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Maryville Public Library Board of Trustees

Regular meeting: June 13, 2023

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

Maryville Public Library Board Minutes 6/13/2023:

Board President Jenny Rytting called the meeting to order at 12:02 pm. Other members participating were Barb Nelsen, Jim Rash, Marilyn Rhea, Bill Richardson, Paula Cobb, and Scott Kuhlemeyer. Guests attending were John Carr (incoming Board member) and Kim Offutt (High School Library employee). Library Director Stephanie Patterson was also in attendance.

Approval of May 30 minutes: Motion made by Richardson to approve the May 30 Board minutes, seconded by Rash. Passed unanimously.

Approval of Bills: Motion made by Richardson to approve the current bills, seconded by Nelsen. Passed unanimously. Rhea inquired if the bill payable to MTS was the close out of the limestone work to the library building. Patterson responded that yes this was the last payment and that there is usually a standard guarantee of approximately 1.5 years on the work. Once this final check is signed and paid, Patterson will start the process of applying for the remainder of the grant money.

Approval of April 30 and May 31 financial reports: Motion made to approve the April 30 financial reports by Rash, seconded by Kuhlemeyer. Patterson noted that May 31 financial reports were not yet available as there was an entry error made in QuickBooks Online in May that requires assistance and Harden, Cummins, & Moss were a little behind this month. The current budget report does not include the mid-year revisions voted on at the last meeting. The motion passed unanimously.

Election of Board Officers: The nomination slate voted on last month for board officers to begin July 2023 was presented with the following nominations: President – Jim Rash, Vice-President – Bill Richardson, Treasurer – Paula Cobb, and Secretary – Cara Colville. Rhea made a motion to accept the slate of nominees by acclamation, motion seconded by Kuhlemeyer. Slate of officers passed unanimously.

Policy B:300 Goals and Objectives for FY2024: Rhea made a motion to accept the Goals & Objectives, Richardson seconded. Patterson noted how these goals are used for budgeting, director evaluation, hiring decisions, etc. throughout the fiscal year. Rash made note of the goal to review the non-resident fee. Based on the formula in the by-laws, the current non-resident

fee is \$68. Policy requires this to be updated every 2-3 years. Based on that formula, the new rate would be around \$90, especially with the decrease in population from the last census. Rytting noted that the formula was established after the board attempted to have a levy passed for the library to be a county-wide entity – 3 attempts were made in the past and each time the levy failed. Patterson reminded members that there are scholarships available for those on food stamps and that the County Commission grant allows for children in the county to have a limited access card at \$20 each. When the time comes that the Commission grant funds are used up, Patterson would hope to approach the Commission about continuing to fund this service as a line item in their budget. There was discussion about the goal to plan and begin a Capital Campaign to raise funds for facility projects with Patterson noting that the Building Committee would soon start reviewing the avenues available for pursuing such a campaign. The Goals and Objectives passed unanimously.

Policy revision E100: Collection Development: This policy revision is in response to the new state regulations. Patterson reminded members that items in red were new requirements from the Secretary of State and items in blue were timely changes to provide greater transparency. These policy revisions will need to be sent to the state by July 31 to be in compliance. Richardson made a motion to approve the revisions to E100 Collection Development Policy as presented, Rhea seconded, motion passed unanimously.

Policy addition of E100.01: Programs, Displays, and Outreach: This is a new policy that would incorporate the language of the new state laws to include programs, displays, & outreach activities. Rash made motion to accept the new policy as presented, Kuhlemeyer seconded, passed unanimously.

E:200: Citizen's Request for Reconsideration in accordance with requirements of 15 CSR 30-200.015 Library Certification Requirement for the Protection of Minors: These revisions would expand the current form to also include programs and displays. In Patterson's time at the library, this form has only been used 2 times. Motion made by Rash to accept the changes, seconded by Nelsen. Rytting noted that it is good that the form identifies if the person filing is a patron in the taxing district, the form requires specifics about what they are challenging, and asks if the individual has read/viewed the item being challenged. Patterson noted that individuals are also requested to fill out a form for each item they are challenging, not just a blanket request. Motion for changes passed unanimously.

C:300 Personnel Job Description: With the retirement of the Assistant Library Director, it was a good time to review and revise that job description. Patterson noted that the job requires some additional bookkeeping duties to assist the Director and less server maintenance as more of those duties are outsourced. A motion was made by Rhea, seconded by Rash to approve the changes as presented. Motion passed unanimously.

2023 Policy Manual Review: Patterson noted that she will be sending out a link to Board Members that they may name the top 2 policies they feel need reviewed for the next year.

Other Updates: Patterson noted the current Summer Reading program includes 359 Children and 92 Adults. She has noticed a drop in digital / e-book circulation and has allotted more of the budget to printed materials.

Outgoing Board Member and Treasurer Barb Nelsen was recognized for her distinguished 9 years of service to the Library Board. Her many accomplishments, including taking the lead on multiple fundraising endeavors and 8 years as Treasurer, were commended and she was presented with a small gift.

Additional Reports: Patterson noted the May circulation reports showing 4,724 checkouts, 168 public PC logins, and 52 wifi network logins. Foundation Funds Statement in the packet showed a May 31 portfolio value of \$488,945.41. No discussion was held on these items.

Adjournment: At 1:06 p.m., Rash made a motion to adjourn, seconded by Cobb.

Respectfully submitted by Paula Cobb