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Maryville Public Library Board of Trustees

Regular meeting: June 11, 2024

Held at Maryville Public Library,
Maryville, MO

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, Scott Kuhlemeyer, Marilyn Rhea, and Bill Richardson. Library Director Stephanie Patterson was also in attendance.

Meeting Minutes: There were no comments about the minutes so they stand approved as written.

Bills: Rhea moved to approve the bills as presented. Carr seconded the motion. Patterson explained the need to upgrade the library's network security based on Missouri Library Standards. The payment to Midwest Data Center for \$2,153.27 covered installation of the upgrades and two months of support. After discussion, the motion passed unanimously.

Financial Reports: Rhea moved to approve the May 31, 2024 Financial Reports as presented by Hardin, Cummins, Moss & Miller LLC. Kuhlemeyer seconded the motion. Patterson noted Hardin Cummins has reclassified some items. For example, landscaping was moved from Other Contractual Services to Building Maintenance. After discussion, the motion passed unanimously.

Other Action Items:

2024 Salary schedule: Proposed to accommodate July 1 FLSA rule change: Richardson moved to approve the revised 2024 Salary Schedule. Kuhlemeyer seconded the motion. Patterson explained the change is necessary because of a rule change in the Fair Labor Standards Act. The Youth Services Coordinator position is the only one affected by the July 1, 2024 rule change. The current salary for the YSC is \$42,914. Patterson is recommending raising her salary to \$43,888 to satisfy the rule change for the current year. For FY 2024-2025, the position will have to be an hourly position because the FLSA rule will require overtime pay for those earning up to \$58,000/year. After discussion, the motion passed unanimously.

FY 2024 Budget Revision Proposal: Carr moved to approve the proposed revisions to the FY 2023-2024 budget as presented. Rhea seconded the motion. Patterson explained that because of the increased costs of the chimney/ rooftop brickwork project, the expense was moved from building maintenance to capital outlay. Rash addressed item 41: Software licenses/permits and asked if it would be wise to perform a use audit on all software. Patterson explained the increased costs were for software used by the staff. She also noted health insurance costs were lower than anticipated. After discussion, the motion passed unanimously.

FY 2025 Goals and Objectives: Richardson moved to approve the goals and objectives for FY 2025, Library Policy B:300. Carr seconded the motion. Rash complimented Patterson on the process for developing the goals and objectives. After discussion, the motion passed unanimously.

Meeting Room Policy: Proposed revision to accommodate more reservations, refreshments fee: Carr moved to approve the revised D:600: Meeting Room Use Policy. Richardson seconded the motion. Patterson explained in the last 2 years she has been getting requests for long term rentals of meeting rooms. The school district has requested a yearlong agreement because of

construction projects. ALA guidelines emphasize that libraries must ensure their policies are consistent with First Amendment rights. In the past, groups could only reserve a space once per month. The revised policy would allow noncommercial entities to reserve the Robb Fine Arts Room for 3-month intervals in circumstances directly related to public health or accessibility to public resources. In the past refreshments haven't been allowed. Patterson is proposing a \$15 fee to allow users to bring in light refreshments. Carr asked if allowing the school district to use the space for a year would require the library to provide a similar agreement to an advocacy group. Patterson inserted the language in the director exceptions section about public access to publicly funded community resources at risk of disruption with this issue in mind. Rash recommended revising the signature line to read, "Signature of Group Representative **understanding** and accepting responsibilities listed above" and asked when the agreement is signed. Patterson has the representative sign at the first use or may email it to them prior to use. Rash suggested a \$25 refreshment fee. Rhea recommended adopting the policy as written with a plan to review it in a year. Patterson noted there are several meeting rooms around town. The library rooms are the only ones she knows of that are free to use. There was discussion of making a friendly amendment to adopt the policy with the changes discussed. Rhea moved to accept the policy with the revisions. Carr seconded and the motion passed unanimously.

Appointment of nominating committee for July meeting board officer election: Rash appointed Carr and Rhea to prepare a slate of officers for presentation at the July board meeting. All four current officers have agreed to continue in their roles if nominated.

Reports and Discussion Items:

Circulation and library use reports: Circulation for May was 5,803 which is the highest May circulation since 2019. Audiobooks and e-books continue to have high circulation numbers. There are 307 children and 57 adults enrolled in the Summer Reading Program which is higher participation than last year.

Foundation Funds Statement: The balance of the Second Century Library Fund on May 31, 2024 was \$535,919.78. This was an increase of \$23,051.70 YTD.

Reports of Committees: There were no reports from the Building and Grounds or Fundraising committees. The Community Survey committee has completed its work.

Other Director Updates: Patterson reported the sidewalk project will begin soon. She and Kuhlemeyer have been working to ensure the handrails are ADA compliant. Maryville Glass & Lock will charge \$550 to remove and recaulk the threshold on the north door to keep water out. Patterson will be sending a case for support for the upcoming capital campaign and would like input from Trustees. Patterson distributed three policies that had been revised to be consistent with current fees. These policies are D:300: Non-resident Fee, D:900: Print, Fax, Scan, Test Proctor Fees, and D:901: Notary Services Policy.

Statements for the Good of the Order: Rash invited Trustees to attend the Maryville Young Players Second Stage performances of Oklahoma July 21-23. Tickets are \$10 and available online.

Motion to Adjourn: At 12:59 pm Rash adjourned the meeting.

Respectfully submitted by Cara Colville, Board Secretary