



509 North Main  
Maryville, MO  
64468-1610

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

## Maryville Public Library Executive Board of Trustees

**Regular Meeting:** December 13, 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 12:03 p.m.

Other members participating in the meeting were Paula Cobb, Cara Colville, Barb Nelsen, Jim Rash, and Bill Richardson. Library Director Stephanie Patterson and Youth Services Coordinator Elizabeth Argo were also in attendance.

**Meeting Minutes:** Richardson moved to approve the minutes of the November 8, 2022 meeting. Rash seconded the motion. Motion passed unanimously.

**Bills:** Rytting asked about the bill for the leak in the skylight. Patterson explained the leak was noticed shortly after the November meeting and Jason Brown came out to fix it. Cobb asked what Demco is. Patterson explained it is a library supplies company but she couldn't remember exactly what the \$1,192.63 bill covered. After the meeting, Patterson sent an email to the Trustees clarifying the bill was for a mobile Lego wall for the youth area. Colville moved to approve the bills as presented. Nelsen seconded the motion. The motion passed unanimously.

**Financial Reports:** Rash moved to approve the November 30, 2022 Financial Reports as presented by Hardin, Cummins, Moss & Miller LLC. Cobb seconded the motion. Patterson noted she made a second payment to MTS and 90% of the contracted amount has been paid. The motion passed unanimously.

### **Reports and Discussion Items:**

**Foundation funds statement:** The November 31 ending value for the Second Century Library Fund was \$487,527.33 which is a decrease of \$101,662.12 for the year to date. While the YTD value is down, there was a gain of \$25,676.13 for the current period.

**FY2022 Programming and Services Report:** Elizabeth Argo, Youth Services Coordinator, presented data from October 2021-September 2022. During that time, children had 2,471 literacy experiences. Some children participated in more than one experience. There was a significant increase in the outreach to daycares and Pre-K programs. Argo has worked closely with the Family and Community Resources class at NWMSU and the students each help to plan and present a station during a Storytime. The Bluey event was the most attended event of the year. She was pleased to see alumni from the Children's Business Fair participate in the Chamber of Commerce's Maker's Monday event. There were 118 children enrolled in the 1,000 Books Before Kindergarten program at the end of September 2022. This year there were 11 graduates of the program, which is a higher-than-average number. Rytting asked about the age breakdown for the pie graph provided. The bulk of the programming is targeted to children birth-6 years. Argo emphasized the importance of reaching children early and helping parents understand learning begins before children start school. The Children's Business Fair will be March 18, 2023 and the informational meeting about it will be December 15 at 5:30.

**FY2022 Memorial Fund Report:** Patterson explained she is continuing to spend out restricted funds. She explained the reason for the repay notations in the report. She waits until September

to reconcile these issues which are typically the result of expenditures that require the use of cash or a credit card. Since the memorial fund doesn't have a credit card, she has to use the library's card and then repay it from the appropriate memorial fund. Patterson highlighted line 49 which shows an \$8.00 beginning balance from an unknown donor. She stated the money was known to be given as a memorial to Betty Wiederholt but it wasn't known who the money came from. The Building and Grounds Committee discussed transferring unrestricted reserves in excess of 30% of the library's regular operating expense budget over to a restricted fund to save up for major capital expenditures.

**FY2022 Petty Cash Report:** Patterson explained the use of cash is rare. The petty cash is kept in the safe and is mainly used when staff need to break larger bills from patrons. The Petty Cash balance on September 30, 2022 was \$140.

**Director's PTO Balance Report:** While the report wasn't discussed during the meeting, the report provided indicated on September 30, 2022 the director's balance of PTO was 480 hours.

**Director Updates:** The Downtown Maryville Organization is seeking a grant from the state for the development of the vacant lot south of the library and asked for a letter of support from the library. Patterson shared some concerns about the loss of parking and staff safety at night. After receiving answers to some of her concerns, she provided a letter of support. A deposit from the Friends membership drive will be made December 14. MTS Contracting will be coming back to redo the limestone patchwork. Patterson met with Dennis Buckles, a local stonemason, who confirmed Scott Kuhlemeyer's observation that the patches weren't properly applied. The work will need to be delayed until temperatures are consistently above freezing. Patterson contacted the city about the grant reimbursement and was told they are willing to issue two checks if needed to ensure the library receives the full amount after the extended limestone work. Front desk assistants Stian Bjotveit and Annie Arvidson will be participating in Leadership Maryville 2023. AFLAC facilitation has begun for three library employees. The library will host a Maryville Chamber of Commerce First Friday Coffee event November 3, 2023.

**Reports of committees:** Cobb reported for the Genealogy Committee. She has spoken with her aunt who has done a great deal of genealogy work and is planning to schedule a meeting with Margaret Kelley, who manages the research room at the Historical Society. Rash reported the Public History Space Committee has begun work. The Building and Grounds Committee has discussed the limestone work and the proposed pavilion.

**Statements for the Good of the Order:** Rytting wished everyone a Merry Christmas.

**Motion to Adjourn:** At 12:48pm Rash moved to adjourn. Rytting declared the meeting adjourned.

Respectfully submitted by Cara Colville