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## Maryville Public Library Executive Board of Trustees

**Regular Meeting:** August 9, 2022

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

### Maryville Public Library Executive Board of Directors Minutes of Regular Meeting, August 9, 2022

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:** In reference to accepting the bid from IHP to replace the water heaters, Rytting noted several people made similar points about the difficulty of finding workers to complete these types of jobs. Rhea moved to approve the minutes of the July 12, 2022 regular meeting and the July 12, 2022 Friends/ Foundation Board meeting. Rash seconded the motion. Motion passed unanimously.

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

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

#### **Other Action Items:**

**FY2023 Library Operating Budget:** Patterson noted the budget is still based on some educated guesses. The greatest variable is the Friends/ Foundation funding. For the purpose of writing the budget she based the figure off the Foundation portfolio value on July 31 but the actual amount will be based on the Foundation portfolio value on September 30. Patterson explained she consults the Missouri Public Library Standards when writing the budget. The association is currently revising those standards but hasn't completed its revisions. The proposed budget anticipates \$502,999 in regular revenues, \$494,351 in regular expenses, \$70,122 in reserves spending, and \$130,770 in Capital Outlay expenses. Klotz moved to approve the FY2023 operating budget. Kuhlemeyer seconded and the motion passed unanimously. Rytting thanked Patterson for her work on the budget.

**FY2023 Salary Schedule/ Extra Duty Pay Schedule:** Patterson stated the salary schedule includes raises for all employees. Cobb moved to approve the FY2023 Salary Schedule and Extra Duty Pay Schedule. Rhea seconded the motion. Rytting noted when the minimum wage is raised it ripples through higher pay levels. Klotz asked if 56% of the budget being spent on personnel is much of a change from previous years. Patterson said the old standard from the MLA was 60-70% of the total budget going towards personnel. The new standard states 40% is essential, 50% is enhanced and 60% is exemplary. Patterson would like to be exemplary but capital outlay will be high for FY2023. Klotz asked if Patterson is having recruitment and retention issues. Patterson has noticed there are fewer applicants for positions than in the past.

Retention doesn't seem to be an issue. Rytting asked if it would help to raise the starting salary from \$12.00 to \$12.50 but Patterson was concerned about having to dip into the reserves. With anticipated building maintenance and capital outlay expenses, the unrestricted reserves may be decreased to less than the 30% recommended balance. Patterson explained the extra duty pay is for assignments that are part-time and intermittent. This schedule allows the library to have some flexibility. After discussion, the motion passed unanimously.

**Appoint nominating committee for election of officers in September for an October1, 2022- June 30, 2023 term:** Rytting noted board officers have been aligned with the fiscal year, rather than the board terms. This created a problem when officers' board terms ended during their officer term. The trustees had discussed aligning the officer positions with the board terms. The new slate of officers will serve a shorter term in order to accomplish the new alignment. Rytting called for volunteers to serve on the nominating committee. Richardson and Rhea volunteered. Klotz moved to approve Richardson and Rhea to serve as the nominating committee. Rash seconded and the motion passed unanimously. Rytting asked them to bring forward a slate of candidates at the September meeting.

**AFLAC facilitation for MPL employees:** Patterson will be meeting with Phil Cobb to discuss AFLAC facilitation for employees. This would be an elective program and employees would pay for the coverage. Patterson checked with other libraries and found about 1/3 offered the program to their full-time employees. She isn't sure if there is interest from employees. The library would only process the payroll deductions. Rash said in his experience this offered a small recruiting benefit. Patterson will bring the issue back to the board in September.

**Library closing Thursday August 25 for staff trainings:** This doesn't require approval from the board. The library will be closed so staff can complete mandatory training.

**Reports and discussion items:**

**Circulation report:** Circulation for July was 6395.

**Foundation funds statement:** The July 31 ending value for the Second Century Library Fund was \$492,284.50 which is a decrease of \$70,887.29 for the year to date.

**Other director updates:** Annie Arvidson has been hired. She will be planning adult programming and working at the front desk. Arvidson will be using the results of the recent survey to guide the programming. The Facility Condition Assessment (FCA) has begun. M-E Solutions has been onsite to take pictures and plan to present a report to the Board during the September meeting. MTS plans to begin the limestone work August 29. Patterson asked if a trustee would be able to be onsite that morning. She is scheduled to present to a university class at that time. Kuhlemeyer said he would be available. The water heaters have been installed. The temperature was adjusted downward for efficiency since the library doesn't have washing machines or dishwashers. J&J Painting has been having trouble getting the paint they need but hope to start soon. Rhea mentioned that some of her friends have told her they really like the puzzle exchange. Patterson said they are considering keeping it going past August.

**Reports of committees:** The survey committee has completed its work.

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

**Motion to Adjourn:** At 12:49pm Klotz moved to adjourn. Rytting declared the meeting adjourned.

Respectfully submitted by Cara Colville, Board Secretary