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## **Maryville Public Library Board of Trustees**

**Regular meeting: April 8, 2025**

Held at Maryville Public Library,  
Maryville, MO

### **Maryville Public Library Executive Board of Directors Minutes of Regular Meeting, April 8, 2025**

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, Scott Kuhlemeyer, Marilyn Rhea, Ashley Strickland, and Daisy Valenzuela-Cordell. Library Director Stephanie Patterson was also in attendance.

**Meeting Minutes:** The Chair asked for corrections to the minutes of the March 11, 2025 Regular Board meeting. There being no corrections, the Chair declared the minutes approved as published.

**Bills:** Patterson explained the bill from Roth Environmental Consultants was for the lead testing. There will be another bill for the asbestos testing. Rhea moved to approve the bills as presented. DeCurtis seconded the motion which passed unanimously.

**Financial Reports:** Rash noted we are 50% through the fiscal year and the numbers show spending is in line with planning. Cobb moved to approve the March 31, 2025 Financial Reports as submitted by Harden Cummins Moss & Miller LLC. Kuhlemeyer seconded the motion. The motion passed unanimously.

#### **Other Action Items:**

**FY2024 Audited Financial Statements:** Rash explained that since the audit isn't ready for review no action is required.

**Library Board Annual Self-Evaluation Results:** Patterson provided compiled trustee responses on 6 different objectives related to board performance. On a scale 1 to 4, responses averaged from 3.14 on evaluating the policy manual every two years to 3.86 on keeping accurate minutes and adhering to the distinct roles of the governing board and administrator and staff. Patterson noted this evaluation isn't currently in the policy manual and suggested it may need to be added. Rhea shared that the evaluation was developed by Carole Edmonds and Mike Graham around the time the Board was hiring Patterson. Rhea said the goal was to move the Board to a more professional level. Rhea moved to accept the report and that it be executed with the

signatures of the Board chair and director. Cobb seconded the motion which passed unanimously.

**2025 Library Policy Manual Review Results:** Patterson explained she's been surveying the Board for a few years to give the members time to review the policies and voice their top priorities. She noted it is typical for staff to introduce new policies driven by legislation and day to day activities. For example, Patterson learned cybersecurity standards are required to be eligible for federal funding. Patterson recommends removing the "Last Reviewed" notation from each policy and just note it on the table of contents. Patterson shared she finds a lot of her ideas from non-profits because there's not much guidance for governmental entities. She also cautioned that too many policies not applied consistently can lead to legal issues. Rash stated he prefers to access the policies online and asked if all policies were available there. Patterson tried to make sure all were there. She noted some policies are kept on staff computers so they can be printed easily for patrons. Rash asked if there was a priority list. Patterson stated the list isn't overwhelming and she felt it was doable over the coming months. Patterson said she typically prioritizes any revisions that could be related to public safety concerns. Rhea noted her name wasn't on the list of respondents. Patterson confirmed she had received a response from Rhea. Kuhlemeyer made a motion to move forward with the revision process with guidance from Patterson. Strickland seconded the motion which passed unanimously.

**Realignment of MPL Trustee Committees:** Rash explained that with the new Trustees coming on board, it was necessary to get them involved in the committees. The new committee appointments are: Building and Grounds- Kuhlemeyer (chair), Strickland, and Rash; Capital Fundraising Steering- Rhea (chair), Rash, Richardson, and Cobb; Special Events and Community Relations- Colville, DeCurtis, Valenzuela-Cordell, and Rash. Rash noted he attends all committee meetings to ensure the work of the committees don't overlap. Rash, as chair, appoints the committee members. Patterson shared she included an updated contact list.

### **Reports and Discussion Items:**

**Draft RFP for the Restoration of 1912 Historic Windows, Door Moulding, and Trim:** Patterson explained she and Kuhlemeyer have been working on the RFP but didn't realize the funding would be raised so quickly. The lead and asbestos testing reports are back. Roth provided guidance on precautions that would need to be included in the RFP. The contractor will be required to contact DNR, who will work with the contractor during the project. They will need to encapsulate each window to avoid an inhalation event. The RFP should be ready in early May for approval at the May Board meeting. Kuhlemeyer stated the finding of lead paint wasn't surprising. Asbestos in the putty is also pretty common. It is typically addressed at the shop. Kuhlemeyer said it's likely some historic glass will be lost in the process. Patterson asked if the

sashes can be removed from the outside. Kuhlemeyer said it will probably have to be done from inside. Rhea asked if the library will need to be closed during the project. Kuhlemeyer stated it would be best if the work was done during off hours. Patterson said the staff could move things to the new addition.

**Draft 3 Year MPL Maintenance Plan for 2025-2028:** Kuhlemeyer is recommending a phased approach based on projected available funds. The committee is proposing a complete architectural master plan be completed in 2027. Partial funding for this could come from a grant from the Missouri State Historic Preservation Office. Kuhlemeyer noted this plan still doesn't address the foundation project, although that repair would be included in the Master Plan. Patterson noted Right Way Roofing is doing the spring roof checkup. Patterson asked if they could offer an updated quote on a roof replacement. That quote is delayed because their materials come from Canada and there's uncertainty about tariffs. Rash asked the Trustees to read over the proposal and be ready to take action in May.

**Circulation and library use reports:** Circulation for March was 5,523. Patterson stated there was a server issue with the audiobooks but it has been corrected.

**Foundation Funds Statement:** The balance of the Second Century Library Fund on March 31, 2025 was \$767,151.10.

**Foundation Quarterly Allocation Report:** A printed Quarterly Allocation Report was provided by Family Investment Center. The report showed how the \$767,966.76 in Second Century Library Fund Foundation assets were distributed among cash, equity, and fixed income accounts.

**Reports of Committees:** Kuhlemeyer reported the Building & Grounds committee talked through the RFP and 3-year plan and continue to work with Patterson. Rhea had no report for Capital Fundraising but Patterson will include an update in her report. The Special Events committee is looking at the fall for an event.

**Other Director Updates:** Patterson encouraged Trustees with Facebook accounts to follow the MPL page to see program photos. Fifty-four kids participated in the Children's Business Fair with gross sales of \$5,400. On the same day as the Fair, there was an overflow crowd at Lance Dorrel's presentation at the library. Mid-year staff performance discussions are almost finished. Patterson is waiting for quotes for an east addition roof replacement, tree removal, and caulking. The total of grant eligible funds raised for the window project is \$238,370.31. The \$50,000 check from Bolger has been received. Currently there are \$277,833.66 in Foundation Fund deposits and \$46,275.55 in restricted library fund carry over and deposits. Patterson submitted a

grant proposal to the Gladys Rickard Charitable Trust. Kuhlemeyer asked about reporting requirements for the Bolger grant. Patterson said she has to send a final report when the work is finished. Patterson noted good progress has been made on all 2024-2025 goals and objectives except #5 & 7. Objective 5 addresses hiring at least one part-time program assistant and objective 7 revising the Youth Services Coordinator job description to accommodate more young adult friendly programming. Patterson will be on vacation April 9-21. She will be gone for one pay day and there need to be 2 signatures on paychecks. She asked Rash, Richardson, and Cobb to be available to sign the checks.

**Statements for the Good of the Order:** Rash encouraged members to attend the Nodaway Chorale Spring Concert April 27 at 4:00 at the Schneider Performing Arts Center. The Youth Choir of Northwest Missouri will be guest performers and the theme is *Music, She Wrote*- pieces composed or arranged by women. Cobb invited members to attend an event in observance of National Child Abuse Awareness Month at the Public Safety Facility Friday April 11. Cobb and her husband will be presenting information about their organization, the Northwest Family Resources Association.

**Motion to Adjourn:** At 1:00 pm Rash adjourned the meeting.

Respectfully submitted by Cara Colville, Board Secretary