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Maryville Public Library Board of Trustees

Regular meeting: November 12, 2024

Held at Maryville Public Library,
Maryville, MO

Maryville Public Library Executive Board of Directors Minutes of Regular Meeting, November 12, 2024

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

Other members participating in the meeting were Paula Cobb, Cara Colville, Andrew DeCurtis, and Scott Kuhlemeyer. Library Director Stephanie Patterson was also in attendance.

Meeting Minutes: As there were no corrections, the Chair declared approved as submitted the minutes of the October 8, 2024 Regular Board meeting.

Bills: Kuhlemeyer moved to approve the bills as presented. Cobb seconded the motion. Patterson shared the exterior lights weren't working and an electrical was replaced. The cost of the replacement was \$295.00, payable to S&S Electrical Contracting. DeCurtis asked what services are provided by the lawn care company. Patterson said in addition to mowing and trimming they mulch and aerate the lawn and recently completed the last fall clean up. Patterson said the invoicing for the lawn care had fallen behind. After discussion, the motion passed unanimously. Trustee Bill Richardson arrived following the vote.

Financial Reports: Harden Cummins Moss & Miller noticed a math error on the personnel expenses in the budget. Patterson will make the correction when the budget is next revised. Cobb moved to approve the October 31, 2024 Financial Reports as presented by Harden Cummins Moss & Miller LLC. Kuhlemeyer seconded the motion. The motion passed unanimously.

Other Action Items:

Library Use Summary and Master Circulation Report, and other activities:

Patterson shared all required reports to the state have been completed and all materials have been sent to HCM&M for the audit. Patterson noted the growth in library cards issued in the last three years is due in large part to the ARPA grant funded County Commission Kids Cards. The total number of cards on October 1, 2024 was 3,444. There was a question about self-restricted cards. Patterson explained state law

RSMo 573.550 requires libraries to allow parents to restrict the kinds of items that can be checked out of their children's cards. Only 1% of current cards are self-restricted. Patterson explained the Maryville resident 5-item limited cards are typically used for homebound patrons, although some patrons self-select this type of card. Rash noted the numbers are heading in the direction we want. Patterson pointed out that most full access cards are used by families and a single card serves multiple people. There were 68,971 checkouts from October 1, 2023-September 30, 2024, with 28% being electronic checkouts. Eighty books were delivered to homebound adults. There were 3,207 logins of public PCs and free wireless internet. The staff completed 24 notary acts and 151 reference/ tech help requests. Seventy-four free conference room rentals were provided to small groups, individuals, and local tutors. The total event attendance was 4,047. The list of events included 62 literacy-focused programs for children held on site, 82 library outreach visits to local schools and daycares, 18 learning programs for adults held on site, and 38 events for youth Kindergarten and up held on site. Rash declared the report accepted as presented.

Memorials/ Restricted Funds Report: Patterson provided a spreadsheet for all memorials, sponsorships, and restricted funds. She is using this spreadsheet to track the funds for the Capital Campaign, per the advice of the accountant. Rash asked if, when an honoree's or a fund's moneys have been fully realized, does the name disappear from the spreadsheet. Patterson said yes but that the spreadsheets must be maintained in perpetuity. Rash noted that if there is a question about how a fund's money has been spent Patterson would be able to provide information using the stored spreadsheets and Patterson agreed.

Petty Cash Activity Report: Patterson noted she used to provide this information monthly but since it is used so rarely she now provides it annually. When the fund needs to be replenished, it appears on the monthly bills. The total petty cash disbursements for FY2024 were \$99.35. The starting and ending balance of the fund was \$140. The report was accepted as submitted.

Director PTO Report: Patterson's starting PTO balance for FY2024 was 480 hours. She accrued 208 hours and used 159 hours. The maximum hours a full-time employee can accrue is 480. Patterson's ending balance on September 30, 2024 was 457 hours. There were no questions and the report was accepted as submitted.

Reports and Discussion Items:

Circulation and library use reports: Circulation for October was 5,720 which was higher than the previous October.

Foundation Funds Statement: The balance of the Second Century Library Fund on October 31, 2024 was \$532,176.57 which is an increase of \$29,110 YTD.

“Five23 Main Redevelopment Plan” at 523 N. Main: 353 Tax Abatement: There is some new development at 523 N. Main, north of the library. A Japanese restaurant has recently opened and the owners have other plans for the building. The city has agreed to a tax abatement for the property. She noted this was a unique time in seeing City-supported development in the north end of downtown. She hasn’t had an opportunity to calculate how it will impact library funding.

Reports of Committees: Kuhlemeyer reported the Building & Grounds committee has not met since the last board meeting. The Capital Fundraising committee has not met. The Special Events committee met and has things in the works.

Other Director Updates: December 6 Christmas parade, Local Authors Fair

December 14: The Author Fair will be December 14 from 1:00-3:00. There will be a craft for adults and 3 featured authors: Dayonne Richardson, DV Chernov, and Amy Houts. The Christmas parade will be Dec 6 and the library will be offering hot chocolate. Trustees are invited to help with the event. There will be a freewill donation jar for the library window project.

Statements for the Good of the Order: None

Motion to Adjourn: At 12:25 pm Rash adjourned the meeting.

Respectfully submitted by Cara Colville