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Maryville Public Library Executive Board of Trustees

February 14, 2023

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

Board Vice President Steve Klotz called the meeting to order at 12:02 p.m.

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

Meeting Minutes: Nelsen moved to approve the minutes of the January 10, 2023 regular Board meeting and Friends/ Foundation Board meeting. Rhea seconded the motion. Motion passed unanimously.

Bills: Kuhlemeyer moved to approve the bills as presented. Cobb seconded the motion. Richardson and Rytting arrived during the discussion of the bills. Patterson explained the Wall Street Journal had double billed the library for the renewal. They have already issued a refund. She noted the Liberty gas bill was very high. She called to confirm it was accurate. The library's usage was higher because of heating needs in the restrooms and conference room and there was a rate increase. These factors accounted for the increase in the bill. After discussion, the motion passed unanimously.

Financial Reports: Rash moved to approve the January 31, 2023 Financial Reports as presented by Hardin, Cummins, Moss & Miller LLC. Klotz seconded the motion. Patterson noted the library had received what is typically the largest tax payment of the year in January. A grant reimbursement of \$49,015 was also received. After discussion, the motion passed unanimously.

Other Action Items:

Annual performance evaluation of Library Director: Rash moved to go to closed session for the purpose of discussing the library director's performance evaluation. This is allowed under RSMo.610.021(3). Klotz seconded the motion which passed unanimously. Following the discussion of the library director's performance evaluation, the Board returned to open session.

Policy Proposal: Records Retention and Preservation of Archival Objects: Patterson noted other libraries have policies for record retention and preservation of archival objects. The need for such policies arose from the work of the Public History Space committee. One of the goals for the year is to organize the archives. Patterson provided photos of the current storage spaces in the library. She noted we are fortunate to have 2 vaults from when the building was the post office. The upstairs vaults are drier than the basement. Some records currently in storage are paper copies of board meeting minutes, the annual audits from HCMM, and the audit boxes. Patterson used guidance from the Missouri State Local Records Board as to what records need to be retained. Patterson stressed the need to be intentional about what is archived because space is limited and archival grade storage materials are expensive. Rhea asked if Patterson needed help with archiving. Patterson has been working with Dr. Ford at the University on an intern application. She is also planning on meeting with Jessica Vest, the archivist at B. D. Owens library at the University. Richardson moved to approve both the Records Retention and

the Preservation of Archival Objects policies. Kuhlemeyer seconded the motion which passed unanimously.

Quote and contract for installation of electric water heater: Patterson received a quote of \$2,526.84 from IHP Industrial, Inc to install an electric water heater. The need for an electric water heater was identified by the Facility Condition Assessment, which noted the newly installed gas water heater could pose potential health risks. Cobb asked if IHP would offer any kind of rebate since they installed the gas heater and it's almost new. Patterson said that wasn't included in the quote. There was discussion about identifying a buyer for the gas heater or an organization to which it could be donated. Patterson was concerned about the timing of removing the gas heater. Rytting stated she would prefer it be donated to someone who could use it rather than just letting IHP have it. Patterson had asked engineer Garren Stickelman about modifying the chimney to accommodate the gas heater but he said it would be more expensive. Kuhlemeyer agreed that bringing the chimney up to code would be more expensive than converting to an electric heater. Nelsen moved to approve the contract for IHP Industrial, Inc to install the electric water heater at a cost of \$2,526.84. Kuhlemeyer seconded the motion which passed unanimously. IHP will be encouraged to donate the gas heater to Habitat Re-Store.

Proposal: Restore Full-Access status to Friends scholarship non-resident cards:

Traditionally, Friends paid for full-access cards for non-resident scholarship recipients. Previously, in order to free up money for the limestone work, the Board voted to switch to \$20/ 3 book limited use cards. Before Covid, the library issued 28-30 scholarship cards annually. Last year, only 10 were issued. Patterson stated the impact of the change would be \$50-2,700. Rytting asked if this would impact the current budget. Patterson said it wouldn't impact the library's budget since the money comes from the Friends account. Rytting asked how this would intersect with the county kids cards. She wondered if issuing a card to each child in the family would accommodate the needs. Patterson stated parents often prefer a single card for the family rather than having to keep up with multiple cards. Rhea said if we can afford to do this, it plays into the essential goal of the library which is to put more books into people's hands. Rhea moved to restore full-access status to Friends scholarship non-resident cards. Kuhlemeyer seconded and the motion passed unanimously.

Reports and Discussion Items:

January Circulation Report: Total circulation for January was 5,156 which was a significant increase from December.

Foundation Funds Statement: The balance of the Second Century Library Fund on January 31, 2023 was \$500,653.63 which was an increase of \$27,169.80 from the previous month.

Building and Grounds Committee update: Draft 3-year Facility Maintenance Plan:

Kuhlemeyer explained the 3-year plan is a guiding document to help catch up with deferred maintenance projects. The committee used recommendations for Garren Stickelman's FCA report. Patterson created a matrix for scoring each project and the committee used the data to determine priorities by year. Kuhlemeyer encouraged Trustees to review the draft for future discussion. Rytting noted it is a very detailed document and having the FCA to work from was very valuable. Rhea complemented Kuhlemeyer and the committee for their work and for formatting the document to be easily understandable. Kuhlemeyer gave the formatting credit to Patterson. Klotz explained the plan to fund the projects is to assign a separate account code for building maintenance and set aside money each year for that code. Any surplus reserves totaling more than 30% of the library's operating budget will be transferred to a Capital Fund.

Other reports of committees: Rash reported the Public History Space committee had met and gained a clearer understanding of the committee's objectives. They have decided to locate their exhibit in the west lobby in front of the original post office window. Cobb reported the Genealogy Resources committee met with Margaret Kelly at the Historical Society and they next plan to meet with Patterson.

Other Director updates: Children's Business Fair, Adult programming: The Children's Business Fair exceeded expectations with a record number of participants. There were too many to be able to hold the Fair in the library so they will be using the gym at First Baptist Church. Patterson asked the Trustees to sign a thank you card for Nodaway Valley Bank for providing \$2,000 to sponsor the CBF. The cake decorating demonstration broke a record for adult programming participation.

Rhea reported she had contacted the friend who had a painting of the courthouse that they were looking to pass along. The daughter of the artist had asked to have it returned to the family. Rytting mentioned the possibility of having it loaned to the library for temporary display and Rhea said she would try to get contact information for the artist's daughter.

Statements for the Good of the Order: Rytting wished everyone a happy Valentine's Day and invited Trustees to help themselves to more cookies.

Motion to Adjourn: At 1:09 pm Klotz moved to adjourn. Rytting declared the meeting adjourned.

Respectfully submitted by Cara Colville