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Maryville Public Library Board of Trustees

Regular meeting: December 10, 2024

Held at Maryville Public Library,
Maryville, MO

Maryville Public Library Executive Board of Directors Minutes of Regular Meeting, December 10, 2024

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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, Scott Kuhlemeyer, Marilyn Rhea, and Bill Richardson. 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 November 12, 2024 Regular Board meeting.

Bills: Patterson explained the \$15.50 credit from the Secretary of State's office was reimbursement for being double charged. The remaining \$3,637.60 credit was a payment from the City for the handrail grant. DeCurtis asked about the cost of some of the periodicals. Patterson noted the library has whittled down the periodicals. Rhea moved to approve the bills as presented. Richardson seconded the motion which passed unanimously.

Financial Reports: Patterson highlighted the grant income of \$3,688 on page 4 of the financial report. She also noted the September 30 Second Century portfolio balance was a little higher than predicted, allowing for a larger contribution to the budget. Rhea moved to approve the November 30, 2024 Financial Reports as presented by Harden Cummins Moss & Miller LLC. DeCurtis seconded the motion. The motion passed unanimously.

Other Action Items:

Proposal for Salary Schedule and Extra Duty Pay Revision: Patterson shared the Trustees usually approve an annual salary increase in October for the new fiscal year. The FLSA rule that raised the salary threshold for overtime exemption was overturned and Missouri voters approved a minimum wage increase, which both impacted the

salary schedule. Patterson noted that as a government entity, the library is exempt from the minimum wage requirement. After considering the budget and workload, as well as the impact to the current budget, Patterson is recommending a slight increase which will be partly offset by the increased contribution from the Second Century Fund. The proposed changes are an increase of \$0.20 per hour for all part-time employees and an increase of \$0.15 per hour for all full-time staff. Patterson noted all staff are eligible to earn more through extra duty assignments, which encourages them to learn new skills and gain valuable work experience. Rash asked for clarification of bullet point 3 and suggested adding minimum wage had increased from \$7.65 to \$11.75 since 2015. Rhea suggested for future consideration working to increase the assistant director's pay, particularly if pleased with the AD's performance and the budget can afford it. Patterson stated she compares the library's extra duty pay with similar organizations in the city and the AD's pay is comparable to an office manager in the school district. Rash would also like, for future consideration, to see the Director's salary increased. DeCurtis moved to accept the proposed revision to the Salary Schedule. Kuhlemeyer seconded the motion. The motion passed unanimously.

Reports and Discussion Items:

Circulation and library use reports: Circulation for November was 5,086 which was higher than the previous November.

Foundation Funds Statement: The balance of the Second Century Library Fund on November 30, 2024 was \$550,973.19.

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 assisted with serving hot chocolate at the Christmas parade and is not planning on meeting in December.

Other Director Updates: Local Authors Fair December 14, Capital fundraising update: Patterson noted the library will close at 1:00 p.m. Thursday December 12 for a staff lunch and to set up for the Authors' Fair. Patterson shared a thank you card from Elizabeth Argo. The Authors' Fair will be December 14 and Patterson is hoping for a good turnout. There will be 11 authors selling their books. Three authors will give presentations. There will also be an adult craft. Rash encouraged all Trustees to drop by. Patterson sent out news releases about the Capital campaign along with 200 personal letters. Mosaic Life Care is considering a donation. With the focus of the campaign on the windows, Patterson renamed the giving levels to tie in with the windows. Patterson continues to seek out grant opportunities. She received a call from a donor who has offered to give \$100,000 to the campaign. Patterson said the donor asked to review the library's financial statements and wanted to ensure the project

was viable. The donor asked if the Board wanted to receive the funds in one payment or in installments. Rash supported a single payment. Patterson said the benefit of installments might be the ability to leverage the money for future grants. Rash wondered if the donor was liquid enough to make the payment before the end of the year. Patterson said the donor told her the funds could be transferred in 3-7 days. Rash noted Board action was needed. Rhea moved that we recommend to the anonymous donor to have the payment in one lump sum at their convenience in 2024 or 2025 and with our gratitude. Richardson seconded the motion. The motion passed unanimously. Rhea noted the city has been very helpful with capital improvements and asked if there was anything in their budget. Patterson stated the city has been very helpful but believes their current focus is on the water treatment facility. Patterson will be approaching the County Commissioners. DeCurtis shared that Facebook is good for sharing photos but not really for fundraising. He asked if there had been any follow up with Starbucks. Patterson had followed up with Nicole from Starbucks.

Statements for the Good of the Order: None

Motion to Adjourn: At 12:43 pm Rash adjourned the meeting.

Respectfully submitted by Cara Colville