



509 North Main
Maryville, MO
64468-1610

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

Maryville Public Library Board of Trustees

Regular meeting: May 30, 2023

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

Maryville Public Library Executive Board of Directors Minutes of Regular Meeting, May 30, 2023

Board Vice President Steve Klotz called the meeting to order at 12:00 p.m. Other members participating were Barb Nelsen, Jim Rash, Marilyn Rhea, Paula Cobb, Scott Kuhlemeyer. Library Director Stephanie Patterson was also in attendance.

Approval of April 11 minutes : Rash made motion, Nelson seconded, Passed unanimously.

Approval of Bills: Rhea made motion, Kuhlemeyer seconded, Passed unanimously.

Approval of Financial Reports: Our regular report was not available this month from Hardin, Cummins, Moss as there were a few issues with the new accounting system that were being worked out. Rhea made motion to approve the condensed version of the financial reports, Rash seconded, passed unanimously.

Board self-evaluation: Nelsen motioned to approve, Rash seconded. Rhea asked if we needed to consider how we word objective #6 of the evaluation (The Board evaluates and revises policy every two years) to suggest a more ongoing review of the policies throughout the year and a comprehensive review every two years. Klotz discussed how the process works – we do a comprehensive review every two years but some policies have to be reviewed as needed, especially with regard to changes in rules from the state level. Rash commented that it is important that we don't ignore those policies that are not affected by outside sources (such as state government) to ensure all policies are still relevant and up to date. There was some discussion that policy review might be a topic for committee assignment for next year. Patterson commented that there is no law that says review must be done every 2 years, so we could just review as needed, but we don't really have a defined process. Patterson stated that many of the policies are derived from the resource of larger libraries that are good about sharing their policies online and she uses these for a starting point and adjusts with consideration to the local needs. Self-evaluation passed unanimously.

Nomination for board seat open July 1: Motion was made by Rhea, seconded by Nelsen to accept the application for Board Trustee of John Carr to replace Nelsen as she has reached her term limit. Rhea gave a personal recommendation for Carr. Passed unanimously. Pending approval by City Council, Carr would begin as Trustee at the July Board meeting.

Appointment of board officer nominating committee:

After a brief discussion, the trustees agreed to discuss and nominate a slate of officers. Rhea made motion for the following officer nominees: Paula Cobb for Treasurer, Jim Rash for President; Bill Richardson for Vice-President. Kuhlemeyer seconded. Patterson commented that these were the three positions needed to be filled as President and Vice-President can only serve two consecutive terms. Secretary and Treasurer have no term limits so the Board agreed to keep Cara Colville as secretary and only replace the

outgoing Treasurer Barb Nelsen. Slate of officers passed unanimously. It was decided to postpone voting on these nominees to officially fill the positions until the June Board meeting due to concern of not having a quorum if those being nominated abstained from voting.

Policy revision for Parental Restriction Notice: Nelsen made motion, Rhea seconded. Patterson shared that this change was based on recommendations from the State due to the new rule enacted this year. Every library card application would include the "Parental Restrictions Notice". Since sending out the early Board reports, Patterson noted she had added the language "*Please note that to allow the Library to comply with RSMo 573.550 and 15 CSR 30-200.015, a Restricted Content card will prohibit checkouts of certain items, including those classified by the Library as Young Adult and Adult, as well as internet, ebooks, and streaming video items*". The Board is allowed to define what age is "Young Adult," but the law applies to all minors (17 and under). Patterson hopes to be able to continue with our current book designations (easy reader, young adult, etc.). Rhea inquired if the form should include language that includes both parent and guardian. Rash asked about whether we would want to remove "Parental" from the title of the form. It was noted that the signature line already includes all designations in the language. The form was unanimously passed as presented.

Mid-year budget revision: Rash made motion to approve the presented revisions, Rhea seconded. Patterson noted that Foundation Income was down but book sales and the non-resident fee (due to the grant from the County Commission) were both up, so total regular revenue shows a net increase of \$2,343 to \$505,342. For expenses, Patterson noted that insurance rates change Jan 1 and this year's increase was slightly higher than anticipated. She noted an increase in the maintenance expenditure to align with the newly adopted maintenance guide. Patterson also noted that A& E money needs to be spent on books, so she was able to decrease book spending in other areas. Overall regular operating expenditures were expected to drop \$5,735 to \$488,616, and anticipated spending out of reserves was dropped \$8,578 to \$61,544. Revisions passed unanimously.

LAGERS benefits for part-time employees: Patterson discussed that front desk part-time work is usually limited to 20 hours per week but in rare occasions some employees could be scheduled to work more. For instance, the current Adult Program Assistant is paid for 8 hours per week, so adding that to front desk duties over 20 hours, results in meeting the 28.9/hours per week threshold for LAGERS eligibility. Due to budget constraints, LAGERS is not intended to be offered to all part-time employees, just situations where the employee is schedule to work 28.9 hours or more indefinitely, something that typically only occurs with employees that are both high-performing and desirous of more worktime. Rhea made the motion to give Patterson the latitude to extend LAGERS to part-time employees that meet the necessary standards. Nelsen seconded the motion. Passed unanimously.

Consideration of extending operating hours: Patterson recommended that this is a topic that we can revisit when closer to approving a new budget for the next year. She just wanted to introduce the idea with no recommendation at this time. Klotz inquired whether extending hours to provide special events was beneficial and Patterson said the goal there was to allow people to attend these events after they get off work at 5. Topic was tabled as possible agenda item at a later time.

Additional reports: Patterson noted the April circulation reports showing 4,596 checkouts, 211 public PC logins and 26 wifi network logins. Foundation Funds Statement in the packet showed an April 30 portfolio value of \$495,920.29. No discussion was held on these items.

Retirement of Assistant Library Director: The resignation letter of Wilma Wake was included in the packet, with an effective date of December 29, 2023. Patterson would like to post the job opening in July to allow ample time for training a new employee on all the duties that Wilma does. Patterson will be drafting an updated job description and it was recommended at the June meeting for there to be discussion on what would be the salary range to offer applicants. Klotz commented on how Wake has been a such great benefit to the library and appreciation for her years of service.

Upcoming policy revisions: Patterson distributed the additional policy revision for review. She noted that items highlighted in blue were her own recommendations and items in red were recommendations based on new state requirements. She noted that we want to use appropriate language to respect the law but also not open opportunity to abuse of the law intent. The Board will need to define age-appropriateness. These policy changes will be voted on in June.

Other updates: Patterson noted that attendance for Children's Story Hour that day (May 30) had record attendance. She also discussed that as a resource for local residents who were losing their jobs at Deluxe, front desk library employees would be available during regular operating hours to provide walk-in tech assistance to search for and apply for jobs. Patterson and Kuhlemeyer noted that the patch work done by MTS was found to be satisfactory. A check will be cut to pay the final amount and then Patterson would inquire with the City of Maryville to acquire the additional grant funds.

Statements for the Good of the Order: Rhea recommended that although he would not be able to vote, it would be a good idea to invite John Carr to attend the June Meeting.

Adjournment: At 1:08 pm, Rash made a motion to adjourn, Nelsen seconded it.

Respectfully submitted by Paula Cobb