



509 North Main
Maryville, MO
64468-1610

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

Maryville Public Library Executive Board of Trustees

Regular Meeting: September 13, 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, September 13, 2022

Board President Jenny Rytting called the meeting to order at 12:04 p.m.

Other members participating in the meeting were Paula Cobb, Cara Colville, Steve Klotz, Scott Kuhlemeyer, Barb Nelsen, Jim Rash, and Bill Richardson. Library Director Stephanie Patterson and Garren Stickelman of M-E Solutions were also in attendance.

Meeting Minutes: Cobb moved to approve the minutes of the August 9, 2022 meeting. Nelsen seconded the motion. Motion passed unanimously.

Bills: Klotz moved to approve the bills as presented. Rash seconded the motion. Cobb asked about the bank deposit box. Patterson explained the only item in the box is a CD and we may be able to get rid of the deposit box. She will check with the bank about this. Rytting asked if there was any reason to hang on to the box. Rash suggested authorizing the bills first. After discussion, the motion passed unanimously. Rash then moved to authorize the library director to clear and cancel the safe deposit box before the next renewal. Richardson seconded the motion. The motion passed unanimously.

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

Other Action Items:

Election of Board Officers for October 1, 2022-June 31, 2023: Rhea and Richardson served as the nominating committee. Richardson reported all current officers were willing to continue in their positions. They presented the following slate of officers: Rytting- President, Klotz- Vice President, Colville- Secretary, and Nelsen- Treasurer. Cobb moved to approve the slate of officers. Kuhlemeyer seconded the motion. The motion passed unanimously. It was noted that Rytting, Klotz, and Nelsen are all in their last year of eligibility.

Report: Facility Condition Assessment Report: Garren Stickelman M-E Solutions:

Stickelman distributed copies of the Facility Condition Assessment summary report. He asked that any follow up questions from the Board be submitted through Patterson by September 15. He explained that when calculating the expense of repairs, he will use the numbers from the high side. The Board will try to get things done for the lower projected costs. The sidewalks need some maintenance. In their current state they may be a safety hazard and could put the library at risk. In addressing landscaping, he explained there are trees and limbs too close to the building. There is no sign of tree roots damaging the foundation. He noted the structure is in surprisingly good condition for a 1912 building. He found no leaks on heavy rain days. He did

not find much mortar damage on the inside but the external issues need to be addressed. The estimated cost for excavation and application of a water barrier shield along with installation of drains and sump pumps is \$280,000. This will require significant excavation on the north side of the building. Klotz asked about the implications for not addressing this. Stickelman said the troweled on mortar will continue to leak and there will be high moisture content in the basement. This can lead to the formation of mildew which will impact the ability to use the space. Rytting asked about how urgent this repair is and Stickelman recommended it be addressed within the next 25 years. He commended the library for maintaining the facade. In addressing the chimney, Stickelman noted it may be historically significant. There is water coming in so it needs to be sealed off for water and to minimize heat loss. The gas fired water heater is a safety issue because the gasses won't be able to vent in cold weather. There was some concern since the water heaters were just installed. Stickelman suggested water heaters could be installed in the restrooms. He emphasized the water heaters need to be shut off before cold weather hits and the CO detectors need to be replaced every 5 years. The roofing should be inspected every Spring. He noted some damage from the 4 roof drains on the old building caused by heavy rain. Carpeting will need to be replaced in 5-10 years and Stickelman recommended a carpet square system which would allow replacing smaller areas when they sustain damage. Stickelman offered to recommend some companies to take over maintenance of the elevator. In the short term, the operating brain and system controls of the elevator will need about \$8,00 worth of repairs. Richardson left during the discussion. The 7.5 ton condensing unit will need to be replaced fairly soon at an estimated cost of \$18,800. He recommended buying the highest efficiency model available. Stickelman will submit his final report in a week. The final report will have a fold out page with prioritized recommendations. Kuhlemeyer asked if we need fire protection in the attic. Stickelman said we are up to code but should have smoke detectors in the attic. Klotz left during the discussion. Rytting thanked Stickelman for his presentation.

Final Revision: Proposal for FY2022 Budget: Patterson moved extra money to Building Maintenance to cover the additional cost of the elastomeric coating to the stucco addition. She took this money from Capital Outlay because of the delay of the limestone repair project. She also zeroed out the Grant Income and Expenditures to reflect moving the ARPA grant money for the County Kids Cards program, which was deposited into the library's Restricted Funds Account. The final budget has projected income of \$493,664 and projected expenses of \$463,438. Rash moved to accept the FY2022 Final Revision Proposal. Cobb seconded the motion. The motion passed unanimously.

Letter of Engagement for FY2022 Independent Audit: Patterson said the discussion of the letter of engagement can wait until the next meeting.

Reports and discussion items:

In the interest of time, Rytting asked the trustees to read through the reports they received in their packets.

Motion to Adjourn: At 1:29pm Kuhlemeyer moved to adjourn. Rytting declared the meeting adjourned.

Respectfully submitted by Cara Colville