



509 North Main  
Maryville, MO  
64468-1610

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

## Maryville Public Library Executive Board of Trustees

**Regular Meeting:** October 11, 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 12:01 p.m.

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

**Meeting Minutes:** Rash moved to approve the minutes of the September 13, 2022 meeting. Cobb seconded the motion. Motion passed unanimously.

**Bills:** Patterson explained the new payment to Google/Google Apps. The library has used Google for gmail, storage, docs, and drive for several years at no charge. There is now a fee for organizations using these programs. Patterson discussed this with the staff who expressed a preference to continue using the Google apps. The monthly fee is \$47.32. Rhea said it seemed a reasonable amount considering the years the library has been able to use them for free. Rhea moved to approve the bills as presented. Nelsen seconded the motion. The motion passed unanimously.

**Financial Reports:** Nelsen moved to approve the September 30, 2022 Financial Reports as presented by Hardin, Cummins, Moss & Miller LLC. Rash seconded the motion. Patterson noted this report is for the end of the fiscal year. Income streams were higher than budgeted. The library underspent on commodities while overspending on building maintenance. Donations were higher this year, in part due to the generosity of the Nelsens. Rhea complimented Patterson on being so spot on in her budgeting. The motion passed unanimously.

### **Other Action Items:**

**MTS payment request: \$77,420:** MTS has requested a payment of \$77,420, which is 71% of the total contract price. They estimate they have completed about 80% of the work. Rytting asked Kuhlemeyer to share his thoughts. He said he'd spoken with Russ about some concerns he had with the color matching on the new work. He noted it's difficult to get everything to match but felt it should look fine when they finish cleaning. Kuhlemeyer agreed it is reasonable to pay the requested amount now. Russ told him they should be finished in 2-3 weeks. Patterson thanked Kuhlemeyer for his help with the project. Rhea is very pleased with the look of the facade and Rash recommended a press release inviting the public to come by and see the building. Kuhlemeyer moved to make the payment of \$77,420 to MTS. Rhea seconded the motion. The motion passed unanimously.

**Organization of Committees:** Patterson is recommending the continuation of the Building/Grounds committee. She is also suggesting a Public History Space committee and a Genealogy Resources committee. There were other possible committee suggestions offered as well. Patterson reminded the Board that they will only determine which committees will operate for the coming year during this meeting. Assignment to committees will take place at the November meeting. Nelsen asked if the two new committee recommendations were driven by

the work of Adult Programming Assistant Annie Arvidson. Patterson said that Annie's programs have followed the priorities identified by local adults on the May 2022 Adult Programming Survey. These committee suggestions are related to the FY2023 Goals and Objectives, specifically feedback from a couple of trustees from the Board Survey on FY 2023 Goals and Objectives. Rash shared that it is important to share our story and suggested possibly developing a PowerPoint that staff could share with civic organizations and other groups in the community to promote the library. Nelsen said these committees seemed like a natural progression in adult programming. Rytting reminded the Board these committees are only established for a year at a time and may only require a year to accomplish their goals. She also stated the Public History and Genealogy Resource committees could potentially lead to collaboration with the university and especially Elyssa Ford. Patterson noted the Genealogical Society is no longer operating and the library could make the resources more accessible. Currently the resources are stored in the basement of the Nodaway County Historical Society Museum and are accessible for limited hours and limited months. In the library, they would be accessible year-round and for longer hours. She did note there may be expenses associated with this project. In addressing the idea of a Policy Review committee, Rhea said the policies seem to be pretty updated and her experience in the past has been that having a committee for this is not very effective. Rytting commented on the possibility of a financial planning/review committee. She noted the current relationship with our financial advisor is such that we have enough safeguards in place so these committees may not be necessary at this time. Rytting also stated we may need a Friends/Foundation committee in the near future to focus on fundraising activities, especially in light of the Facility Condition Assessment. Rash felt the 3 recommended committees, Building/Grounds, Public History, and Genealogy Resources, would be good because there would be some overlap in the work. Rash moved to constitute these 3 committees with members to be appointed next month. Cobb seconded the motion, which passed unanimously.

**Surplus Property Declaration:** Patterson explained that every August, the staff does some cleaning to weed out items that are no longer needed. These items are priced to sell and will be available at the book sale. Nelsen moved to accept the list as surplus property and to accept the listed prices. Cobb seconded the motion. The motion passed unanimously.

**Letter of Engagement for FY2022 Independent Audit:** Hardin, Cummins, Moss & Miller has provided a letter of engagement for the FY2022 Independent Audit. Patterson noted the cost is \$500 more than last year. Rhea stated she believes we should continue to have an independent audit as long as we can afford it. Patterson shared her concerns about not having a firm deadline since there have been issues in the past with the results being extremely late. Patterson checked with the city and other libraries and found none of them have deadlines for audits included in their letters of engagement. The library is required to submit comprehensive financial statements to the state by March but HCMM has filed extensions in the past. Rytting suggested going forward with the price increase and inserting a penalty clause. Rash stated he didn't think adding penalties would be appropriate but shared his concern about not receiving the results until March 13th since it would delay Board discussion until April. He suggested approving the letter with an anticipated completion date of March 1. Rash then moved to approve the letter of engagement subject to the willingness of HCMM to change the anticipated completion date to March 1. Patterson expressed her concern about delaying the decision since she should already be uploading the financial information to HCMM. She said she would be willing to contact HCMM to request a completion date of March 1. Rash then amended his motion to approve the letter of engagement with the intention to request a due date acceleration informally or by amendment. Rhea seconded the motion which passed unanimously.

**Reports and discussion items:**

**Circulation Report for September 2022 and FY2022:** Circulation for September was 5,313 and the total circulation for the year was 64,477.

**Foundation funds statement:** The September 30 ending value for the Second Century Library Fund was \$443,895.72 which is a decrease of \$145,293.73 for the year to date. Patterson noted the September 30 figure is used to calculate the Foundation's annual contribution to the library's budget. Because the balance decreased from August to September, the contribution will be \$2300 less.

**Other Director's Updates:** Patterson asked the Trustees to sign a card for Debbie Clark in appreciation of her years of service to the library. She has worked the front desk, led story time, and kept the plants alive. In following up on a concern identified during the Facility Condition Assessment, Patterson spoke with the city code inspector about the gas water heater. He said there are similar heaters all over town. Patterson contacted IHP to see if there was a simple way to switch out the gas heater. It would cost \$2500 to switch from gas to electric, excluding the cost of new electrical wiring. There are CO detectors installed but they may need to be replaced. Rhea left during the discussion. Rytting asked if there would be an authors' fair in December. Patterson said they decided to not have one this year because of other priorities. Patterson reported 348 children have now received library cards through the County Kids' Cards program. This is almost half of the eligible children in the county. Patterson announced the library's National Register of Historic Places nomination was accepted and the State Historical office will be adding the designation to their website. The new Children's Programming Assistant is Anna Hulse and Austin Luke will be working at the front desk. The annual Friends Membership Drive is beginning soon and Patterson will include some information about the building's needs in her mailing. The Book Sale is coming up and they need help covering shifts on Saturday October 22. Patterson is planning to use some PTO soon.

**Reports of committees:** None

**Statements for the Good of the Order:** Rytting encouraged Patterson to take some time off.

**Motion to Adjourn:** At 1:08pm Rash moved to adjourn. Rytting declared the meeting adjourned.

Respectfully submitted by Cara Colville, Board Secretary