \$10,000 will need to be moved to building maintenance to cover the cost of the elastomeric coating application. The board will also need to consider how to reflect the capital improvement expenses for the facade work. After discussion, the motion passed unanimously.

### **Other Action Items:**

**Results of Board Self-Evaluation:** Rytting shared the results of the Board self-evaluation. The area that was scored lowest was evaluating and revising policy every 2 years. Rytting noted that Patterson has been bringing revisions to the Board as needed. Richardson moved to accept the results of the annual Board self-evaluation. Rash seconded and the motion passed unanimously.

**Request for Bids: Elastomeric Coating of Stucco Addition Exterior:** Patterson stated there have been issues with water leakage since the addition was built. When there is a windy rain, water leaks in through hairline cracks. The biggest issue is when the dry wall absorbs the water and needs to be replaced. An elastomeric coating was applied to the exterior walls in 2014 and it typically needs to be repeated. The work needs to be completed in time for it to cure before the temperatures drop in the winter. Patterson received a bid from J&J Painting for \$10,240. Kuhlemeyer noted this company has done work at the university. Nelsen moved to accept the bid from J&J Painting contingent upon proof of insurance. Kuhlemeyer seconded the motion. Rash asked about the completion date. Rytting noted the RFB states work must be completed

within 100 days and before temperatures drop low enough to inhibit optimal adhesion and curing. After discussion, the motion passed unanimously.

**Policy Proposal: Travel Reimbursement:** The Youth Services Coordinator makes well over 100 trips around town and Patterson stated there needs to be a policy to reimburse her travel expenses. The library has reimbursed for out of town travel to meetings but hasn't previously had a policy for reimbursing travel in town. There is a cap of 120 visits per year for reimbursement and it will be contingent on having the funds available in the budget. Rhea moved to accept the Travel Reimbursement Policy as written. Rash seconded and the motion passed unanimously.

**Policy Proposal: Whistleblower Policy:** This is a new policy that Patterson modeled on a policy in the Michigan Public Libraries Financial Management Guide. In talking with librarians around the state she found no other libraries that had policies in place but believes it would be in the library's interest to enact one. Rhea said it would be better to have it and not need it than to not have one in place should the need arise. Richardson moved to accept the Whistleblower Policy as written. Rhea seconded and the motion passed unanimously.

**Policy Proposal: Surplus Property Disposal:** This is a new policy but is consistent with current practice. Most libraries have a written policy so Patterson proposed adding it. She shared that periodically patrons or staff will offer to buy an item and having a policy will clarify what steps need to be taken. Rash asked if public notification required publishing in newspapers. Patterson said state law doesn't require the library to do so and legal notifications are billed at a higher rate so publishing on the library webpage and in social media is more cost effective. Kuhlemeyer asked why there was a distinction between items valued at \$252-\$999 and items valued at \$1,000 or more since the other 3 columns were identical. Klotz moved to approve the policy with the following edits: row 2 will be units valued at \$50-\$500 and row 3 will be units valued at \$501 or more. Rash seconded and the motion passed unanimously.

**Reports and discussion items:**

**Circulation report:** Patterson noted circulation numbers continue to rise. Rytting asked about the Summer Reading Program which typically boosts circulation. The program runs June 1- July 31.

**Foundation funds statement:** The April 30 ending value for the Second Century Library Fund was \$523,526.78 which is a decrease of \$65,662.67 for the year to date.

**County Commissioners visit May 12 regarding non-resident children's library cards:** There is usually interest from area school librarians in the summer reading program and they often ask why their students have to pay for a library card. This is because the funding for the library comes from Maryville city taxes and county residents in the past have not supported initiatives to fund the library with county taxes. Patterson approached the County Commission about providing funding for library cards for county students. The Commissioners agreed to visit the library and discuss the possibility. Rytting noted the Friends of the Library currently covers the \$20 cost of 3 item limited use library cards for economically disadvantaged residents of the county. The current cost of a full access card for county residents is \$68 based on a formula that calculates the average taxes paid to fund the library by each household in Maryville. Patterson said most county residents who pay for library cards choose the full access card.

**Director Updates:** The used book sale raised \$2322.14. The craft supply swap event had 32 participants. Patterson is preparing to begin interviews for the Adult Programming position. The Community Needs committee approved a survey for adult programming and Patterson is preparing to distribute it to community members.

**Facility Updates/ Facility Condition Assessment:** A top to bottom audit of the facility was last completed in 2013. This audit led to the application of the elastomeric coating on the building addition. It is recommended to complete this type of audit every 10 years. There is a line item in the building maintenance budget of \$3,500 and Patterson estimates it will cost between \$3,500 and \$5,000. Patterson is working on a request for bids which she will bring to the Board in June.

**Reports of committees:** None

**Statements for the Good of the Order:** Patterson thanked Klotz, Rash, and Richardson for agreeing to continue their service on the Board.

**Motion to Adjourn:** At 1:07pm Rhea moved to adjourn and Klotz seconded. Rytting declared the meeting adjourned.

Respectfully submitted by Cara Colville