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Maryville Public Library Executive Board of Trustees

Regular Meeting: June 14, 2022

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

Maryville Public Library Executive Board of Directors

Minutes of Regular Meeting, June 14, 2022

Board President Jenny Rytting called the meeting to order at 12:01 p.m.

Other members participating in the meeting were 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: Richardson moved to approve the minutes of the May 10, 2022 meeting. Klotz seconded the motion. Motion passed unanimously.

Bills: Klotz moved to approve the bills as presented. Kuhlemeyer seconded the motion. Patterson explained there was a \$32 overdraft charge from Nodaway Valley Bank. She moved the \$14,100 ARPA grant money from the operating fund to the restricted fund and almost the same time she wrote a check for about \$27,000 to the city of Maryville for building and liability insurance resulting in the overdraft. Rhea asked about a notation that Patterson may cancel the Zoom subscription. Patterson explained that while it was used for meetings during Covid it isn't really being utilized much now. After discussion, the motion passed unanimously.

Financial Reports: Klotz moved to approve the May 31, 2022 Financial Reports as presented by Hardin, Cummins, Moss & Miller LLC. Nelsen seconded the motion. The motion passed unanimously.

Other Action Items:

Request for Bids: Facility Condition Assessment: Patterson thanked Kuhlemeyer and Klotz for their input on revisions to the bid. This is a long term assessment for planning purposes. It will identify areas of the building that will need work going forward so we can prioritize projects. Rhea asked if this is work that can be done by a local firm. Patterson said we need a structural engineer and there aren't any locally. She's identified firms in St. Joseph and Kansas City. Kuhlemeyer stressed we need someone who is experienced with older buildings and agreed to provide Patterson with recommendations. Richardson moved to approve the Request for Bids as written. Klotz seconded and the motion passed unanimously.

Goals and Objectives 2022-2023: Richardson moved to approve the Goals and Objectives for 2022-2023. Kuhlemeyer seconded the motion. Patterson noted the Authors' Fair isn't listed as a goal but that doesn't mean it won't be held this year. Rytting asked if there were too many goals and Patterson said she wasn't sure. Rash shared he finds the goals more measurable and defined than in previous years. After discussion, the motion passed unanimously.

Mid-year Budget Revision: Klotz moved to revise the budget as presented. Richardson seconded the motion. Total revenues were adjusted from \$486,192 to \$484,036. Spending out of reserves decreased from \$60,000 to \$2,934 and the line item for capital outlay decreased from \$90,000 to \$40,000 because of an anticipated delay in the start of the limestone repair project. Patterson shared mts Contracting won't be able to start onsite work on the limestone repair until August at the earliest. Rhea asked if there were any anticipated closures while the work was being done. Patterson says the contract requires mts to accommodate an open library. Kuhlemeyer noted they can close individual entrances. After discussion, the motion passed unanimously.

Policy Revision Proposal: Borrower's Agreement late return processing fee: Rhea moved to approve the revised policy. Rash seconded the motion. The revision to the policy states that when an item is 30 days overdue the library will assess a replacement fee, which may be the full list price of the item, plus a \$5 administrative fee (per book with a maximum of \$10 per card). The motion passed unanimously.

Policy Revision Proposal: 3-Book Limited Use Library Card Application: Patterson proposed expanding the limited use card to allow for 5 books. This would be consistent with the agreement the library has with the university. Klotz asked if we want to be subsidizing county residents who have chosen to not provide funding. He said there must be a dollar amount where it doesn't make sense. Patterson stated about 1/3 of use across the board is by non-residents. Patterson said the databases are billed based on users and so if we absorb all county residents the fees will go up. Patterson will work to find a way to track the limited use card usage. The limited use card is per person not per family. Rytting asked if we should watch for a while and then revisit. Patterson is focused on getting cards out to children in the county eligible for cards and using the money from the county commissioners. Rash asked if people are signing the form shouldn't it accurately reflect the agreement. Rytting suggested advertising it as a limited time promotion. Patterson wanted to do it for the summer reading program. Nelsen moved to approve the 5-book limited use card. Richardson seconded the motion but noted he would like to have tracking for these cards. Klotz asked if there is a time constraint for using the grant money. Patterson said the money will go into the restricted account and continue to be used in the future for the same purpose. The motion was approved unanimously.

Reports and discussion items:

Circulation report: Circulation for May was 5296.

Foundation funds statement: The May 31 ending value for the Second Century Library Fund was \$526,222.85 which is a decrease of \$62,966.59 for the year to date.

Other director updates: Patterson shared there are 141 children and youth from K-12 and 48 adults registered for the summer reading program. Annie Arvidson is the new adult program assistant. She will work on adult programming and at the front desk. Arvidson and Wilma Henggeler will be creating adult programming in line with recent community survey results. The limestone repair project will begin in August. The replacement of the dropped ceiling panels is delayed because the panels are on backorder. Patterson is exploring quotes to replace a water heater in August. July 15 is the date for our consideration for the National Register of Historic Places. On June 18, Patterson is giving a presentation at the Nodaway County Historical Society about the history of the Maryville Public Library and our building. Patterson noted June and July are typically the busiest months for the library.

Reports of committees: None

Statements for the Good of the Order: Rash shared the Maryville Young Players Second Stage will present Shrek: The Musical on June 24 and 25 at 7:00 and June 26 at 2:00. Tickets are \$10 and the performances will be at the Schneider Center for Performing Arts. Rytting shared there is a push to review indexing for the 1950s census.

Motion to Adjourn: At 1:11pm Richardson moved to adjourn. Rytting declared the meeting adjourned.

Respectfully submitted by Cara Colville

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