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Maryville Public Library Board of Trustees

Regular meeting: September 10, 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 Cara Colville, Andrew DeCurtis, Steve Klotz, Scott Kuhlemeyer, Marilyn Rhea, and Bill Richardson. Library Director Stephanie Patterson was also in attendance.

Meeting Minutes: The minutes of the August 13, 2024 Regular Board meeting were approved unanimously as presented.

Bills: Patterson explained the \$731 payment to Joann Stores is for the CreativeBug database. She is considering not renewing this database in the next fiscal year. The invoice for the sidewalk and handrails hasn't been paid yet. Klotz moved to approve the bills as presented. Richardson seconded the motion. Trustee Paula Cobb arrived during the discussion. Patterson noted the work by Holtman Masonry has been completed. After discussion, the motion passed unanimously.

Financial Reports: Patterson noted income for the year is higher than was budgeted while most expenses have come in under budget. There is a good chance we'll end the fiscal year in the black. September 30 is the end of the FY. Klotz asked what is done with the excess and Patterson explained it goes into unrestricted reserves. Klotz moved to approve the August 31, 2024 Financial Reports as presented by Hardin, Cummins, Moss & Miller LLC. Richardson seconded the motion. The motion passed unanimously.

Other Action Items:

Letter of Engagement for FY2024 Audit, Monthly Compilation, and Form 990:

Patterson explained Hardin, Cummins, Moss & Miller did not have the letter ready for approval. Patterson hopes to be able to present it in October. HCM&M will be able to conduct the audit.

Declaration of Surplus Property: Patterson stated the surplus property list is the shortest she's ever presented. The coffee table was purchased for the Robb room and is currently in the Young Adult section. It doesn't really fit the needs of the library. Rhea

moved to approve the Surplus Property list and Cobb seconded the motion. The motion passed unanimously.

Reports and Discussion Items:

Facility and Capital Fundraising update: Patterson noted the Board and the Chamber of Commerce celebrated the new handrails and sidewalk with a ribbon cutting prior to the Board meeting. Patterson shared photos of the recently completed projects. There were also photos showing where the section of the roof leaked in August. Patterson stated the roof on the addition has exceeded its life expectancy. Patterson thanked DeCurtis for repairing and painting the children's barn area. Patterson presented the facility expenditure options for FY2025. The funds available in FY2025 budget are: \$26,437 for routine maintenance, \$49,921 in capital outlay, \$7,581 from Missouri State Aid for books, facility, and technology, and \$108,000 in the Capital Projects Fund. In the ideal scenario, grants and fundraising would cover the cost of the window restoration or replacement, Capital Outlay and Capital Projects Fund would be used for the roof replacement on the new addition, and additional grants and leftover funds would cover architect/engineering design services and upgrades to programming areas and other public spaces. The alternative scenario would use Capital Outlay and Capital Projects Fund for the roof replacement with a combination of fundraising and loan options for the window restoration or replacement. Klotz asked about the possibility of using general obligation bonds. Patterson noted the grants she's exploring are matching fund grants.

Review of Facility Maintenance/ Capital Improvement 3-year plan (pre-committee): Patterson shared the preliminary draft of the Guide for Maintenance of Facility and Grounds 2025-2027. Rash noted the Building and Grounds committee will work on adding more detail to the guide. Patterson and Kuhlemeyer have talked with Marvin Windows about quotes for replacement and restoration of the windows and should receive them soon. Kuhlemeyer said Marvin makes every window custom and can replicate historic features. He said the company has a good reputation. Rhea asked about the possibility of doing a mix of restoration and replacement. Kuhlemeyer said that would need to be discussed with the State Preservation society. Patterson stated the priority for the windows would be the facade first, south side second, north side third and the basement last.

Circulation and library use reports: Circulation for August was 5,685. This was a decrease from July which Patterson attributed to the end of the Summer Reading Program.

Foundation Funds Statement: The balance of the Second Century Library Fund on August 31, 2024 was \$542,324.18 which is an increase of \$29,456.10 YTD. DeCurtis

asked about having a Friends & Foundation meeting with Chris Stiens in November since he'll be out of town for the October Board meeting.

Reports of Committees: The Building and Grounds committee will be meeting to discuss the 3-year plan. Capital Fundraising committee had no report. Klotz shared he has submitted the library's request to 10 Squared Men. Special Events and Community Relation has not met. Rash will be serving as chair.

Other Director Updates: Staff activities, Direction Time Off Sept. 13-20, Book sale Sept. 11-16: Patterson completed the staff performance evaluations in August. She will be taking some time off in September, The book sale will be September 11-16. Patterson shared a map of library funds.

Statements for the Good of the Order: There will be a Missouri Sunshine Law training September 24 at 6:30 at the Maryville Community Center. The program is sponsored by the Nodaway News Leader. Rhea stated the new railings worked really well. Rash thanked the Trustees for attending the ribbon cutting.

Motion to Adjourn: At 12:41 pm Rash adjourned the meeting.

Respectfully submitted by Cara Colville, Board Secretary