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Maryville Public Library Executive Board of Trustees

Regular Meeting: November 8, 2022

Held in library basement community room

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, Steve Klotz, Scott Kuhlemeyer, Barb Nelsen, Jim Rash, and Marilyn Rhea. Library Director Stephanie Patterson was also in attendance.

Meeting Minutes: Klotz moved to approve the minutes of the October 11, 2022 meeting. Nelsen seconded the motion. Motion passed unanimously.

Bills: Rhea asked about the payment to the city of Maryville. Patterson explained this payment was for health, life, and dental insurance. Kuhlemeyer asked about the payment to MTS and Patterson said it was the amount already paid and didn't include the payment on today's agenda. Klotz moved to approve the bills as presented. Rash seconded the motion. The motion passed unanimously.

Financial Reports: Rhea moved to approve the October 31, 2022 Financial Reports as presented by Hardin, Cummins, Moss & Miller LLC. Nelsen seconded the motion. It was noted this is the first month of the fiscal year. The motion passed unanimously.

Other Action Items:

MTS final payment request: \$30,940: Patterson had sent photos to the Trustees of the work MTS had completed. There was some concern about some cracks and patches. Patterson noted the capstones weren't included in the Request for Bids. During the Facility Condition Assessment, Stickelman took pictures of the capstones and suggested having repairs done. Richardson arrived during this discussion. Patterson shared photos which seemed to show a stain on the facade which wasn't present in earlier pictures. Kuhlemeyer noted that while it can be difficult to match the texture of limestone patching, he wasn't impressed with the quality of the patchwork and suggested withholding 10% until additional work is completed. Rytting asked if it would be 10% of the total contract amount or the final payment. Klotz said it would be 10% of the total amount. Klotz asked if MTS was aware of the concerns and Patterson said she believed they thought they were done. Klotz asked if the work will need to wait until Spring and Kuhlemeyer said it would depend on the weather. There was some concern that by withholding the 10% the library may not be able to receive the full \$50,000 from the grant from the city. Rytting suggested withholding \$8,000 instead of \$10,000 so that the library could receive the full reimbursement from the city. Kuhlemeyer stressed the importance of getting the work done right. Rash said he would hate to leave money on the table and asked if there's flexibility in the city's deadline. Kuhlemeyer suggested withholding the full 10% and noted we could cut another check if necessary because of the city's deadline. Klotz moved to withhold 10% of the contracted amount until the contract is fulfilled to our satisfaction. Kuhlemeyer seconded the motion. The motion passed unanimously. Patterson will issue a check to MTS while withholding the final 10% of the contracted amount. Rytting thanked Patterson and Kuhlemeyer for all their work on this project.

Appointments to Committees and Assignment of Items: Patterson recommended the following committee assignments. The Building and Grounds Committee would be chaired by Kuhlemeyer with members Klotz and Rytting. This committee will work with the director in advancing building maintenance projects and use MPL's recent FCA report to prioritize current year projects and create a 5-10 year facility maintenance plan to present to the board at the April or May 2023 regular board meeting. The Public History Space Committee would be chaired by Rash with members Nelsen, Rhea, and Richardson. This committee will advise the director on designating and furnishing a library space to both feature a pictorial history display, and to support hospitality such as a First Friday Chamber Coffee offering. The Genealogy Committee would be chaired by Cobb with members Rytting and Colville. This committee will assess local needs regarding genealogy resources and research, and the feasibility of increasing genealogy research support at MPL. Rhea moved to approve the director's recommendations. Rash seconded the motion, which passed unanimously.

Policy revision proposal: Reflection of new officer terms and public comments at board meetings: Patterson proposed some updates to Policy Section B100. The updates included the election of officers in July, requirements for posting notice of meetings, guidelines for amending by-laws and revisions to the relationship with Friends and Foundation Board. Nelsen moved to amend the Executive Board By-Laws Section B100. Cobb seconded the motion. Rhea asked if these changes would satisfy Sunshine laws and Patterson assured they would. Patterson also proposed adding Section B100.1 addressing Public Comment at Board Meetings. She noted all meetings are open to the public and in the current contentious environment it would be good to have a policy in place. She looked at the policies of the Cape Girardeau library and Maryville R-2 school district in crafting the policy. The goal of the policy is to provide an avenue for taxpayers to comment while protecting the time of the Trustees. Klotz moved to approve the Public Comment at Board Meetings policy. Rhea seconded the motion. Kuhlemeyer asked if the policy should designate who would act as the timekeeper. Patterson suggested retaining some flexibility. Rytting offered a friendly amendment to add language stating the Board president may appoint the timekeeper. Klotz accepted the amendment. The motion passed unanimously.

Reports and discussion items:

Foundation funds statement: The October 31 ending value for the Second Century Library Fund was \$461,851.20 which is a decrease of \$127,338.25 for the year to date. Klotz left for another meeting during this discussion.

Other Director's Updates: Patterson shared the book sale brought in \$1,278.75, the surplus sale made \$143 and the library also received an additional \$29.10 donation. The FY2022 audit is underway. HCM&M will try to have a draft report by the March meeting. Downtown Trick or Treat was well attended and they distributed all the books they had. December is traditionally the library's slowest month so Patterson is planning to close one day for training and a staff dinner.

Reports of committees: None

Statements for the Good of the Order: Rhea asked about Secretary of State Ashcroft's proposal regarding state funding to libraries. Since we receive so little funding from the state, Rhea asked if we could forgo that money. Patterson said the library only receives about \$8,000 from the state but it would also affect access to LSTA grants. The library is already in compliance with most of what has been proposed.

Motion to Adjourn: At 12:54 pm Rhea moved to adjourn. Rytting declared the meeting adjourned.

Respectfully submitted by Cara Colville, Board Secretary