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Maryville Public Library Board of Trustees

Regular meeting: July 11, 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, July 11, 2023

Board President Jim Rash called the meeting to order at 12:00 p.m.

Other members participating in the meeting were John Carr, Cara Colville, Steve Klotz, Scott Kuhlemeyer, Marilyn Rhea, and Bill Richardson. Library Director Stephanie Patterson and Bob Colville were also in attendance.

Meeting Minutes: Klotz moved to approve the minutes of the June 13, 2023 Board meeting. Richardson seconded the motion. Motion passed unanimously.

Bills: Rhea moved to approve the bills as presented. Kuhlemeyer seconded the motion. Rhea asked how Evergy's billing changes would impact the library. Patterson said she would need to contact Evergy for more information. Rash said he read the structure would be different for businesses. After discussion, the motion passed unanimously.

Financial Reports: Klotz moved to approve the May 31 and June 30, 2023 Financial Reports as presented by Hardin, Cummins, Moss & Miller LLC. Richardson seconded the motion. Patterson explained that there are 2 months of financials to approve because of a delay receiving the May report from the accountant. After discussion, the motion passed unanimously.

Other Action Items:

Policy revision proposal: *Table of Contents, B:200 Board Calendar*: Patterson has updated the Table of Contents to reflect policies approved in the past year. She added a header to reflect the biennial review date. Rhea suggested we take the Table of Contents and B:200 Board Calendar revisions together. The calendar now has the election of officers in July as the Board had previously decided. Patterson proposed moving the approval of the budget to August. Klotz supported that recommendation. Rhea moved to approve the revised Table of Contents and B:200 Board Calendar. Carr seconded and the motion passed unanimously.

RFP: Preservation Plan for building foundation, original windows and trim: Patterson has changed her recommendation based on newly received information. She learned this preservation planning might be grant eligible. The state grant officer told her if we got a grant we would have to wait to bid the project until the grant period starts taking applications. The pre-approval process begins in August and is extensive. Patterson recommends waiting on the RFP and Kuhlemeyer suggested letting the Building and Grounds committee gather information first. It was the consensus of the Board to table this item and refer it to the Building and Grounds committee.

Reports and Discussion Items:

Drafts of preliminary budget, salary schedules for August action: Patterson will submit the budget and salary schedules for approval in August. The assessed valuation won't be finalized until it's been approved by the State Auditor's Office. The proposed budget shifts some funding away from personnel and books. Line item 48- MO State Aid Expenditures is a new line item. This money has been restricted to being used for books but pending state legislations, we may be allowed to use it for other expenses such as building maintenance in the future. The Athletes & Entertainers Tax Income was significantly higher in 2023 and Patterson anticipates it remaining high for 2024. On the salary schedule, the front desk hourly pay was increased by \$0.25, the Youth Services Coordinator annual salary was increased by \$250 and the starting hourly pay for the Assistant Director will be \$15. Patterson compared the salary schedule to that of the school district to ensure it is competitive. Klotz asked if there is a qualified applicant pool. Patterson said she's gotten 14 applications for part-time positions and some former employees have expressed interest in the assistant director position.

New proposal for August consideration: B:500.3 Capital Projects and Reserves Fund: Patterson is proposing defining the Capital Projects Fund and the method by which certain unrestricted reserves will be held in that fund. Rash noted the proposal seemed accurate and detailed. He agreed a second reading is wise. Patterson will have the accountant review the proposal.

MPL comparison with FY 2022 state statistics: Patterson shared some highlights from the statewide statistics for Missouri public libraries. She noted that while we rank 99th out of 148 in "registered borrowers", we rank 5th in circulation per borrower. MPL doesn't require a library card to use the PCs or wifi access and deletes inactive cards annually. These two practices likely contribute to the low ranking in card counts but very high ranking in circulation per borrower. Rhea complimented the staff on their performance.

June service reports: June circulation was 7363. Circulation has improved but still lags pre-Covid numbers. Patterson noted this has been observed statewide.

Library Program Updates: MPL has been selected the Maryville Chamber Business of the Month. Patterson contacted Jason Brown Roofing to conduct an inspection in April but he hasn't made it yet. There was no seepage from the stucco during the windy rain. The elastomeric coating may need to be repeated every 5-10 years.

Foundation Funds Statement: The balance of the Second Century Library Fund on June 30, 2023 was \$507,417.01 which was an increase of \$18,899.44 from the previous month.

Reports of Committees: None

Statements for the Good of the Order: Rhea shared the Maryville Young Players will be presenting Frozen Jr. July 21-23 at the Schneider PAC.

Motion to Adjourn: At 12:46 pm Rash adjourned the meeting.

Respectfully submitted by Cara Colville, Board Secretary